

**Minutes of the
Northeastern Workforce Development Board
August 16, 2011
6:30 p.m.**

I. Welcome- Stephen Chalker, Chairman of the Northeastern Workforce Development Board opened the Northeastern Workforce Development Board (NWDB) meeting held at the Albemarle Commission on August 16, 2011 at 6:30 p.m.

II. Introduction/Determination of Quorum- It was determined that there was not a quorum with 11 Board members present. Members present: Stephen Chalker, Jack Hughes, Chuck Boucher, Zach Bray, Dave Carroll, Jon Rissmiller, Donna James-Whidbee, Anita Johnson, Jerry Rhodes, David Simpson and April Stotesberry. Partners present: Michael McLain, Jennifer Polk, Rickey Coltrain, Kenny Kee and Pat Oswalt. NWDB staff present: Karen Gilbert, Wendy Jewett, Dawn Kent, Meagan O'Neal and Dave Whitmer.

Chairman Chalker introduced the newest Board member from Washington County private sector, April Stotesberry and asked her to tell the Board about herself.

III. Approval of Consent Agenda- Because there was no quorum, approval of the consent agenda was tabled.

IV. Old/Unfinished Business- *Conflict of Interest Form-* Chairman Chalker explained the Code of Conduct sample that was included in the packet and used by Region Q. Discussion followed about changes that might need to be made.

Strategic Planning Committee Data Form- Mr. Hughes explained the purpose of the Data Form that was sent out by NWDB staff a few weeks ago and gave a detailed report of the timeline the committee developed to construct the plan for the Board.

Member Attendance at Conference- With minimal Board members showing interest in attending the conference, there is no need for a vote. Anyone that does want to attend needs to notify NWDB staff before the deadline of September 21.

Documents for Community College Merger- Discussion was opened regarding the Community College merger. After all discussion was heard, it was decided that a resolution would be drafted and it would be in next month's board packet. Chairman Chalker asked that the Board take a good look at the report and the resolutions already sent forth by the Northeast Commission, form an opinion, and decide at the next meeting whether to send a resolution.

V. Reports- *Business Services-* Mr. Whitmer answered questions about his report stating that there is no set rule on who could be a liaison and that he/she does not have to hold a certain position in the county. It needs to be someone who knows what is going on in the business community of their county and is willing to work closely with the BSR. Mr. Whitmer indicated that he hasn't found that individual in Dare yet.

Grant Project Manager- Ms. K. Gilbert explained that she had changed her report format so that it was easier to track county activity. There were no questions about her report.

Finance- Ms. Kent explained that the current budget report still reflects an estimate because the previous year (ending June 30) has not been closed out. She said the expenditures for the month are the most accurate. Ms. Kent answered question about the report and no further discussion ensued.

VI. New Business- One Stop Delivery System discussion- Ms. Jewett included a Power Point in the board packet that includes statewide information from a survey on JobLink effectiveness. She discussed what the State proposed to do and when the planning meeting will take place. Chairman Chalker asked everyone to consider going to this meeting and let NWDB staff know to get a number. Questions followed that were answered by Ms. Jewett and ESC staff that was present. These questions provided clarity about the ESC locations and other partners in the JobLink entity.

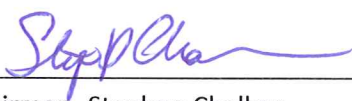
Chairman Chalker moved on from the state level issues and addressed the local issue which addressed whether or not to renew the charter for the Edenton-Chowan JobLink. Ms. Jewett recommended that board not renew the charter at this time and wait to until the state gives the Board more direction, since changes are anticipated. She reviewed co-location with partners and current options for NWDB staff location. The Board indicated that serving participants well is a priority.

More discussion followed about referrals, staff location and responsibility of the JobLink outcomes. Chairman Chalker made a decision to table this discussion since there was no quorum and no decision could be made at this meeting.

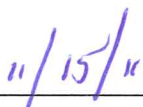
VII. Other Business/ Announcements- Mr. Rhodes asked if the Board could consider changing the bylaws about the quorum since this meeting lasted an hour and a half and no decisions could be made.

The consensus was to adjourn the meeting.

The next meeting is scheduled for September 20, 2011 at 6:30 p.m.



Chairman- Stephen Chalker



Date