



Charlotte Works
Board of Directors Meeting
DRAFT
Minutes of January 26, 2017

A meeting of the Board of Directors of Charlotte Works was held Thursday, January 26, at 12 p.m. at the Goodwill Opportunity Campus at 5301 Wilkinson Blvd, Charlotte, NC 28208.

Present: Toya Allen, Karen Brackett-Browning, Karin Davies, Michael Elder, Jerome Festa, Jess George, Georgia Gulledge, Kati Hynes, Dennis Marstall, Kathi McLendon, Carol Morris, Laura Morrow Fox, Veronica Mosley (ad hoc member), Dan Roselli, Doug Rowe, Robin Strayhorn, Robin Thornton, Scott Thrower.

Not present: Roger Collins, Akeshia Craven-Howell, Betty Doster, Tim Rorie.

Also present: Sheila Armstrong Roberts, Beth Blair, Lisa Boyd, Alyssa Brown, Emily Clamp, Danielle Frazier, Patrick Graham, Veronica Graham, Katrina Louis, Darnell Middleton, Chris Miller, Erika Shorty, Kenneth Smith, Adrian Tait, Natasha Warren, Debra White, Shemia Williams, Claire Wilson.

I. Welcome - Dan Roselli

Chairman Dan Roselli officially called the meeting to order at 12:03 p.m. A quorum of members was present.

- Michael Elder welcomed everyone to the Goodwill Opportunity Campus, noting that the 6,000 square feet community space is available for partners' use.
- Dan acknowledged outgoing Chief Financial Officer Claire Wilson's retirement and thanked her for her hard work. Jerome Festa, treasurer and secretary, added his appreciation for her professional integrity, persistence and ability to get money refunded back to the organization. Claire was presented with a plaque on behalf of the board of directors.
- Beth Blair, the new chief financial officer, was introduced to the board.

II. Approval of Board Minutes (11.4.16) - Dan Roselli

The board reviewed draft minutes from the Nov. 4 board of directors meeting, which were sent in advance as a pre-read.

- Doug Rowe motioned to approve the minutes. It was seconded by Georgia Gulledge. The minutes were approved without oppositions or abstentions.

III. December Financials - Claire Wilson/Beth Blair

Chief Financial Officer Beth Blair presented the December financials, which covered the first six months of the program year.

- Compensation is below budget because President and CEO Patrick Graham started Nov. 1, 2016 (two months later than the budgeted position) and the budgeted development position has not been filled.
- Marketing and outreach funds are targeted for the new website. Spending is under budget now, but funds will be spent by end of the program year.
- ResCare operations are under budget since they bill management fees quarterly, not monthly.
- Individual Training Account (ITA) spending is under budget due to ResCare's increased activities after contracted services began on Oct. 1. ITA spending was up significantly in December versus November.
- The staff is addressing youth contracts that are under budget.

IV. Audit Report/990 - Claire Wilson/Beth Blair

The Program Year 2016 (PY16) audit has been completed with no findings and approved by the audit committee. The IRS form 990 (Return of Organization Exempt from Income Tax) has also been prepared and approved by the committee. Note: The numbers in the audit statement match the form 990 numbers.

- There was a \$326,974 reduction in net assets for the year. This is primarily due to non-Workforce Innovation and Opportunity Act (WIOA) funding that was received and recorded as income in PY15 but not spent until PY16.
- Accounts receivables show two months of expenses owed from the City of Charlotte due to late reimbursements. Most of the accounts receivables come from the city.
 - Ad hoc member Veronica Mosley explained that payments are based on the date of the invoice and recommended all invoices be backdated to the beginning of the month.
- Charlotte Works has one letter of credit from BB&T Bank, which has not been used.
- Michael Elder motioned for the board to approve the PY16 audit and the PY16 form 990. It was seconded by Laura Morrow-Fox. The audit and form 990 were approved as presented without oppositions or abstentions.

Chairman Dan Roselli suggested that a Dropbox folder is created to upload the board packets. He also noted the Budget Variance report was missing and asked that it be sent to the board.

V. December Dashboard - Danielle Frazier

Chief Operating Officer Danielle Frazier reviewed the December 2016 dashboard.

- On-The-Job Training (OJT) grants spending is at zero percent due to the number of active OJT trainings carried over from the previous program year.
 - The OJT program is also being re-evaluated to focus more on targeted industries and vocations.
 - Charlotte Works can apply for a grant to fund advanced manufacturing training for dislocated workers.
- PY16 Q1 WIOA performance metrics show that Charlotte Works is exceeding in all areas and meeting two: Adult Median Earnings and Dislocated Workers Employment Q4.

- There were nine metric measurements with Workforce Investment Act (WIA); there are 16 with WIOA. Some of the measures on the dashboard are not applicable because up until now, the Division of Workforce Solution has not been capturing that data.

VI. WIOA Performance Measures Overview - Danielle Frazier

- COO Danielle Frazier explained the differences between WIA and WIOA metrics.
 - There are two additional metrics for both adults and dislocated workers in WIOA
 - The employment rate and earnings are measured in different quarters.
- NCWorks Online has just incorporated all the WIOA changes into its system.
- The new benchmarks and goals will be measured as of PY2018.
- These new benchmarks and goals have altered CW's strategic plan.

VII. Charlotte Works Strategic Plan/Committees - Patrick Graham

President/CEO Patrick Graham highlighted the revised strategic plan.

Strategic plan:

- Shift in focus: Charlotte Works will become a leader and convener of economic development, industry, workforce development and education partners.
- There's stronger delineation between board staff and board activities.
- Some committees are tasked with addressing the new requirements WIOA places on workforce development boards.
- The Labor Intelligence committee needs a chair.

Chairman Dan Roselli noted that board engagement comes through action; Charlotte Works' success will live or die by the involvement of the board.

VIII. Charlotte Works Mission/Vision - Patrick Graham

President/CEO Patrick Graham described the proposed revised mission and vision statements:

- Mission: To convene and lead an integrated workforce system through partnerships, policy, and career pathways in a market-driven economy.
- Vision: The Charlotte Region is home to the most integrated workforce system providing the most highly skilled workforce for a global economy.

Michael Elder suggested the vision statement be amended to read "The Charlotte Region is home to the *nation's* most integrated workforce system..."

Chairman Dan Roselli recommended the mission statement be approved as reviewed, and the vision statement be approved with Michael's suggestion.

- Carol Morris motioned to approve the mission and vision statements with the suggested change. It was seconded by Robin Strayhorn. There were no oppositions or abstentions. The revised mission and vision statements were approved with the addition discussed.

IX. Charlotte Works' Youth Work Experience Policy - Danielle Frazier

COO Danielle Frazier discussed two changes to the Youth Work Experience Policy that needed approval:

- In-school youth have a work experience cap of 320 hours; it will be increased to 480 hours to match out-of-school youth.
- Participants under 18 and in high school cannot work between 11 p.m. and 5 a.m. when there is school the next day.

Chairman Dan Roselli asked that changes to the Youth Work Experience policy be approved as reviewed.

- Michael Elder placed a motion to approve and it was seconded by Kathi McLendon. Revisions to the Youth Work Experience Policy were approved without oppositions or abstentions.

X. Other Business

- COO Danielle Frazier informed the board that the West Morehead Street NCWorks Career Center staff had been relocated to either the Executive Center Drive or Forest Point Boulevard career centers.
 - Data has been pulled to determine the ideal location for a supercenter, based on the greatest need. Other center configuration(s) and the staff/partner space required are also being considered.
 - The July 1 time frame will probably need to be extended. A better timeline will be shared at the next board meeting.
 - Charlotte Works will leverage its workforce partners to meet its goals during this next phase of transition.
- President/CEO Patrick Graham announced that board assignments will be recommended to members and feedback is welcomed.

With no further business to come before the board, the meeting adjourned at 1:14 p.m.

The next board meeting is scheduled for April 20, 2017. The location is to be determined.