

**Minutes of the  
Northeastern Workforce Investment Consortium  
June 16, 2011  
6:30 p.m.**

- I. *Welcome* - Lloyd Griffin, Chairman of the Northeastern Workforce Investment Consortium (the Consortium), opened the meeting held at the Albemarle Commission on June 16, 2011 at 6:30 p.m.
- II. *Quorum* - The presence of a quorum was determined with seven Consortium members present: Lloyd Griffin, Michael McLain, Tammy Miller-White, Sharon Spencer, Graham Twine, Fred Swain and Tracey Johnson. Those absent were John Rorer, Richard Johnson, and John Mitchener. NWDB staff included Wendy Jewett, Dawn Kent and Meagan O'Neal.
- III. *NWDB Budget* - Dawn Kent explained the budget that was included in the packet. She answered all questions about carry forward monies and other line items. She will break down the salaries to show who it covers for future budgets because some are lumped into the same line items. **Graham Twine made a motion** to approve the NWDB budget. **Michael McLain seconded this motion**, and it was carried unanimously.
- IV. *Minutes - Items IV, V, and VI* were minutes from previous meetings that had been tabled due to time constraints. These were voted on in one motion. **Sharon Spencer made a motion** to approve the minutes from the meetings of January 20, February 17, and April 11. **Graham Twine seconded this motion**, and it was carried unanimously.
- VII. *NWDB Bylaws* - The NWDB bylaws were approved by consent at the last meeting over the phone; however a motion must be made at this meeting to approve the bylaws. **Tammy Miller-White made a motion** to approve the NWDB bylaws as they are. **Sharon Spencer seconded this motion**, and it was carried unanimously.
- VIII. *Youth Contracts* - Wendy Jewett explained the difference of the different contracts presented, and the difference between using contracts and in-house services. She then explained how youth from all 10 counties were to be served. Lloyd Griffin gave a brief overview of what was discussed at the Contracts Review committee meeting. The youth program is depending on the NWDB to get the region covered and move forward with services. Mr. Griffin went around the table and asked each Consortium member if they knew of anyone in their counties that could help provide youth services. Several members gave suggestions. The only other discussion involved with the youth contracts was where staff salaries and the Director's salary came from out of the youth money. Ms. Jewett explained that her salary was drawn from other monies, and none came from the youth monies.

- IX. *Monitoring Letter* - Ms. Jewett added an item to the agenda and addressed the monitoring letter that arrived in the mail this week. She explained the outcome, and she is going to address the two small issues that were found. She will send out the monitoring report to the Consortium after she addresses the issues stated.
  
- X. *Other Business* - The next meeting will be in September, and at this meeting Ms. Kent will give a "true" budget with all carry forward money. Ms. Jewett will also have the youth identified per county.

**Tammy Miller-White made a motion to adjourn. Graham Twine seconded this motion, and it was carried unanimously.**

The next meeting is scheduled for September 15, 2011 at 6:30 p.m. at the AC.

  
Lloyd Griffin, III Consortium Chairman

*September 15, 2011*  
Date