

**KERR-TAR**  
**WORKFORCE DEVELOPMENT BOARD/CONSORTIUM MEETING MINUTES**  
**Tuesday, June 10, 2025**  
**Kerr-Tar Regional Council of Governments, Henderson, NC**  
**6:00 PM**

**WORKFORCE DEVELOPMENT BOARD (WDB) MEMBERS:** Vanessa Cooke-Alvarado, Hal Muetzel, Jennifer Jones, Rob Wiliford, Laura Holden, Barbara Buchanan, Charla Duncan, Yolanda Uvalle, Kyle Burwell (for Jerry Edmonds), Gordon Agingu, Derrick Sims (by phone), Phillip Betts (by phone).

**COG/LA STAFF:** Lou Grillo, Diane Cox, Deborah Cozart, Sharon Thomas, Matris Robinson, Lisa Holland

**Providers:** Helen Bradby, EDSI

**Welcome/Call to Order – Vanessa Alvarado**

Chairperson Vanessa Cooke-Alvarado welcomed members and guests to meeting. New WDB board staff member, Lisa Holland, Business Services Manager was introduced to the board. Charla Duncan was the Warren County Economic Development Director but is now the Granville County Economic Development Director. Commissioner Rob Williford selected as the Chief Local Elected Official by the Workforce Consortium Board.

**Approval of Consent Agenda, Meeting Minutes, and Financial Report– Vanessa Alvarado**

- Motion was made and seconded to approve the consent agenda and minutes (3/11/25).
- Finance Report – (YTD through May, 2025). Motion carried.

**WIOA Operations Manager – Helen Bradby:**

**WIOA Enrollments:**

- Adults – **42**, Dislocated Workers (DW) – **22**, and Youth – **40**. The Adult, Dislocated Work, and Youth numbers have increased since the WDB meeting in March.
- Currently, WIOA is in its fourth quarter of the program year

**Individual Training Accounts (ITAs) and Occupational Skills Training (OST):**

- **23** Adults have either entered short term training or completed training.
- **10** DW have either entered short term training or completed training.
- **11** Youth have either entered short term training or completed training.
- CDL, Phlebotomy, Medical Assisting, Dental Assisting 1, Heavy Equipment Operator, Pharmacy Tech, Medical Billing & Coding, Medical Terminology, Medical Coding Outpatient, CNA 1, HVAC Electrical, and BioWorks Process Technician are the trainings.

**Work Based Learning Sites:**

- Hubzone, The County of Warren, NC Cooperative Extension, The Boys & Girls Club, Compass Solutions, PlantITROI, FlexDesk 360, Beckford Medical, and Sugar & Spice Preschool

**Success Stories:**

**Youth:**

- Saul Esparaza is 23 years old and a Vance County resident –Work Experience (WEX) at the HubZone (April) as a PC Technician a\$25.00 an hour.
- McKenzie Robinson is 20 years old and a Warren County resident – WEX at the County of Warren as an Administrative Assistant at \$15.00 an hour.

**Adult & DW:**

- Johnese Person is a Vance County resident and Mother of two – WEX at the County of Warren as an Administrative Assistant at \$15.00 an hour.
- Lexus Henderson is a Franklin County resident and Mother of two – completed Medical Terminology at Piedmont Community College (PCC) in April and started Medical Coding & Billing (April at PCC. Also, Lexus was awarded the SECU “Bridge to Career “ Scholarship in the amount of \$500.00.

**April Events:**

- There was a Franklin County High School Career Expo and a Warren County High School Career Expo.
- A Community Resource Fair held at Vance-Granville Community College.

**May Events:**

- Person County High School Career Fair.
- Pink with a Passion Cancer Walk

#### **WIOA Local Area Plan Modification for PY25 – Lou Grillo:**

WIOA requires each Local WIOA to develop and submit a comprehensive four-year plan. Our Local Area Plan was submitted on May 1, 2024 to NC Commerce Division of Workforce Services. A modification is sent annually and Kerr-Tar sent in a modification on May 1, 2025. The modification included reinforcement and continued work towards the initiatives and service plans indicated in the four year comprehensive plan with only one substantial modification in going to a singular Youth Program service provider.

- The Local Area Plan Modification includes:
  - A strong integrated workforce system;
  - Career Pathways (Advanced Manufacturing, Information Technology, Health & Life Sciences, Construction & Skills Trade;
  - Partnering with education and employment partners;
  - Improving access to activities leading to industry- recognized credentials
  - Focus on under-served and disconnected populations;
  - Accountability – monthly performance dashboard;
  - Supporting Economic Development – events and initiatives

**ACTION:** Motion to approve WIOA Local Area Plan Modification for Program Year 2025.

- First motion- Barbara Buchanan, Second motion – Hal Muetzel. Motion carried.

#### **PY 25 Planning and Procurement/Allocations – Lou Grillo**

Kerr-Tar will continue with their current providers for the PY 25 Program Year. The following are the proposed allocations:

- PY 25 Planning and Procurement/Allocations:
  - Adult – \$400,000 (EDSI)
  - DW - \$200,000 (EDSI)
  - Youth – \$400,000 (EDSI)
  - One-Stop Operator - \$0 (DWS)

**Recommendation** - Motion to accept the renewal of EDSI Adult Services contract in the amount of \$400,000.

- First motion – Charla Duncan, Second Motion – Hal Muetzel. Motion carried.

**Recommendation** - Motion to accept the renewal of EDSI Dislocated Worker Services contract in the amount of \$200,000.

- First motion – Sara Lloyd, Second Motion – Rob Williford. Motion carried.

**Recommendation** – Motion to accept the renewal of EDSI Youth Services contract in the amount of \$400,00.

- First motion – Laura Holden, Second Motion – Yolanda Uvalle. Motion carried.

**Recommendation** – Motion to accept the renewal of Division of Workforce Solutions contract at no cost.

- First motion – Hal Muetzel, Second motion - Gordon Agingu. Motion carried.

#### **Director’s Report – Lou Grillo:**

##### **Local Area Reentry Council Simulation:**

- The Local Area Reentry Simulation was held on April 7, 2025 at the NCWorks Career Center.
- A Local Area Rapid Response was held for Job Corps at the Kittrell Job Corps Campus on Wednesday, June 4, 2025. Kerr-Tar NCWorks Staff and Kerr-Tar WDB Staff, Capital Area WDB Staff, and Durham WDB Staff were also there to assist the students. There are 234 students enrolled and 155 currently on campus.

##### **Other Business:**

- A “Save the Date” for the upcoming Kerr-Tar Regional Summit on Thursday, October 9, 2025 at the Oxford City Hall in Oxford.

**Next Meeting for Kerr-Tar WDB/ Consortium will be Tuesday, September 9, 2025**

Respectfully Submitted by: Kelly Hundley, Program Specialist