

**Minutes of the  
Northeastern Workforce Development Board  
March 15, 2011  
6:00 p.m.**

**Welcome-** Lloyd Griffin, Chairman of the Northeastern Workforce Investment Consortium opened the Northeastern Workforce Development Board (NWDB) meeting held at the Albemarle Commission on March 15, 2011 at 6:00 p.m.

**Introduction/Determination of Quorum-** Members present: John Bassett, Chuck Boucher, Dave Carroll, Stephen Chalker, Dr. Kandi Deitemeyer, Ramona Gilbert, Bobby Hanig, Jack Hughes, Donna James-Whidbee, Anita Johnson, JoAnne Jones, Patsy Jones, Richard Newman, Jerry Rhodes, John Rissmiller, Lee Scripture, and Karen Wright. Partners present: Danny Giddens, Wade Denny, Gary Jordan, Marcy Bergman, Ricky Coltrain, John Mitchener, Michael McLain, Regina Ford, Carletta Waddler, Jane Morrow, John Rorer, Chairman Lloyd Griffin, and Bert Banks. NWDB staff present: Annette Barnes, Pat Bo, Stella Brothers, Emily Custer, Wendy Jewett, Dawn Kent, Faith Mallette, Kathy Nixon, Meagan O'Neal, Stephanie Poulin, Laretta Powell, Elise Whitehurst, and Dave Whitmer.

**Orientation-** After the meeting was called to order, Bert Banks, Executive Director of the Albemarle Commission gave a brief explanation regarding the relationship between the Albemarle Commission and the NWDB. He then introduced Danny Giddens, the Director of Grants Management, NC State Division of Workforce Development. Mr. Giddens was asked to give the orientation presentation to the newly developed NWDB.

**Strategic Planning Coordinator-** Once Mr. Giddens concluded his presentation, Wendy Jewett, Director of the NWDB introduced herself and Jane Morrow, a private consultant. Ms. Morrow addressed the board and stated that she was available to facilitate the board structuring process. She indicated that she was open to member suggestions regarding the process, including standing committees, ad hoc committees, finding a balance of funding, and obtaining measurable outcomes. Ms. Morrow suggested options of a strategic planning committee or the entire board involved in planning for the facilitation process. Chairman Griffin then asked if there were any questions and asked for a vote to continue with Ms. Morrow's services. The consensus was for her to continue.

Dave Whitmer, Business Services Representative, was introduced, and he discussed the current Incumbent Worker Grant program funding received by the NWDB.

**Discussion/ Q&A- Chairman** Griffin read an excerpt from the Cumberland County blog and then gave every board member the opportunity to ask any questions he/she may have. Mr. Carroll asked about the most effective way that the NWDB markets its programs. Ms. Jewett and the Training and Employment Specialists agreed that in this region, word of mouth seemed to be the most effective way to market. Mr. Whitmer discussed how business relationships were vital to marketing. Mr. Banks then stated that working with the Northeastern Partnership was a very efficient way to keep up with what was happening in the region. Chairman Griffin stated that the two education seats were critical

positions on the Board - College of the Albemarle and Elizabeth City State University. These institutions help develop programs, provide training to fill the jobs. They are able to train and re-train our workforce. Mr. Hanig asked if the funding from the grants were distributed individually, by company, or a group of businesses. Ms. Jewett gave a brief explanation of the Incumbent Worker Grant and the Incumbent Worker through the Energy grant and suggested if he needed specific information about a project to contact Dave Whitmer. Mr. Bassett described his issue with hiring employees and the importance of understanding employability issues and the need for employability training.

**Next Steps-** The Board agreed on a meeting date for the next meeting, an agenda, to discuss the election of Chair and board structure. Chairman Griffin explained that the bylaws will need to be reviewed once the Consortium finalized them. He then explained that the rules of procedure to be followed were the 10 principles of Mason's Rules, that the Chair and Vice-Chair can only be appointed from the 12 private board appointments. Chair Griffin discussed the importance of board members feeling comfortable about asking questions so that the Staff's could give them the information they needed to make informed decisions.

**The next meeting is scheduled for April 19, 2011 at 6:00 p.m. at the Albemarle Commission**



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Acting Chairman- Lloyd Griffin, III

4/19/2011  

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Date