**Minutes of the**

**Northeastern Workforce Development Consortium**

**June 15, 2017**

**6 PM**

**Call to Order/Quorum: Chairman Lloyd Griffin** 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, Earl Pugh, Lloyd Griffin, Leroy Spivey and Tracey Johnson. **Absent members:** Marion Gilbert, Fondella Leigh, and Ron Cummings. **Partners, guests, and staff present:** Dave Whitmer, Cathy Davison, Sandra Powers, Dawn Kent, and Zach Bray.

**Welcome and Introductions:** Chairman Griffin greeted those in attendance.

**Approval of March Minutes (VOTE):** Chairman Griffin asked for a motion to approve the minutes from the May 18, 2017 Consortium meeting. Earl Pugh made a motion to approve the minutes. His motion was seconded by Clayton Riggs and, with no further discussion, was carried unanimously.

**NWDB Bylaw Change – Board Membership Guidelines:** Chairman Griffin asked NWDB Director, Dave Whitmer to explain the NWDB Bylaw Change as it pertains to Board Membership Guidelines. Director Whitmer noted that current bylaws state that the NWDB will consist of 12 private sector Business members which are appointed by the Consortium, one from each of the ten counties of the Consortium, to ensure that the NWDB is geographically representative of the region. The remaining two private sector Business Members shall be appointed from counties within the NWDB region as identified by the Consortium. Director Whitmer shared with the members present the proposed change from twelve private sector Business Members to ten private sector Business Members appointed by the Consortium. It was noted that the NWDB board is now short 6 members from the required 23 members which places the NWDB in the position of potentially not receiving PY 2017 funds. With this change the NWDB would only be two members short of compliance. After discussion Rob Ross made a motion to change the number of private sector Business Members from twelve to ten as follows: “Ten private sector business members shall be appointed by the Consortium. Private sector business members shall be appointed from the counties within the region to insure that the NWDB is geographically representative of the region.” His motion was seconded by Leroy Spivey, after discussion the motion was carried with two dissenting votes, Tracey Johnson and Lloyd Griffin.

**Reappointment of NWDB Board Members**

The Board reviewed the Reappointment of the NWDB Board Members noting that they will be appointed for a two-year term expiring on June 30, 2019.

* Zach Bray – Albemarle Electric Membership Corporation
* Steve Bryan – Bryan Funeral Service
* Vernon Brinkley – A.W. Brinkley Hardware, Inc.
* Dave Carroll – Organized Labor, AFL-CIO
* Lee Scripture – Community Based-Organization, Southern Albemarle Association
* Wanda Fletcher – Adult Education & Literacy, College of the Albemarle
* Michael Twiddy – Higher Education, ECSU
* Tim Ivey – Economic Development Partnership of NC
* Larry Donley – Wagner-Peyser Act – NC Division of Workforce Solutions \

A motion was made by Clayton Riggs to reappoint the NWDB Board Members as presented. His motion was seconded by Linda Hofler, with no further discussion the motion was carried unanimously.

**NWDB Board Application**

Director Whitmer shared with the Consortium three NWDB Board Applications as follows:

Sean Lavin – TCOM, LP

Frankie Manning – Woodforest National Bank

Phillip Stovall – Jimbo’s Jumbo

It was noted that the Board was in need of two members. A motion was made by Clayton Riggs to accept the application of Phillip Stovall and Sean Lavin. It was noted that the third applicant would be invited to serve on a committee and would be considered again for any future openings. Mr. Riggs’ motion was seconded by Earl Pugh, with no further discussion was unanimously carried.

**Report from NWDB Chairman, Zach Bray**

Mr. Bray thanked the Consortium members for making the necessary changes so that the PY 2017 funds would be available. He stated that the NWDB retreat was a great success. He reported that the retreat focused on the development of a new strategic plan which is being finalized. He also reported that a focus of the board is to obtain grants that align with our strategic objectives. As a result, we have recently been awarded three grants.

**Finance Report:**

Chairman Griffin introduced Dawn Kent, Finance Officer, to present the Finance Report. Dawn reviewed the report that was provided in the meeting packet. Dawn also reviewed the PY 2017 allocations and noted an approximate $200K increase from the previous year.

**Adjourn:** With no further discussions, the meeting was adjourned at 6:40 p.m.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chairman, Lloyd Griffin Date**