



North Carolina Department of Health and Human Services Division of Social Services

Economic Independence Section • 325 North Salisbury Street
2420 Mail Service Center • Raleigh, North Carolina 27699-2420
Courier # 56-20-25

Michael F. Easley, Governor
Carmen Hooker Buell, Secretary

E. C. Modlin, ACSW, Director
(919) 733-3055

May 7, 2001

**Re: 2001 Governor's Awards for Excellence
in Workforce Development**

Dear County Director of Social Services:

The Commission on Workforce Development is in the process of planning its Workforce Development Partnership Conference, which is scheduled for October 24-26, 2001 at the Sheraton Four Seasons Hotel in Greensboro. The *Governor's Awards for Excellence in Workforce Development* will be presented as part of the conference at a banquet on October 25. The awards recognize four outstanding workforce development participants (two adults and four youth) and the outstanding employer.

We encourage your agency to submit nominations for this year's awards for one or more of the categories. This is an opportunity for us to provide special, statewide recognition highlighting the accomplishments of the customers we serve as well as our workforce development partners.

Please find attached a packet of information which includes nomination procedures and forms. The criteria for nominations is outlined in the attachment. **Please note that all nominations must be signed by the agency director, mailed, and received by the Commission on Workforce Development no later than 5:00 p.m. on June 25, 2001.**

Thank you for your assistance with this request.

Sincerely,

A handwritten signature in cursive script that reads "Pheon Beal".

Pheon Beal, Chief
Economic Independence Section

PB/WJ
Attachments
EI-07-2001

2001 GOVERNOR'S AWARDS FOR EXCELLENCE IN WORKFORCE DEVELOPMENT



NOMINATION PROCEDURES AND FORMS

**Commission on Workforce Development
North Carolina Department of Commerce
4327 Mail Service Center
(STREET ADDRESS: 301 N. Wilmington Street 27601)
Raleigh, NC 27699-4327**

2001 GOVERNOR'S AWARDS FOR EXCELLENCE IN WORKFORCE DEVELOPMENT

NOMINATION PROCEDURES

OUTSTANDING EMPLOYER

***NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY JUNE 25, 2001***

NOMINATION SPECIFICATIONS: Nominations not in compliance with all specifications will not be considered:

- A. Nominations must be for accomplishments during July 1, 2000 - June 30, 2001.
- B. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form.
- C. **Nominations are due to the Commission on Workforce Development by 5:00 p.m. on June 25, 2001. Late or faxed nominations will not be accepted.**

DIRECTIONS FOR COMPLETING THE NOMINATION FORM:

Sections I and II. Nominee/Nominator Information: Please provide the appropriate information on the attached form.

Section III. Synopsis: Attach a brief synopsis (no more than one-half single-spaced typed page) that describes the business nominated, including the type of business or organization, number and type of employees, and whether the business is a subsidiary/local branch of a national business. Emphasize the types of training offered and include other pertinent descriptive information.

Section IV. Nominee Accomplishments: Please describe the accomplishments of the business and explain why the business should be considered for the award. Describe how the business has positively contributed to the local/state economy and improved workforce training and employment opportunities. Limit the narrative to no more than two single-spaced typed pages. Each of the following criteria must be addressed in separate paragraphs:

- A. The extent to which the business has demonstrated a continuing commitment to the workforce development system through donation of employee time and services, exemplary hiring practices and the encouragement of business involvement in workforce development efforts.
- B. The extent to which the business has demonstrated involvement/use of public education and training programs. Examples include work with JobReady (School-to-Work), or JobLink (One-Stop) Career Centers, cooperative education, vocational training or other training offered through the public school system, community colleges, apprenticeship training, supported employment, on-the-job training, older worker training, workforce literacy training, Work Opportunity Tax Credit, Workforce Investment Act program, the Work First program and other workforce development programs.

Outstanding Employer Award

Page Two

- C. The extent to which the business has promoted positive community/public relations for workforce development programs and individuals in need of workforce development.
- D. The extent to which the business has improved workforce development opportunities for specific populations including youth, displaced workers, disabled individuals, welfare recipients, veterans, older workers, ex-offenders, economically and educationally disadvantaged, and other populations.
- E. The extent to which the business has implemented and practiced employee-centered work practices including employee professional development, employee assistance programs, educational training/workplace literacy, family-centered work policies, and other related efforts.

**2001 GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT**

NOMINATION FORM

OUTSTANDING EMPLOYER

***NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY JUNE 25, 2001***

I. NOMINEE INFORMATION:

Business Nominated: _____

Address: _____

Chief Executive Officer:

(Person to be notified if selected for an award)

Telephone Number: _____

II. NOMINATION SUBMITTED BY:

Organization Name:

Contact Person/Job Title: _____

Address: _____

Telephone Number: _____ FAX: _____

E-mail address: _____

Chief Executive Officer

of the Organization: _____ / _____
Name Signature

III. SYNOPSIS (Attach separate page.)

IV. NOMINEE ACCOMPLISHMENTS (Attach separate pages.)

2001 GOVERNOR'S AWARDS FOR EXCELLENCE IN WORKFORCE DEVELOPMENT

NOMINATION PROCEDURES

OUTSTANDING WORKFORCE DEVELOPMENT ADULT PARTICIPANT

***NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE
DEVELOPMENT BY JUNE 25, 2001***

NOMINATION SPECIFICATIONS: Nominations not in compliance with all specifications will not be considered:

- A. Nominees must have completed a workforce development program and must be gainfully employed during July 1, 2000 - June 30, 2001.
- B. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form and support letter(s).
- C. Awards will be presented at a banquet on **October 25, 2001** at the Sheraton Four Seasons in Greensboro. **If the nominee is selected to receive an award, it is the responsibility of the nominating agency to provide the necessary transportation and lodging for the nominee.**
- D. **Nominations are due to the Commission on Workforce Development by 5:00 p.m. on June 25, 2001. Late or faxed nominations will not be accepted.**

DIRECTIONS FOR COMPLETING THE NOMINATION FORM:

Sections I and II. Nominee/Nominator Information: Please provide the appropriate information on the attached form. **Please note that the Chief Executive Officer of the nominating organization must sign this form.**

Section III. Biographical Information: Please provide a brief (no more than one-half single-spaced typed page) biographical description of the nominee.

Section IV. Nominee Accomplishments: Please provide a brief (no more than two single-spaced typed pages) summary describing the accomplishments of the nominee utilizing the following format:

- A. Explain why the nominee should be considered for this award.
- B. Describe the nominee's accomplishments
- C. Discuss any barriers or hardships the participant has overcome in order to successfully participate in and complete a workforce development program.
- D. Identify the current status of the nominee (ie. Whether nominee is employed, name of employer, rate of pay, etc.).

Section V. Support Letter(s): The nomination must include letter(s) of support from the entity nominating the participant and the local grantor agency.

**2001 GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT**

NOMINATION FORM

OUTSTANDING WORKFORCE DEVELOPMENT ADULT PARTICIPANT

***NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE
DEVELOPMENT BY JUNE 25, 2001***

I. NOMINEE INFORMATION:

Individual Nominated: _____ SSN: _____

Address: _____

Telephone Number: _____

Identify the program/activity that the nominee completed: _____

II. NOMINATION SUBMITTED BY:

Organization Name: _____

Contact Person/Job Title: _____

Address: _____

Telephone Number: _____ FAX: _____

E-mail address: _____

Chief Executive Officer
of the Organization: _____ / _____

Name

Signature

III. BIOGRAPHICAL INFORMATION (Attach separate page.)

IV. NOMINEE ACCOMPLISHMENTS (Attach separate page.)

V. SUPPORT LETTER(S): (Attach letter/s)

**2001 GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT**

NOMINATION PROCEDURES

OUTSTANDING WORKFORCE DEVELOPMENT YOUTH PARTICIPANT

<i>NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT BY JUNE 25, 2001</i>

NOMINATION SPECIFICATIONS: Nominations not in compliance with all specifications will not be considered:

- A. Youth participants are individuals who at the time of enrollment into a workforce development program, have not yet reached their 22nd birthday and are at least 14 years of age.
- B. Youth participants eligible for this award must have during July 1, 2000 - June 30, 2001 either:
 - completed training and continued in another training activity; or
 - completed training and continued their education; or
 - completed training and are currently gainfully employed.
- C. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form and support letter(s).
- D. Awards will be presented at a banquet on **October 25, 2001** at the Sheraton at Four Seasons in Greensboro. **If the nominee is selected to receive an award, it is the responsibility of the nominating agency to provide the necessary transportation and lodging for the nominee.**
- E. **Nominations are due to the Commission on Workforce Development by 5:00 p.m. on June 25, 2001. Late or faxed nominations will not be accepted.**

DIRECTIONS FOR COMPLETING THE NOMINATION FORM:

Sections I and II. Nominee/Nominator Information: Please provide the appropriate information on the attached form. **Please note that the Chief Executive Officer of the nominating organization must sign this form.**

Section III. Biographical Information: Please provide a brief (no more than one-half single-spaced typed page) biographical description of the nominee. Include participant characteristics and previous education and work history.

Section IV. Nominee Accomplishments: Please provide a brief (no more than two single-spaced typed pages) summary describing the accomplishments of the nominee utilizing the following format:

- A. Explain why the nominee should be considered for this award.
- B. Describe the nominee's accomplishments.
- C. Discuss any barriers or hardships the participant has overcome in order to successfully participate in and complete a workforce development program.
- D. Identify the current status of the nominee (ie. Whether nominee is employed or in school or training, name of employer, rate of pay, etc.).

Section V. Support Letter(s): The nomination must include letter(s) of support from the entity nominating the participant and the local grantor agency.

**2001 GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT**

NOMINATION FORM

OUTSTANDING WORKFORCE DEVELOPMENT YOUTH PARTICIPANT

***NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE
DEVELOPMENT BY JUNE 25, 2001***

I. NOMINEE INFORMATION:

Individual Nominated: _____ SSN: _____

Address: _____

Telephone Number: _____

Identify the program/activity that the nominee participated in: _____

II. NOMINATION SUBMITTED BY:

Organization Name: _____

Contact Person/Job Title: _____

Address: _____

Telephone Number: _____ FAX: _____

E-mail address: _____

Chief Executive Officer
of the Organization: _____ / _____

Name

Signature

III. BIOGRAPHICAL INFORMATION (Attach separate page.)

IV. NOMINEE ACCOMPLISHMENTS (Attach separate page.)

V. SUPPORT LETTER(S): (Attach letter/s)