

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

- I. **Welcome-** Stephen Chalker, Chairman of the Northeastern Workforce Development Board opened the Northeastern Workforce Development Board (NWDB) meeting held at the Albemarle Commission on November 15, 2011 at 6:00 p.m.
- II. **Introduction/Determination of Quorum-** It was determined that there was a quorum with 13 Board members present. Members present: Zach Bray, Dave Carroll, Clay Carter, Stephen Chalker, Jack Hughes, Joanne Jones, Patsy Jones, Jerry Rhodes, Jon Rissmiller, Lee Scripture, David Simpson, April Stotesberry and Karen Wright. Partners present: Mike McLain, Jane Morrow, Regina Ford, Wade Denny, Kenny Kee, Judy Bonner and Jennifer Polk. NWDB staff present: Bert Banks, Kirk DeVine, Karen Gilbert, Wendy Jewett, Dawn Kent, Dave Whitmer and Meagan O'Neal.

Mr. Rissmiller introduced the new Youth Program Coordinator, Kirk DeVine and gave a brief overview of the work Mr. DeVine has done for the youth program since beginning a month ago.

- III. **Approval of Consent Agenda-** Mr. Rhodes asked to change his attendance in the October minutes because he was not present. **Mr. Rhodes made a motion** to approve the consent agenda with the change to the October minutes. **Mr. Carroll seconded this motion** and it was carried unanimously.
- IV. **Old/Unfinished Business- Community College Merger-** Mr. Carter gave an update on the status of the merger and he stated that it has been shelved by the state. At this time he feels no action needs to be taken. **Mr. Hughes made a motion** to remove the merger information from the agenda until a time arises that it needs to be discussed again. **Mr. Carter seconded this motion** and it was carried unanimously.

Code of Conduct- All board members were asked to sign the Code of Conduct if they have not already. A copy of the signed form will be returned to each member for their own records.

- V. **Reports- Strategic Planning Kick-off-** Jane Morrow presented to the Board with what the Strategic Planning committee has come up with so far and what their timeline and goals are for the next 6 months. Mr. Hughes expanded on what she presented and they both answered any questions the Board had.

Youth Report- Mr. Rissmiller explained the youth report included in the Board packet and explained how the Youth Council members presented were chosen. He gave an update about these members and stated they have already had a meeting and are eager to get started working for the youth. **Mr. Rissmiller made a motion** to approve the potential members presented. **Mr. Hughes seconded this motion** and it was carried unanimously.

Next Mr. Rissmiller and Ms. Jewett explained the current situation they are in with the Washington County Schools contract for youth services. Ms. Jewett explained the steps that have been taken to fix the problems encountered and asked that the Board vote to continue or terminate the contract.

Mr. Carter recused himself from the vote. **Mr. Simpson made a motion** to allow the Board to terminate the Washington County contract. **Mr. Rissmiller seconded this motion** and it was carried unanimously.

Staff Reports- Ms. Jewett answered questions about the Directors Report and explained the progress of the National Emergency Grant and the worksites we have identified. She also explained the letter from Mr. Shackleford and her response to him about NWDB funds spent. She answered several questions regarding this letter.

Finance Report- There were no questions about the finance report.

VI. New Business- Board meeting in Nash County- Chairman Chalker shared an email from the Board in Nash County and explained that they invited NWDB to sit in on one of their meetings in December. Anyone interested in going needs to contact Wendy about details by December 1.

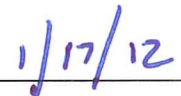
VII. Other Business/ Announcements- None

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

The next meeting is scheduled for January 17, 2012 at 6:00 p.m.



Chairman- Stephen Chalker



Date