

DRAFT  
BRAC Regional Task Force (RTF)  
BOARD OF DIRECTORS and QUARTERLY MEMBERSHIP MEETING  
Minutes from July 26, 2007

1. Chairman Tim McNeill called the Executive Committee meeting to order at 10:00 am at the Soldier Support Center Memorial Hall Conference Room on Fort Bragg, NC. A quorum was established.

Board members in attendance:

Greg Taylor, Bladen County  
James Martin, Alternate for Cumberland County  
Tony Chavonne, Cumberland County Municipalities  
Tim McNeill, Chair and Harnett County  
Tommy Burns, Harnett County Municipalities  
Jean Powell, Hoke County  
Richard Douglas, Hoke County Municipalities  
Ed Paschal, Lee County  
Lesa Price, Alternate for Lee County Municipalities  
Cary McSwain, Moore County  
Giles Hopkins, Moore County Municipalities  
Jim Brown, Alternate for Robeson County  
John Blanton, Sampson County  
Leon Butler, Scotland County  
Paul Dordal, Executive Director

Ex-Officio members: Ethel Clark, Mayor of Spring Lake; LtCol Pat Frost, BRAC Team Chief Pope AFB; Col David Frost, Garrison Commander, Ft Bragg.

Other attendees: Ann Lichtner, Office of Governor Easley; Kimberly Hill, Office of Lt. Governor Perdue; Jim Caldwell, Executive Director, Mid-Carolina Council of Governments; David MacKinnon, Associate Director, Office of Economic Adjustment; Don Belk, Regional Planner, BRAC RTF; John Bellamy, Executive Assistant BRAC RTF; Shannon Madrid, First Citizens Bank Ft. Bragg; Joe Adamczyk, Former Project Director, MRPI Fayetteville; Phyllis Owens, Cumberland County Business Council; Andrea Surratt, Moore County Planning Director, Shevelle Ramirez, Schools Liaison Officer Ft. Bragg; Brad Whited, Director Fayetteville Regional Airport; Tony Coleman, Assistant Director, Fayetteville Regional Airport; Jon Parsons, Executive Director, Sustainable Sandhills; Jim Dougherty, Executive Director, Regional Land Use Advisory Commission; James Belmont, Program Analyst, VA Medical Center; Jane Brightwell, V Strategic Business Development, Walker & Associates; Rachel Stone, Student Intern, Lee County Government; Doris Clark, Student Inter, Lee County Government; Joe Kilgore, VP Academic Affairs, InovaTech Fayetteville; R. Benjamin Clark III, for NC Senate; Sheila McLean, Employment Security Commission; Edith Edmond, Manager, NC Employment Security Commission; Susan Pulsipher, GIS Coordinator, DCA, NC Department of Commerce; Jim Konneker, Executive Director, Cumberland County BRAC Project Committee; Karen Van Dexter, Executive Assistant, Cumberland County BRAC Project Committee; David Camps, Fayetteville State University; Renee; Siemiet, Public Relations Specialist, North Carolina Military Business Center; Gene Byrd, NC Department of Commerce; Laurene Stubbs, Vision Realty of Scotland County; Danielle Byrd, Director of Sales, Residence Inn Pinehurst-Southern Pines; Michael Wagner, APC; Henry Cunningham, The Fayetteville Observer News; Stanley Victrum, Fayetteville Assistant City Manager; Elisabeth Meekins, The City of Fayetteville Government; Mike Shoemaker, Armed Forces Communication & Electronics Association; Jane Brightwell,

Walker & Associates/AFCEA; Jack Newman, Assistant Director for Planning, DCA NC Dept. of Commerce; Julia Love, Sustainable Land Use Planner, Ft. Bragg Department of Public Works; Alfred Foote, Cumberland County Department of Social Services; Donna Sullivan, Senior Program Director, the E-NC Authority; Mariryan Starr, Kelly MarCom Sanford, NC; Vagn Hansen, NC Division of Community Assistance, NC Dept. of Commerce; Jeff Brown, Project Manager, CGIA, NC DNER; Wayne Freeman, President/CEO, Training and Development Associates Laurinburg; Jack Dawsey, TDI; Joe McKoy, Director Methodist University at Ft. Bragg; Barbara Lahiff, Regional Director of Sales, Daly Seven Hotels/Hampton Inn.

#### Old Business:

2. The Committee reviewed and approved the minutes from the May 17<sup>th</sup> Board of Director's meeting. Greg Taylor moved to approve the minutes; Tony Chavonne seconded and the motion was approved.

#### New Business:

3. Chairman's comments: Chairman Tim McNeill commented that it is truly amazing what we can accomplish when we work together as a region, and that our regional approach to workforce transformation resulted in selection for a national level award for Community Innovation from the Association of Defense Communities. The Chairman and the Executive Director will accept the award at the annual ADC conference in Miami on July 30, 2007. The announcement of the U.S. Department of Labor grant of \$5million for this program will allow us to train our workforce for the opportunities associated with the buildup of defense related companies in the region and serve as a model for BRAC growth communities across the country. The Chairman thanked everyone for their participation and support for the BRAC RTF programs.

4. Executive Director's Report: The Executive Director commented that it has been a very rewarding two months with the kickoff of the planning effort by TDA on June 26<sup>th</sup>; notification of the Department of Labor grant award; and notification of the ADC award.

a) The U.S. Department of Labor announced a Workforce Demonstration Grant of \$5 million for the BRAC RTF. This is not a WIRED grant, however DOL expects us to use the WIRED proposal as the basis for the program, which they said would be a model for BRAC growth communities across the country. The Workforce Demonstration Program will utilize and augment the existing BRAC RTF staff and support functions and leverage on existing programs. Following meetings planned with U.S. DOL and NC DOC, a stakeholders meeting will be scheduled in August to accomplish initial planning for the program. The Executive Director requested Board approval to hire four individuals when funds are available for the following positions: Program Director; Program Manager for Academics; Program Manager for Workforce and Economic Development; and an Administrative Assistant. A handout with job descriptions and proposed salaries was presented and discussed. Administrative startup costs including furniture and computers were also discussed. A motion was made by James Martin and seconded by John Blanton to approve the request for \$276,000 in annual salaries for the four positions and startup expenses, contingent on the start date for the grant and availability of funding. The motion was approved.

b) Thirty-five applications were received for the deputy Director position for the BRAC RTF. Ten qualified applicants were selected for follow-on reviews and interviews. Mr. John Harbison was selected for the deputy Director position, approved by the Executive Committee and presented for board approval. A motion was made by Ed Paschal to hire John Harbison. The motion was seconded by James Martin. The motion was approved. The effective date of employment for Mr. Harbison will be August 1<sup>st</sup>, 2007. Several of those interviewed will be considered for positions associated with the Workforce Demonstration program, which will reduce the time and expense of a new job search.

c) Mariryan Starr of KellyMarCom provided an update on the Marketing Initiative and the branding effort, as well as development of the regional brochure and DVD script. They are continuing to work with the Marketing Committee and Economic Developers to brand the region and develop promotional materials.

d) Greenfield Services Economic Development Update: Mary Lilley with Greenfield reported that they have contacted 94 companies on the initial list of defense contractors that are under contract with FORSCOM. They received positive responses or requests for additional information from forty-two companies, resulting in two client visits and the potential for more in the near future. We are working on refining a list of the next 100 companies to contact.

5. Installation updates: Lieutenant Colonel Pat Frost, Pope AFB BRAC Team Chief provided an update on Pope AFB BRAC actions. Fort Bragg and Pope AFB continue to work together in preparation for base growth. Col David Fox provided an update on the progress of the actions at Ft. Bragg and the anticipated growth in the region. He commented that the BRAC actions were on track and future actions were contingent on funding and authorization from Congress.

6. Training and Development Associates (TDA) President & CEO Wayne Freeman provided a status update on their team efforts since the kickoff event on June 26. Minutes of the workgroup meetings from the 26<sup>th</sup> are posted on the BRAC RTF website. Team leaders are contacting key individuals and developing their approaches for the planning effort. The TDA team is currently on schedule with all projects. Mr. Freeman reported that the Institute of Transportation, Research and Education (ITRE) from NC State University, is conducting the educational review process for the region. They have already accomplished a higher resolution study for Moore County schools and are in the process of a similar assessment of Harnett County schools. ITRE proposed that they could assess the remaining Tier One counties at this resolution for an additional \$24,000. The funds would be reallocated from either the OEA or DOL grant. Following a short discussion, Ed Paschal made a motion that \$24,000 be reallocated to the TDA contract for ITRE to assess the Tier One counties at the higher resolution. Tommy Burns seconded the motion which was approved by the Board.

7. Regional updates: a) Jeff Brown with CGIA reported that their Geographic Information System (GIS) update is on track and actually ahead of schedule. He presented slides showing the type of data that is tracked with GIS and showed why this data is useful for regional planning.

b) Jim Daugherty, Executive Director of RLUAC, reported that with the GIS data from CGIA he is proceeding with the Joint Land Use Study (JLUS) update. He is also close to finishing an initial draft of the light pollution study, which he will present at the next RLUAC meeting.

c) Jon Parsons, Executive Director of Sustainable Sandhills, reported that he has now expanded their EPA toolkit program to include all eleven BRAC RTF counties and that they are working closely with RLUAC, CGIA and the BRAC RTF on developing a Comprehensive Regional Growth Plan.

8. Budget: a) The DOD/OEA grant adjustment request was processed and approved by OEA. The grant amount was increased from approximately \$1.1 million to just over \$1.9 million. David MacKinnon, our program manager at OEA commented that the grant adjustment was one of the higher amounts requested, however this program has the widest scope of any of the BRAC growth communities, which includes all of the planning tasks in one program. Other communities have tended to request funding for more specific tasks.

b) The increase in the OEA grant results in an increase in the ten percent non-federal matching funds that are required by OEA. Invoices will be sent to the counties within the next two weeks and payment for fy2008 is requested by the end of September.

c) Other Budget items: Jim Caldwell passed out the quarterly and annual to date payments by OEA. The Mid-Carolina COG was carrying a short term debt of \$23,000, while the payment request was pending. The deficit has since been paid.

9. The BRAC RTF Annual Membership meeting is scheduled for October 19<sup>th</sup>. This meeting is planned as a kickoff event for the Workforce Demonstration program, and will include a press conference and presentation of the program elements and budget. The BRAC RTF By-laws require election of Officers at the annual meeting. The two Officer positions that are currently filled are the Chair and the vice-Chair. Terms are for one year and allow for a one year extension. During the Executive Committee meeting on July 19<sup>th</sup> the Chairman asked for volunteers for a nominating committee, and the following representatives were selected: Kenneth Edge, Kenneth Windley, and Jean Powell.

10. Other discussion: A workshop for the Board of Directors is scheduled for September 27<sup>th</sup> at 10:00am at the Family Resource Center in Spring Lake. The workshop will provide an opportunity to discuss the Workforce program in detail, including the budget, program elements and expectations. The BRAC RTF Strategic plan and other programs will also be discussed.

11. The next Executive Committee meeting is scheduled for September 20th at 1:00 pm at the SSC. Following the Annual Meeting on October 19<sup>th</sup>, the next Quarterly Membership and Board of Directors Meeting will be held November 29<sup>th</sup>, 2007.

12. Chairman McNeill reiterated how important it is to follow the successful approach of working together as a region and what you can accomplish by doing so. Cary McSwain thanked the BRAC RTF staff for their efforts in creating a successful program. The Chairman adjourned the meeting at 11:50 am.

Submitted by:

Paul Dordal,

Executive Director, BRAC RTF