

**Minutes of the
Northeastern Workforce Development Consortium
February 21, 2019
5:00 p.m.**

Call to Order/Quorum: Chairman Lloyd Griffin called the meeting to order at 5:00 p.m. The presence of a quorum was determined with **8 members present:** Lloyd Griffin, Clayton Riggs, Linda Hofler, Tracey Johnson, Larry McLaughlin, Fondella Leigh, Paul Beaumont, and Jordan Davis. **Absent members:** Rob Ross and Earl Pugh, Jr. **Partners, guests, and staff present:** David Whitmer, Melody Wilkins, Carolyn LaDow, Emily Nicholson, Zach Bray, and Cindy Gossage.

Welcome and Introductions: Chair Griffin greeted those in attendance and welcomed new members.

Approval of March Minutes (VOTE): Chair Griffin asked for a motion to approve the minutes from the June 2018 Consortium meeting. Motion by Clayton Riggs, seconded by Linda Hofler to approve the minutes. Motion carried unanimously.

Appointment of Consortium Vice-Chair (VOTE): Chair Griffin opened the floor for nominations for Vice-chair. Linda Hofler nominated Paul Beaumont to serve as the Consortium Vice-chair. With no further nomination, Chair Griffin closed nominations. Motion by Clayton Riggs, seconded by Linda Hofler to elect Paul Beaumont as Vice-Chair. Motion carried unanimously.

Appointment of Consortium Member to serve on RFP scoring committee for Adult/DW and Youth Services: Chair Griffin asked NWDB Director, Dave Whitmer to explain the need for an appointment of a Consortium Member to review Adult/DW and Youth Services bids. Director Whitmer explained that every year NWDB is required to open to the public the opportunity to bid for the contract to provide Adult/Dislocated Worker and Youth services. He explained to the Consortium one member from the Consortium is requested to join the NWDB Leadership in reviewing all bids that are received to provide the services. Clayton Riggs volunteered to serve on the committee. Motion by Linda Hofler, seconded by Paul Beaumont to appoint Clayton Riggs on the RFP Scoring Committee. Motion carried unanimously.

Reappointment of NWDB Members to the NWDB Board (VOTE)

NWDB Director David Whitmer noted that the reappointment of Loretta Williams as the Business Representative (October 1, 2018 – September 30, 2020) was approved via email vote and he is asking the members to affirm the vote at this meeting. Motion by Tracey Johnson, seconded by Fondella Leigh to affirm the reappointment of Loretta Williams, Recruitment Specialist, Sentara Albemarle Medical Center as a Business Representative on the NWDB Board. Motion carried unanimously.

NWDB Recommendation to Remove Members (VOTE):

Director Whitmer explained that NWDB members Ms. Melanie Ashe, CEO Washington County Hospital and Mr. Lee Scripture, Community Based Organization Representative have not attended any NWDB Board or committee meetings in over a year, and have not return emails or voice messages. He stated that NWDB requests for both of them to be removed from the board. Tracey Johnson indicated that Melanie Ashe has resigned from Washington County Hospital and is no longer eligible to be on the board. Motion by Clayton Riggs, seconded by Paul Beaumont, to remove members Melanie Ashe and Lee Scripture from the NWDB Board. Motion carried unanimously.

NWDB Appointment (VOTE):

Director Whitmer stated that Dr. David R. Loope, President of Beaufort County Community College has applied for appointment to the NWDB Board representing community based organizations. Director Whitmer gave a summary of Dr. Loope's community involvement and his qualifications that he brings to the Board. He stated that he would be an excellent choice for the Board. Motion by Jordan Davis, seconded by Clayton Riggs, to appoint Dr. David Loope to the NWDB Board representing community based organizations. Motion carried unanimously.

NWDB Bylaw Change Recommendations

Director Whitmer explained that in order to meet federal requirements, the bylaws adopted by the Consortium in July, 2015 and amended in July, 2017, need to be amended to comply with WIOA criteria. Director Whitmer said that he and the NWDB Leadership Committee Chair Zach Bray have been working with Consortium Chair Griffin and presented the changes for the board's review and eventual approval, which will need to take place prior to the PY2019 Local Area Plan being approved.

The items that are recommended to be changed are as follows:

1. Process for proxy voting and alternative designees – The NWDB Bylaws need to address the WIOA Final Rule which requires there be a process outlined in the Bylaws regarding use of a Proxy and Alternative Designee when a board member is unable to attend a meeting and assigns a designee to attend in his/her stead. NWDB recommendation is to amend the Voting Section 6 to state there will no proxy voting, which mirrors what the current bylaws states for NWDB committees.
2. Use of technology to remotely attend meetings – The NWDB Bylaws do not address the WIOA Final Rule regarding the use of technology, such as phone and web-based meetings that will be used to promote board member participation. NWDB recommendation is to include language that allows members to participate via electronic means; that any items on the agenda that will be voted on will be received by all members at least 24 hours prior to the meeting; that all motions will be made by a member in attendance; that all members attending by electronic media will be able to hear the vote and participate in the discussion and that members be allowed to participate electronically in no more than two NWDB meetings per year.
3. Amending membership terms – The NWDB Bylaws do not address the need for staggered terms of the membership. NWDB recommends changing Section C and the section on Vacancy to add the following: Staggered terms shall be established by adjusting the membership so that terms of business representative expire on even years and non-business representatives expire on odd years. Appointments of membership shall be for a term of 2 years to maintain the appropriate staggered terms. Reappointment of existing members shall be made for a term of 2 years. Members may be reappointed for up to 3 additional terms for a total of 7 or 8 years depending on the length of the initial term. Members shall be appointed or reappointed on or before the July meeting. Members filling vacant positions will complete the term of the vacant position. At the end of the appointment, the member would be eligible to continue to be a member for the term as described above.
4. Process in which appointments/replacements are made – The NWDB Bylaws do not address how the CEO is notified of a NWDB Board member vacancy. NWDB recommends adding a new section under Section 2. Attendance, Unexcused Absences, "*Member Vacancy – The NWDB Director shall*

immediately notify the Chief Elected Official and Chair of the NWDB Board Vacancy. Replacements will be determined by the category/classification needed in order to comply with law and maintain a balanced representation between the private and public sectors.”

After discussion, the Consortium members authorized staff to incorporate the recommended changes and bring it before the next Consortium meeting for further discussion and approval.

Report from NWDB Chair, Zach Bray

Chair Bray wanted to personally thank Chair Griffin and the Consortium for allowing the NWDB Leadership Committee’s input into the Bylaw changes. He said that he looks forward to the new changes that are happening in the personnel of NWDB and welcomes any input from the Consortium.

Chair Bray stated that overall the board is in good place with good members that all participate. He reported that thanks to Dave Whitmer and Larry Donley, we now have two good managers in the Elizabeth City NCWorks Career Center. Chair Bray stated that the board is currently planning their upcoming Retreat on March 15 and 16. This is something the Board has been doing for years. Not only is it a good bonding experience, it gives the Board members the opportunity to think about and plan for where we want to take the Board in the next year. Chair Bray said he was very much looking forward to Dr. Loope joining the Board. He said a main goal of his is that we are representing as many counties as we can and asked for comments and suggestions from the Consortium on different ways they could be successful with that effort.

Chair Bray said that one of the issues the Board is currently working on is substance abuse. This is a major barrier to employment and maintaining employment for jobseekers. He commented that the Board is not looking to provide counseling, but rather looking at making sure the career center staff are trained and have a clear understanding of what to look for and how to help people when they ask for it. This is also directed at employers who want to help provide assistance as well. He stated that the NWDB Board is doing the best we can within our role to provide as many advantages as possible to people seeking employment.

Chair Bray stated that he just signed an Enhancement Grant application written by Assistant Director Emily Nicholson that will bring \$200,000 to help boost the career centers efforts and workforce training in general. Doing the best we can within our role to give as much advantages as we can. I recently signed enhancement grant that will bring 200,000 to help boost the career centers and workforce training in general. He asked Emily to explain the grant to the Consortium members.

Emily said the grant is titled BOOST and is made up of 5 components: BOLSTER the technology used for center customers, human resource development students and employer services, OPTIMIZE the course offerings of the newly created Career Essentials program at the College of the Albemarle’s Edenton-Chowan campus, OBTAIN updated aptitude assessments for center customers, SUSTAIN the NCWorks Outreach Coordinator to continue the offering of career services at partner agencies and community events, TEACH teachers of the region about the dynamics of manufacturing occupations with the goal of encouraging the emerging workforce of students to enter the growing field of manufacturing.

Chair Bray finished his report by offering his sincere thanks to Dave Whitmer and the staff at NWDB. He said that they are always looking for new and innovative ways to improve the program and he appreciates how they are so dedicated to their jobs.

Chair Griffin commended the NWDB Board stating they are a very hardworking, selfless group of people and he appreciates all of their efforts.

Fund Report

Chair Griffin announced that there have been changes made in relation to the finance officer’s position with NWDB and asked Director Whitmer to explain. Director Whitmer stated that the Albemarle Commission Finance Officer position will no longer be shared with NWDB and thus no longer 50% paid for by NWDB. This position will be moved back to full Albemarle Commission oversight and funding responsibility. The NWDB Administrative, Technical and Financial Support Specialist is now responsible for all pre-audit financial activities for NWDB. The Albemarle Commission Finance Officer will continue to have full responsibility for final decisions and appropriate accounts for the NWDB. Director Whitmer commented that he felt this was a great step to a better ability of accounting for NWDB Programs.

Adjourn: With no further discussions, Chair Griffin adjourned the meeting at 5:45 p.m. Next meeting is scheduled for Thursday, March 21, 2019 at 5:00 p.m.

Chair, Lloyd E. Griffin III

Date

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