

**Minutes of the
Northeastern Workforce Development Board
June 21, 2011
6:30 p.m.**

- I. **Introduction/Determination of Quorum-** A quorum was determined with 14 Board members present. Members present: Bobby Hanig, Jack Hughes, JoAnne Jones, Chuck Boucher, Richard Newman, Zach Bray, Dave Carroll, Ramona Gilbert, Jon Rissmiller, Karen Wright, Patsy Jones, Jerry Rhodes, Clay Carter, and David Simpson. Partners present: Michael McLain, Regina Ford, Kenney Kee and Pat Oswald. NWDB staff present: Wendy Jewett, Dawn Kent, Meagan O'Neal and Dave Whitmer.
- II. **Welcome-** Bobby Hanig, Vice Chairman of the Northeastern Workforce Development Board opened the Northeastern Workforce Development Board (NWDB) meeting held at the Albemarle Commission on June 21, 2011 at 6:30 p.m.
- III. **Approval of Consent Agenda-** Vice Chairman Hanig asked if anyone wanted to discuss the consent agenda and asked to change the current agenda so that Ms. Kent is able to present her budget report at the beginning of the meeting. **Mr. Rhodes made a motion** to approve the consent agenda with Mr. Hanig's change to the agenda. **Ms. P. Jones amended** the motion by adding names of two members to the minutes-Karen Wright and Patsy Jones- who were present at the last meeting. **Mr. Bray seconded this motion** with the amendment, and it was carried unanimously.
- IV. **Reports:**

Mrs. Kent presented the PY 2011-12 budget included in the board packet. She explained that the revenue and expense line items in this report will be more accurate in a couple of months when the program year is closed out. She explained state DWD expectations for carry forward money and several other line items. She answered the questions the Board members asked.
- V. **Old/Unfinished Business- Conflict of Interest Statement-** Ms. Jewett explained that the conflict of interest statement was sent to the attorney, however at this time it has not been completed. She will attempt to have the conflict of interest statement done by the next meeting and plans to possibly contact a different attorney. In addition, the state is recommending that private sector Board members be able to participate in the training activities provided by the DOL "Green" grant. A copy of that email will be in the next board packet

Reports cont:

Ms. Jewett presented the recommendations for the youth contract service providers on behalf of the review committee comprised of Consortium and AC members. She explained the review process for this year, since it would be different once the Youth Council assumed this responsibility. Mr. Hughes asked for a further explanation about how the money is spent in each program. Ms. Jewett explained each proposal and the services offered in the county (ies) the contract covers. Ms. Gilbert asked how the programs will be audited, and Ms. Jewett explained that there were evaluation systems built into each program. Mr. Rissmiller asked about the supervision of each program and Ms. Jewett explained each program will be co-managed by the Youth Training & Employment Specialists and the contractor. The question was also asked about what the in-house services include, the breakdown of students in each program and how the counties not covered by a contract would receive services. Ms. Jewett explained that according to mandate, the programs must include the 10 "program elements and are designed to

address the needs of each individual youth. She explained that the Training & Employment Specialists would be housed so that every county would receive services. **Mr. Bray made a motion** to approve the Weeksville CDC proposal. **Ms. Gilbert seconded this motion** and it was carried unanimously. **Mr. Carter made a motion** to approve the Washington County Schools proposal. **Mr. Rissmiller seconded this motion** and it was carried unanimously. **Mr. Bray made a motion** to approve the Perquimans County Schools proposal. **Ms. P. Jones seconded this motion** and it was carried unanimously.

Strategic Planning Committee report- Mr. Hughes, the Strategic Planning Committee chairman gave a brief report of what was accomplished at the strategic planning meeting. He passed around the results of the survey so the Board members would have the information. He said that these results would be e-mailed out before the next meeting. He explained that Ms. Jewett would be sending out what they have named "current work" and this would include different program funding streams of the organization. Mr. Hughes stated that they would review the mission and vision statement to determine if the statements were still current and that any recommended changes from the planning committee would go to the Board. Mr. Hughes also stated that the Strategic Planning committee would give a more comprehensive report at the next meeting.

- VI. **New Business- July meeting plans-** Vice Chairman Hanig and Ms. Jewett discussed the celebration dinner with the Board and Staff. The only concerns were that it might be a longer meeting and to determine a location that was agreeable to most. The current options for the meeting are Perquimans Recreation Department or the Currituck Cooperative Extension Center. There were no other suggestions and the NWDB staff was tasked with making the choice and the plans for the celebration dinner and to forward the details to the Board.

Appointment of Youth Council Chairman- Vice Chairman Hanig announced that Mr. Rissmiller had agreed to become the new Youth Council Chairman. He will work closely with Ms. Jewett and the Youth Coordinator to fill other vacant positions on the youth council.

Duties and Responsibilities of the NWDB members- Vice Chairman Hanig reminded the Board that the handout was distributed regarding the duties and responsibilities of the Board members, and asked the Board to read it in anticipation of discussion at the next meeting.

- VII. **Other Business/ Announcements- State Plan-** The annual state plan requirement has been satisfied and it is posted on the web site. www.albemarlecommission.org.

Ms. Gilbert made a motion to adjourn the meeting. **Mr. Bray seconded this motion** and it was carried unanimously.

The next meeting is scheduled for July 19, 2011 at 6:30 p.m.



Chairman- Stephen Chalker



Date