**Minutes of the**

**Northeastern Workforce Development Consortium**

 **February 15th, 2018**

**6 PM**

**Call to Order/Quorum: Vice Chairman Leroy Spivey** called the meeting to order at 6:00 p.m. The presence of a quorum was determined with 7 **members present:** Clayton Riggs, Rob Ross, Linda Hofler, Leroy Spivey, Tracey Johnson, Ron Cummings, and Marion GIlbert **Absent members:** Fondella Leigh, Earl Pugh and Lloyd Griffin. **Partners, guests, and staff present:** David Whitmer, Cathy Davison, Susan Buckner, Laura Alvarico, Lora Aples, Angela Welsh and Laura Rollinson.

**Welcome and Introductions:** Vice Chairman Spivey greeted those in attendance.

**Approval of March Minutes (VOTE):** Vice Chairman Spivey asked for a motion to approve the minutes from the June 2017 Consortium meeting. Linda Hofler made a motion to approve the minutes. Her motion was seconded by Marion Gilbert and, with no further discussion, was carried unanimously.

**Appointment of Consortium Member to review Adult/DW and Youth Service Proposal:** Vice Chairman Spivey 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 required to sit on the board that reviews all bids to provide the services that are received. Member Marion Gilbert made a motion to recommend Lloyd Griffin to this position. Director Whitmer state Mr. Griffins has held this position for two years. Her motion was seconded by Tracey Johnson, and with no further discussion, was carried unanimously.

**MOU between NC Workforce Boards and NCDOC**

NWDB Director David Whitmer provided all members of the Consortium Board a copy of the Memorandum of Understanding between Workforce Development Boards and the North Carolina Department of Commerce, Division of Workforce Solutions. Director Whitmer explained the MOU is developed jointly by the twenty-three workforce boards and the Division of Workforce Solution. The MOU establishes procedures and guidelines for the delivery of workforce services through a partnership between Workforce Development Boards and the Division of Workforce Solutions as outlined in the Workforce Innovation and Opportunity Act legislation. Director Whitmer further noted that the MOU explains the functional verses the formal leadership of Career Center Managers.

**Presentation by Danny Giddings, Secretary of NCDOC Division of Workforce Solutions**

North Carolina Department of Commerce Division of Workforce Solutions Secretary Danny Giddens was scheduled to give a presentation to the NWDB Consortium Board. Due to an unforeseen illness, Secretary Giddens had to cancel his presentation. He sent his regrets. Director Whitmer informed the Board the presentation would be rescheduled for a later date.

**Adjourn:** With no further discussions, Vice Chairman Spivey requested a motion to adjourn. Clayton Riggs made a motion to adjourn. Marion Gilbert seconded the motion. The meeting was adjourned at 6:08 p.m.

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**Vice Chairman, Leroy Spivey Date**