

**Minutes of the
Northeastern Workforce Development Board
September 20, 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 September 20, 2011 at 6:30 p.m.
- II. **Introduction/Determination of Quorum-** It was determined that there was a quorum with 13 Board members present. Members present: Stephen Chalker, John Bassett, Joanne Jones, Zach Bray, Dave Carroll, Ramona Gilbert, John Rissmiller, Karen Wright, Kandi Deitemeyer, Anita Johnson, Patsy Jones, Jerry Rhodes and Clay Carter. Partners present: Michael McLain, Kenny Kee, Jennifer Polk, Pat Oswalt, Wade Denny and Reginna Ford. NWDB staff present: Bert Banks, Karen Gilbert, Wendy Jewett, Dawn Kent, Faith Mallette and Meagan O'Neal.
- III. **Approval of Consent Agenda-** Chairman Chalker asked that the reports section of the agenda be adjusted to allow Mr. Rissmiller, Youth Committee Chairman to give a report about Youth Committee since Mr. Hughes was not there to give a report of the Strategic Planning Committee. **Dr. Deitemeyer made a motion** to approve the consent agenda with the minutes of July 19 & August 16 removed. **Ms. Gilbert seconded this motion** and it was carried unanimously.

Discussion followed about condensing the Board minutes to focus on the action of the Board and not the details of the discussion. **Ms. Johnson made a motion** to revise the July and August minutes to contain less detail and to use this format from this point forward. **Dr. Deitemeyer seconded this motion** and it was carried unanimously.

- IV. **Old/Unfinished Business- Code of Conduct-** Ms. Jewett explained that this document needed to be approved in order to be used for this Board. **Mr. Rhodes made a motion** to accept this document to be used for Northeastern Workforce Development Board. **Mr. Rissmiller seconded this motion** and it was carried unanimously.

Community College Resolution- Discussion began about whether or not to send the resolution as is, when to send it, and reasons why. After discussion, **Mr. Rissmiller made a motion** to table this issue for 60 days and then revisit it to see where it is. **Mr. Carroll seconded this motion** and it was carried unanimously.

AC employees housed at Chowan JL- Ms. Jewett asked that this item be reviewed in the Director's report for options. A discussion ensued about why ESC and COA were moving, what the options were and the requirements for location. **Ms. Gilbert made a motion** to have WIA staff housed at ESC. **Mr. Bray seconded this motion** and it passed with a vote of six to three with several Board members recusing themselves from the vote.

A brief discussion followed about the Director's report and the wishes of WIA staff. **Dr. Deitemeyer made a motion** to strike the last vote and ask the director to make any operational decisions instead

of asking the Board to make this kind of decision. **Mr. Rissmiller seconded this motion** and it was carried unanimously.

V. Reports- Youth Committee- Mr. Rissmiller was asked if he minded passing on his report due to time constraints. He had no objections.

Finance- Mrs. Kent reviewed the year-end report and answered questions.

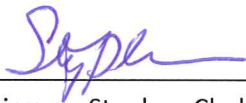
Staff Reports- There were no questions about staff reports.

VI. New Business- NC Tomorrow- Mr. Banks asked the Board to serve as the CEDS committee for the region. After explaining the requirements and answering questions, Mr. Banks left it up to the Board to vote on. **Mr. Rissmiller made a motion** for NWDB to serve as the committee. **Ms. R. Gilbert seconded this motion** and it was carried unanimously.

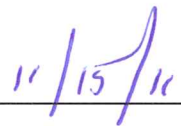
VII. Other Business/ Announcements- None

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

The next meeting is scheduled for October 18, 2011 at 6:30 p.m.



Chairman- Stephen Chalker



Date