

**Minutes of the
Northeastern Workforce Investment Consortium
February 17, 2011
6:30 p.m.**

- I. Lloyd Griffin, Chairman of the Northeastern Workforce Investment Consortium (the Consortium), opened the meeting held at the Albemarle Commission on February 17, 2011 at 6:30 p.m.
- II. The presence of a quorum was determined with eight Consortium members present: Lloyd Griffin, Richard Johnson, Tammy Miller-White, John Rorer, Sharon Spencer, Fred Swain, Tracey Johnson, and John Mitchener. Absent were Michael McLain and Graham Twine. NWDB staff included Wendy Jewett and Meagan O'Neal.
- III. Minutes of January 20, 2011- Tammy Miller-White stated that several points that needed to be corrected in the minutes. She indicated where, and it was agreed that the minutes would be corrected, and included at the next meeting.
- IV. Budget Report- Dawn Kent, the finance officer was not available at this meeting, so Wendy Jewett reviewed the budget and asked if there were any changes needed to the format. Everyone agreed that this was enough information for their meetings. Tammy Miller-White asked about getting the full blown budget for the following year, and Wendy stated that we will give the board the full schedule when requested. Right now Dawn is working on the budget for the 2011-2012 year.
- V. Membership Updates – Wendy explained that Lee Scripture, director of the 4-H center was the appointment for Tyrrell County, which was approved at the last meeting. The only one left to approve is John Rissmiller, Pastor of Abundant Hope Baptist Church, as the Gates CBO. **Richard Johnson made a motion** to approve John Rissmiller as the Gates County appointment. **Tracey Johnson seconded this motion**, and it was carried unanimously.

Wendy Jewett gave a brief breakdown of the relationship between the WIA Consortium, Albemarle Commission Board, Northeastern Workforce Development Board, and the NWDB Staff. She had a chart of the organizational relationships for everyone to see. Ms. Jewett then explained the breakdown of the NWDB for the new Consortium members. Each person appointed is strategically placed so that each county is well represented. Mr. Griffin explained how each county has appointees, and then there are organizations that are meant to cover the region, such as COA. She stated that since we now have a finalized board, and she will submit the certification documents to the state tomorrow and the first NWDB meeting will be March 15, 2011 at 5:30.

A page from the annual AC audit review was then passed around and Wendy explained that the Albemarle Commission supports the NWDB in bringing additional revenue in order to keep a stable budget that will ensure a high level of service delivery. The chart on this handout showed that in 2010 NWDB brought in more than all the other departments. Before 2010, there was a slow decline in funding brought in by NWDB. Richard Johnson then asked how the NWDB plans

to spend all of this money this year, in order to keep the funding and not have to send it back. She explained that we have slowed down, but only because of case management issues, and plans to be right back on track as soon as staff is brought back up to capacity. Right now she wants to make sure we have enough staff to give quality service to the participants. At Chairman Griffin's request, Wendy explained the state fiscal monitoring issue, but at this time there was no indication of any problems. Wendy was still waiting for the state monitor to contact her and Dawn regarding an exit interview. Chairman Griffin explained that the state was being very thorough so they could put to rest some of the accusations against the NWDB staff from a former Board member.

- VI. NWDB Bylaws- The bylaw revisions are almost complete; however the Attorney still must review before final approval. Ms. Jewett asked if she could have a draft that was close to being finalized to share with the new Board.

Tammy Miller-White stated that she would like to suggest a couple of changes. The first is Article III, Section 2, Part A. This stated that if the request for appointment should exceed 30 business days, the Consortium may appoint the member. Tammy Miller-White would like to see that number be 60 days due to meeting times and time constraints on the Commissioners. She would also like clarification in Article X, by adding the word Consortium to the sentence to be specific as to at which meeting the bylaws may be amended. She stated that she would also like to change the wording of Article II, Section 1, Part H. It was agreed to change the wording to "Develop a budget that will be forwarded to the Consortium for review and approval, and then forwarded to the Albemarle Commission who will adopt it".

Richard Johnson also suggested a couple of changes. He would like Article VIII, Section 3 to have a different notification period if allowable. His suggestion was to either set a minimum and maximum amount of days prior to the meeting to announce, or set a time frame for an electronic preliminary packet to be sent out, and then have the hard copy with any updates at the meeting. Mr. Johnson also addressed Article VIII, Section 2 about attendance. He would like to expand absences to 10% of total meetings, including committee meetings. He also wanted to set some sort of standard of proper notification of excused absence and a time frame cutoff for excused and unexcused, such as 1 hour before the meeting.

Tammy Miller-White made a motion to approve all of the suggested changes to the bylaws. **Sharon Spencer seconded this motion**, and it was carried unanimously.

Wendy was instructed to have the changes made to the bylaws and send them to each of the members for their comment. If all were in agreement the draft could be shown to the board and also sent to the Attorney for his comment. Once reviewed by the Attorney they would go back to the Consortium for approval.

VII. Contract Review Committee- Wendy explained the purpose of the review committee and what their responsibilities would be. Since the NWDB was not in place, she asked if Consortium members would make up this committee until a Board Committee was in place. There will be a RFA review sometime in April for the youth contacts and a review of Incumbent Worker grants in May. After a discussion it was decided that the committee would consist of Graham Twine, Lloyd Griffin, Tammy Miller-White, and Gary Jordan as a past board member and who sits in the AC Board. . **Richard Johnson made a motion** to approve this committee. **John Mitchener seconded this motion**, and it was carried unanimously.

Sharon Spencer made a motion to adjourn this meeting, **Fred Swain seconded this motion**, and it was carried unanimously.

The next meeting is scheduled for March 17, 2011 at 6:30 p.m. at the AC.



Lloyd Griffin, III Consortium Chairman

JUNE 14, 2011

Date