

**Minutes of the
Northeastern Workforce Development Board
May 17, 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 May 17, 2011 at 6:00 p.m.

Introduction/Determination of Quorum- A quorum was determined with 18 Board members present. Members present: John Bassett, Stephen Chalker, Bobby Hanig, Jack Hughes, Jonathan Jones, Joanne Jones, Chuck Boucher, Richard Newman, Zack Bray, Dave Carroll, Ramona Gilbert, Lee Scripture, Jon Rissmiller, Anita Johnson, Patsy Jones, Karen Wright, Jerry Rhodes, Clay Carter, and David Simpson. Partners present: Wade Denny, Ricky Coltrain, Jennifer Polk, Michael McLain, and Chairman Lloyd Griffin. NWDB staff present: Bert Banks, Wendy Jewett, Dawn Kent, Faith Mallette, Meagan O'Neal, and Dave Whitmer.

Approval of Consent Agenda- Chairman Griffin asked to make an amendment to the agenda. He asked to move "IV. Old/ Unfinished Business" to below "VII. Other Business/ Announcements" so that the nominated Chairman could take over at the end. **Mr. Chalker made a motion** to approve the consent agenda with the changes that Chairman Griffin stated. **Mr. Rissmiller seconded this motion**, and it was carried unanimously.

Old Business- Rules of Procedure- Mr. Carroll made a motion to accept the rules of procedure that was included in the packet. Mr. Hanig seconded this motion, and it was carried unanimously.

Strategic Planning Committee Report- Mr. Hughes gave a brief report on the Strategic Planning Committee meeting that took place prior to the NWDB meeting at 6. The committee stated that they learned about being on a planning committee, learned more background information about the NWDB, and decided they needed to send a survey out to the entire board to get an idea of what is needed. They also made a decision to meet again in the future.

Conflict of Interest Statement- Ms. Jewett stated that the Conflict of Interest statement was sent to the Attorney and would be back for the Board to sign again by the next meeting. She gave a brief account of why the Conflict of Interest statement was so important for the Board members who missed the discussion at the last meeting.

Reports- Mrs. Kent gave a brief explanation of the three line budget that was handed out at the meeting. Mrs. Kent and Ms. Jewett answered any questions the board had. They stated that regional money needs to be used here so it doesn't get taken back and given to other parts of the state. 80% must be spent to keep it all.

Mr. Whitmer informed everyone that the Contracts Committee met this week and scored the Hyman and Robey, PC application for the Incumbent Worker Grant. This application received a very good score and will be submitted to the state. He then explained the NWDB Business Training Series and how it will

help the region. Mr. Whitmer explained how the grant applications are scored, submitted, approved, and granted. He also explained what a business must do to receive the grant.

Next Chairman Griffin introduced Mrs. Mallette and asked that she give a brief description about what her job entails. Mrs. Mallette stated that her title is Accountability Analyst, and her main job duty is to monitor the case managers to make sure the performance is up to the quality it needs to be.

Then Ms. Jewett gave a brief overview of her report and offered to answer any questions about it. She explained that NWDB has recently partnered with the Rural Center on a grant for wind power development in this region. She stated that NWDB is also working on starting up training for Wind Turbine Technicians to maintain the turbines that are coming to the "desert" area of Perquimans and Pasquotank Counties. Chairman Griffin also offered a more technical viewpoint of the turbines and what they mean for our region.

Other Business/ Announcements- *Sprout-Out event in Elizabeth City-* Ms. Jewett pointed out a poster that was placed at each seat, and asked that everyone begin circulating this information around their communities to build up as much hype as possible for Sprout. Sprout-Out is an event that will be taking place June 3, 2011 and is a very useful educational tool for schools and the community.

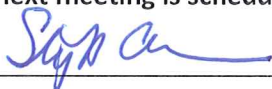
Green Business Training Opportunity- Ms. Karen Gilbert was not able to attend the meeting to explain the SESP Incumbent Worker Development Program, so Ms. Jewett gave a momentary explanation and pointed out the differences between the regular Incumbent program and the Green Incumbent program.

Unfinished Business- *Nominations-* Chairman Griffin asked Mr. Rhodes, chairman of the nominations committee to share what they have come up with. Mr. Rhodes stated that the nominations committee has been working on a slate of officers to put in front of the Board. This slate comprises of Mr. Chalker as Chairman, Mr. Hanig as Vice Chairman, and Ms. Gilbert as Secretary. Mr. Rhodes asked the Board if there were any other suggestions or discussion about this slate. **Mr. Rhodes made a motion** to accept these three individuals as the corresponding positions. The position of Chairman was carried unanimously. The position of Vice Chairman was carried unanimously. The position of Secretary was carried unanimously.

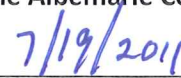
New Business- Mr. Newman asked that the board would consider moving the meeting time to 6:30 because of his location being so far out. He has the longest commute and has a hard time getting to the meetings on time when they begin at 6:00. Acting Chairman Griffin asked the newly appointed Chairman, Mr. Chalker to address this item. Chairman Chalker asked if there was any discussion about this item. **Mr. Rhodes made a motion** to move the light meal to 6:00 p.m. and move the meeting time to 6:30 p.m. **Mr. Bray seconded this motion**, and it was carried unanimously.

Mr. Bassett made a motion to adjourn the meeting. **Mr. Rissmiller seconded this motion**, and it was carried unanimously.

The next meeting is scheduled for June 21, 2011 at 6:30 p.m. at the Albemarle Commission



Chairman- Stephen Chalker



Date