

**Minutes of the
Northeastern Workforce Development Board
February 21, 2012
6:00 p.m.**

I. Call to Order/ Quorum- Acting Chairman Bobby Hanig called the meeting to order and determined there was a quorum with 10 Board members present. Members present: Zach Bray, Dave Carroll, Clay Carter, Bobby Hanig, Jack Hughes, Patsy Jones, Jerry Rhodes, Lee Scripture, April Stotesberry and Karen Wright. Partners & guests present: Marcy Bergman, Judy Bonner, Wade Denny, Jennifer Polk and Reginna Ford. NWDB staff present: Kirk DeVine, Karen Gilbert, Wendy Jewett, Meagan O'Neal and Dave Whitmer.

II. Welcome- Acting Chairman Hanig welcomed everyone and asked that guests introduce themselves.

III. Approval of Consent Agenda- Acting Chairman Hanig asked for a change in the agenda to move the election of a new Chair to after the approval of the consent agenda. He also asked to add an item about vehicle purchase under New Business. **Mr. Scripture made a motion** to approve the consent agenda with Acting Chairman Hanig's changes. **Mr. Carter seconded this motion** and it was carried unanimously.

Election of new Chair- Since Mr. Chalker resigned from the Board in January, the position of Chair needs to be filled. **Mr. Rhodes made a motion** to elect Acting Chairman Hanig (current Vice Chair) as Chairman of NWDB. **Mr. Carroll seconded this motion** and it was carried unanimously.

IV. Presentations- Business Presentation: Marcy Bergman of Motion Sensors gave a presentation on how NWDB helped her identify and address skill gaps in her business. She explained how she applied for an Incumbent Workforce Grant from NWDB and how- with training from NCSU IES – she received assistance by Lean Manufacturing training. She described how she was able to change procedures to prevent waste and her processes became more efficient. She felt the most important skills he learned from the grant training were simple organization processes that saved time.

Staff Presentation: Kirk DeVine, Youth Program Coordinator, gave an overview of his monthly report and expanded on any portion the Board may not completely understand. The Board had no requests for any more or any different information in Mr. DeVine's report.

V. Old/Unfinished Business- Update from Turning Point: Chairman Hanig asked everyone that attended the Turning Point Board meeting in December to share their thoughts. Chairman Hanig indicated that he appreciated be able to listen to the testimonials from the participants. Mr. Hughes appreciated that the Board Chair and Director's willingness to meet with NWDB members and to answer questions and offer suggestions. Mr. Carter stated that their members really know the needs of their area and are able to present solutions to those needs. He hopes that the NWDB will be able to do that one day. Ms. Jones stated that the Turning Point region has 5 counties and all five are different, just like the northeast region, and they handle it well.

VI. Reports- Strategic Planning/ Leadership Committee: Mr. Hughes gave an update on the Strategic Planning Committee meeting before the Board meeting. He explained the timeline for setting goals, setting objectives, and setting metrics for each committee. Samples of other WDB planning documents were shown electronically. Each committee (Planning, Marketing & Outreach, Economic Development and

Youth Council) will need to have a Chair elected and present their goal at the next Board meeting in March. The State's core beliefs were also distributed for Board members to review. A survey will be sent out to rank the core beliefs and get feedback on which ones to use for NWDB.

Youth Council: Mr. Bray gave an update on the progress of the Youth Council. He stated how setting the mission and determining goals was fairly simple because this committee must follow state mandates. A barrier he is having is setting up well- attended meetings. Since most Youth Council members are from the region, it makes it harder to organize a time everyone can meet. Another issue under discussion is whether to send out Requests for Applications (RFAs) this year. It is possible to keep and extend the current contracts and possibly request applications in the summer. **Mr. Bray made a motion** to withhold sending a RFA with every effort made to send them out for the fall and to extend the current contracts, if the contractor should chose, for one year. **Mr. Rhodes seconded this motion** and it was carried unanimously.

Staff reports- Ms. Jewett shared information about the data presented to the Albemarle Commission Board about the NWDB salary gap. Frontline staff will be getting a raise and the AC is going to conduct a salary study to see about the entire staff. Ms. Jewett asked the Board to help recruit for a Youth Training and Employment Specialist north of the sound.


VII. New Business- Nominating Committee for Vice Chair: Chairman Hanig would like three nominees to present at the next meeting for the position of Vice Chair. This position must be filled by a private sector member. Chairman Hanig and Mr. Carroll volunteered to form this committee and present nominees at the next meeting.

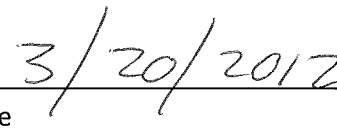
Purchase of Vehicle: Ms. Jewett would like to send the van south of the sound to be used by the Youth program down there. She would like to purchase another vehicle for use north of the sound. Mr. DeVine and Mr. Bray stated it would be a good idea to purchase another minivan for youth north of the sound also. **Mr. Rhodes made a motion** to approve the purchase of a van not to exceed \$35,000. **Chairman Hanig seconded this motion** and it was carried unanimously.

VIII. Other Business/ Announcements- Chairman Hanig asked that everyone please take the time to RSVP for meetings so staff can get an accurate count for dinners purchased. He also asked everyone to renew their Board commitment. Ms. Jewett offered a sign-up sheet for anyone who would like to receive electronic data reports.

Mr. Hughes made a motion to adjourn the meeting. **Chairman Hanig seconded this motion** and it was carried unanimously.

The next meeting is scheduled for March 20, 2012 at 6:00 p.m.


Chairman- Bobby Hanig


Date