

**Minutes of the
Northeastern Workforce Development Board
July 19, 2011
6:30 p.m.**

I. Introduction/Determination of Quorum- A quorum was determined with the following 14 Board Members present: John Bassett, Stephen Chalker, Bobby Hanig, Jack Hughes, Zack Bray, Lee Scripture, Ramona Gilbert, Karen Wright, Kandi Deitemeyer, Donna James-Whidbee, Anita Johnson, Patsy Jones, Jerry Rhodes and Clay Carter. Partners present: Michael McLain, Reginna Ford, Rickey Coltrain, Wade Denny, John Mitchener and Bert Banks. NWDB staff present: Karen Gilbert, Justin Savoy, Jessica Lunsford, Wendy Jewett, Faith Mallette, Natalie Rountree, Mark Sawyer and Meagan O'Neal.

II. Welcome- Stephen Chalker, Chairman of the Northeastern Workforce Development Board opened the Northeastern Workforce Development Board (NWDB) meeting held at the Perquimans Recreation Center on July 19, 2011 at 6:30 p.m.

Mr. Banks asked the recently hired Training and Employment Specialists to introduce themselves and Chairman Chalker asked the partners to introduce themselves.

III. Approval of Consent Agenda- Chairman Chalker asked if there was any discussion about the Consent Agenda. After no one had any questions, changes, or concerns, **Dr. Deitemeyer made a motion** to approve the consent agenda. **Vice Chairman Hanig seconded this motion** and it was carried unanimously.

IV. Old/Unfinished Business- Conflict of Interest- Ms. Jewett explained that she has contacted different attorneys with no result yet on getting the Conflict of Interest statement updated. She will keep working toward a finalized document.

Board member "Green" training- Ms. K. Gilbert explained that the State Energy Sector Partnership (SESP) grant still had funding to provide training in the region, and after checking with the state DWD she indicated that it would not be a problem to provide training to Board members as long as they met the same standards as other who qualified to participate. Following a brief discussion, **Ms. R. Gilbert made a motion** to allow Board members to participate in the Green training provided by the SESP grant. **Mr. Rhodes seconded this motion**, and it passed by a majority of counted votes.

Duties and Responsibilities of Board Members- Chairman Chalker opened the floor to questions about the duties and responsibilities of the Board Member explanation that was handed out at the previous meeting. Vice Chairman Hanig had several questions about certain items and whether or not they were completed. Ms. Jewett confirmed that some of these were complete, and the items that were not, she explained how they would be completed over time.

Current Work Q&A- Ms. Jewett explained the spreadsheet that was sent out 2 weeks prior to the board meeting. This spreadsheet is just a description of the current programs, and she also

attached a new organizational chart to indicate program oversight. Chairman Chalker asked if there were any questions and since there were none the Board moved on.

- V. **Reports- Strategic Planning Committee Report-** Mr. Hughes, Chair of the Strategic Planning Committee gave a quick update on the progress of the committee. He explained that the expectation is for the committee and the full Board will soon be working together on the plan. He asked everyone to review the mission/vision and to send any recommended changes to him before the next meeting. Two weeks before the meeting the Board will receive a data collection form. This will need to be completed by each member and brought to the next meeting. The data will be used by the Strategic Planning Committee in preparation of a plan that is data and needs driven. Chairman Chalker stressed the need for strong participation..

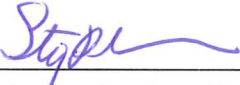
Staff Reports- Chairman Chalker opened the floor to discussion or questions about the staff reports. There were no questions or concerns, so the Board moved on.

- VI. **New Business- Board Attendance at State Conference-** Ms. Mallette explained that there is an annual state WD conference and that board members are welcome to attend. The approximate cost is \$1000/member. The Board will need to decide how many members they wish to send and who those members are by the next meeting, since early-bird registration is in September. She passed out a conference agenda. Chairman Chalker suggested the members review the agenda, and by the next meeting make a decision about attendance. He tabled this item for the next meeting. The information will be sent to members not present.

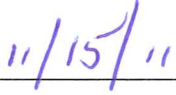
- VII. **Other Business/ Announcements- Merging Community Colleges-** Mr. Carter explained the current situation about smaller Community Colleges being merged with larger, regional Community Colleges. Discussion followed concerning the needs of rural schools, views of other people involved in the Community College system and whether or not a resolution was needed at this time. Chairman Chalker made a suggestion to table this item due to lack of information until the next meeting. Dr. Deitemeyer suggested that a meeting be called if for some reason it looks like this item is moving too quickly with the legislators.

With no other new business, **Dr. Deitemeyer made a motion** to adjourn the meeting. **Mr. Carter seconded this motion** and it was carried unanimously.

The next meeting is scheduled for August 16, 2011 at 6:30 p.m.



Chairman- Stephen Chalker



Date