



**WAKE COUNTY HUMAN SERVICES
WAKE AREA BUSINESS ADVISORY COUNCIL**

ANNUAL REPORT
FY 08/09

The mission of the Wake Area Business Advisory Council is to develop and promote employment opportunities and resources for participants of Wake County's employment and training programs through partnering with area businesses.

Table of Contents

I.	Overview	
	Mission	page 3
	Membership	page 4
II.	Highlights	
	Committees	page 5
	Business Days and Information Sessions	page 6
	Business Expos/Job Fairs	page 7
	BAC Awards of Excellence Luncheon	page 7
	Communication	page 8
III.	BAC Officers for 2007-2008	page 9

I. Overview

Mission

In 1997, the Wake Area Business Advisory Council (BAC) was created through a partnership with Wake County Human Services (WCHS) and private sector representatives. The BAC's mission is to develop and promote employment opportunities and resources for participants of Wake County employment and training programs through partnering with area businesses.

The BAC promotes employment as a means to economic self-sufficiency and personal responsibility. Membership in the BAC is comprised of local businesses and representatives from various employment and training programs within and outside Wake County Human Services.

Members enjoy many benefits:

- Access to a diverse, often untapped pool of potential employees
- An opportunity to network with other business representatives
- Education regarding services available through local, state, and federal governments
- A forum for business representatives to identify workforce needs and solutions
- An opportunity to contribute to those in the community through outreach such as job skills workshops.

Membership meetings are held the fourth Thursday of every month (except for the months of July, November and December) at 9:00 am. The BAC Executive Committee meets for annual goal setting in either July or August. The November and December meetings are combined and held the first week in December. This meeting serves as an Open House and membership drive. Each month, guest speakers are invited to speak with the membership on various employment and training issues including employment resources, legal updates and professional development topics.

The BAC is a part of Vocational Services, a division of Wake County Human Services, and is staffed by this division's Workforce Development Coordinator. Financial support for the BAC includes membership fees and Wake County general funds.

Membership

The BAC enjoys a membership comprised of private and public sector representatives from a variety of organizations and businesses. Members are actively involved in projects sponsored by the BAC and most consistently attend monthly meetings.

Annual membership fees are \$50.00. These fees are used to promote programs and activities sponsored by the BAC such as job fairs and workshops. Expenses include such items as printing (brochures; flyers), refreshments for vendors and participants, achievement awards, facility rental and other administrative costs.

Membership fees are due by July 31st of each year. Prospective members may attend three meetings prior to paying fees. For those joining after December, membership fees are prorated. The special "3-years for the price of 2" was continued and continues to be a popular choice for many members.

The following is a list of BAC members for FY 08/09:

ACC Staffing	Raleigh-Wake Human Resource
Adecco Employment	Management Association
Applied Research Associates, Inc.	Rescare, Inc. Community Alternatives-NC
Career Pro of NC, Inc.	Resource Accounting
Community Partnerships, Inc.	Total Outsource Systems (TOS)
ECPI College of Technology	Corporation
Express Employment Professionals	Smith Debnam Law Firm
Family Resource Center	the Human approach
Gregory Poole	Wake County Economic Development
Luihn Food Systems	Wake Technical Community College
Marriott Employment Center	Waste Industries
McLaurin Parking	WCHS: JobLink Career Center at
NC Division of Vocational Rehabilitation	Swinburne
NC Division of Services for the Blind	WCHS: Northern Regional Center
NC Governor's Rapid Response Team	WCHS: Supportive Employment Program
NC State University - HR - UTS	WCHS: Vocational Services - Workforce
Prism Publishing/Carolina Job Finder	Development Team
Raleigh Lion's Clinic for the Blind	WCHS: Work First Program

Meeting Attendance

BAC meeting attendance averaged 27 attendees per meeting with 83% representing business and community agencies.

II. Highlights

Committees

During the program year, BAC members carry out their work through committees including: Human Capital Development, Marketing and Membership, and Program. Committees conduct meetings and communication via e-mail or phone for planning purposes (depending on projects, deadlines, etc.) and chairs report their progress at monthly BAC meetings. The following is a brief explanation of each committee:

- Human Capital Development Committee – This committee was formed out of the original Job Seeking Skills Workshop committee. The function of the Job Skills Workshops was in less demand due to the increase of community based workshops and classes; therefore, the committee reorganized to support the ongoing Human Capital Development Initiative of Wake County Human Services.

Through this committee, BAC members can serve participants in the Middle Class Express or other related programs and provide informational or practice interviews, job shadow experiences, resume review or career mapping sessions. These will be scheduled on an individual basis and be industry or job specific connections to members of the BAC. This program is under construction and currently being rolled out through the volunteer management team with the MCE.

- Marketing and Membership Committee – The function of this committee is to develop strategies and tools for publicizing the BAC and to make private sector employers aware of the benefits of membership on the Council. This committee sponsors an annual Open House event. Additionally, this committee represents the Council at the Capital Area JobLink Career Fair and the Greater Raleigh Chamber of Commerce Business Expo.

Through contacting new members and guest attendees to obtain feedback, the following BAC meeting enhancements were recommended and adopted:

- Held the first ever “speed networking” meeting to expand connections and was very positively received with a recommendation to repeat the “speed networking” regularly through the year.
- Created small group brainstorming/problem sessions during the meetings
- Developed a BAC informational business card to promote the BAC to prospective members
- Continued having a guest speaker for most monthly meetings
- Current members personally met with and invited new members to join the BAC

- Program Committee – This committee is responsible for scheduling guest speakers to conduct brief informational training sessions for the BAC. These sessions are scheduled for each monthly meeting and cover a variety of employment-related topics. The purpose of the sessions is to provide the members with opportunities to increase their knowledge and skill base as this relates to employment and training issues or to offer professional development for members. Each fall, this committee surveys the membership, requesting feedback on desired areas/topics of interest for training. Guest speakers covered the following topics:
 - Morrisville Economic and Industry Overview
 - Employment Law Overview and Update
 - Creating Career Advantage through Online Networking
 - Volunteer Income Tax Assistance Information Session
 - What Separates Top Producers from Average Producers
 - Your Professional Image, Is it Worth One Million Dollars?
 - Helping Your Organization and Employees Transition During Challenging Times
 - Wake County Health Promotions (Cessation) Information Session
 - Speed Networking
 - Resume Refresher and Review of Resumes for Programs

Business Days and JobLink Website

Each month at the Wake JobLink Career Center--Swinburne, employers are given an opportunity to conduct Business Days (on-site recruitment) to screen and/or select qualified candidates to fill their job vacancies.

Business and Organizations also have the opportunity to present “Information Sessions” which are group sessions providing employment related business overviews, educational topics or community resources.

During the program year, over 1700 job seekers attended 99 Business Days/Information Sessions. Ten (10) of these were hosted by BAC members.

BAC members announced and shared multiple job leads during monthly BAC meetings, via email communications and/or via the JobLink website (www.joblinkcc.com). BAC members worked together to share leads among agencies and job seekers. Business and agencies engaged in the sharing of the leads along with information helpful to job seekers during this challenging economic climate.

Business Expos/Job Fairs

The BAC and JobLink shared a booth at the Greater Raleigh Chamber of Commerce Small Business Expo where benefits and services of the BAC and JobLink were shared with small and large business attendees.

BAC members continued to be active participants in bi-annual Capital Area JobLink Career Fairs held each fall and spring. Past events averaged over 500 job seekers and featured over 50 business booths. The Spring 2009 event had over 1500 job seeker attendees, 50 business booths and 25 resource booths. In addition, BAC members provided HR consultations and assistance for attendees during the event which was a new offering.

Business Advisory Council *Awards of Excellence Luncheon*

On November 6, 2008 the BAC was pleased to host the fifth annual *Awards of Excellence Luncheon* at the McKimmon Center. The purpose of the event was to recognize and honor excellence in workforce development. The event also served as a “signature project” for the BAC, offering an ideal opportunity to present the BAC to business colleagues and others who might have an interest in becoming involved with the Council.

BAC Chair, Kistina Freeman, opened the Luncheon. Wake County Deputy Manager, Joe Durham provided welcoming remarks and encouraged business leaders who were not already involved with the BAC to consider joining. Following a delicious lunch was a special presentation was provided by John O’Connor, President of Career Pro NC, Inc. Mr. O’Connor filled in at the last minute with an inspiring historical retrospect when the scheduled speaker was called away due to an unavoidable emergency. Wake County Board of Commissioner Chair, Joe Bryan, presented the awards. Wake County Human Services Director, Ramon Rojano, provided closing remarks.

Nominations for the awards were solicited from the following programs:

- Community Partnerships, Inc.
- NC Division of Services for the Blind
- NC division of Vocational Rehabilitation
- NC Employment Security Commission
- JobLink Career Center – Swinburne
- Wake County Homeless Services
- Wake County PRO-Familia
- Wake County Work First – TANF
- Wake County Workforce Investment Act (WIA)
- Wake County Working for Kids
- Wake Technical Community College

BAC members voted on the award nominations and made final selections.

Handsome engraved awards were presented in the following categories:

- Outstanding Employee—Darrell Price (Wake County Supportive Employment)
- Outstanding Partnership— Family Resource Center and Wake Earned Income Tax Coalition

- Outstanding Businesses
 - Community Alternatives (BAC Member)
 - BJ's Warehouse
- Outstanding Participants
 - Brandon Moore (Supportive Employment)
 - Roderick Hill (Working for Kids)

Certificates of Merit were also awarded in each of the categories to persons who had received the second highest number of votes.

One hundred and twenty-five (125) BAC members, award winners and their guests, and staff representing employment and training programs attended the Luncheon. The response to the event was overwhelmingly positive. However, due to the challenging budget considerations and current economic conditions, this event is being placed in hiatus. Other methods of recognition will be explored during the 2009/2010 BAC Leadership planning session.

Communication

Job leads, workshops, Information Sessions and other events were promoted to the community, job seekers, employees, job/employment counselors, human resource professionals and other individuals. The full distribution represented over 700 individuals.

Communication efforts among job seekers and job counselors focused on use of the email system "Constant Contact". This hi-tech email solution, email contacts were managed and professionally formatted emails were developed and distributed. This included nearly 100 email communications that listed provided hundreds of individual job leads, recruitment events, job skills workshops, information sessions and other career related events.

BAC Leadership

The BAC is lead by community volunteers who provide their expertise and their time to contribute to the ongoing success of the BAC. The BAC could not achieve the results without the dedicated and skilled leadership found in the BAC Leadership Team.

BAC Officers for 2008-2009

Kistina Freeman, McLaurin Parking Company: Chair

Robin Mathes, Community Alternatives-NC: Past-Chair

Lise Bireline, NC State University: Chair-Elect

Committee Chairs for 2008-2009

Pam Higdon, Express Employment Professionals: Human Capital Development

Victor Sanchez, Human Resources Recruiter: Membership & Marketing

John O'Connor, Career Pro, NC: Programs