

**Minutes of the  
Northeastern Workforce Development Board  
October 18, 2011  
6:30 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 October 18, 2011 at 6:30 p.m.
- II. Introduction/Determination of Quorum-** It was determined that there was not a quorum with 10 Board members present. Members present: Stephen Chalker, Joanne Jones, Zach Bray, Dave Carroll, Karen Wright, April Stotesberry, Jack Hughes, Patsy Jones and Clay Carter. Partners present: Kenny Kee, Wade Denny and Judy Bonner. NWDB staff present: Karen Gilbert, Wendy Jewett, Dawn Kent, Dave Whitmer and Meagan O'Neal.

Ms. Patsy Jones introduced Judy Bonner as the ESC Chowan Manager. She explained that Ms. Bonner is familiar with Edenton and will be a great addition to the ESC.

- III. Approval of Consent Agenda-** Chairman Chalker asked for input about the new format of the minutes. Comments from the Board stated the new format to be beneficial and straight to the point. Because there was no quorum, approval of the consent agenda was tabled.
- IV. Old/Unfinished Business- Updates on Community College merger-** Information was included in the packet but discussion was tabled until the next meeting.

*Sign Code of Conduct-* The finalized Code of Conduct for the Board was passed out and signed by all members present. Each member will receive a copy for their own records at the next meeting.

- V. Reports- Update from State Conference-** Mr. Carter gave an overview of what he learned about Workforce Development Boards from the conference.

*Finance-* Mrs. Kent asked that the Board review the budget included in the packet and there were no questions.

*Youth Contracts-* Ms. Jewett explained the problems going on with the Washington County school contract and what is being done to correct this problem. Ms. Jewett answered any questions from the Board about this contract and the process she is taking.

*Software for One-Stop Delivery-* Ms. Patsy Jones gave a brief overview of the new software for the One-Stop Delivery system. The license will cover all 10 counties and all partners. There will be annual renewal and it generates reports needed for the partners.

- VI. New Business- Meeting Time-** Board members present were asked to state whether they would like to keep the 6:30 meeting time or move it back to 6:00. After votes were collected and tallied Chairman Chalker made the decision to move the meeting time back to 6:00 pm with a light dinner at 5:30.

*Strategic Planning-* Chairman Chalker told the Board to be prepared for a longer meeting in November because Jane Morrow will be joining the meeting to have a discussion about the direction of the Strategic Planning Committee.

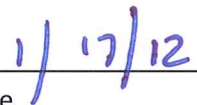
*Branding-* Mr. Carroll brought up the information about Workforce Development branding in the Director's report and the options that were discussed at the State Conference. Ms. Jewett explained that the brand will be statewide and will be negotiated with ESC. The name that seems to be surfacing is "North Carolina Works" with NWDB-Sound Workforce Solutions below it. This is becoming a national trend so it will be consistent.

**VII. Other Business/ Announcements-** There will be no December meeting.

Chairman Chalker ended the meeting with a consensus to adjourn.

The next meeting is scheduled for November 15, 2011 at 6:00 p.m.

  
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Chairman- Stephen Chalker

  
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Date