

**Minutes of the
Northeastern Workforce Development Consortium
April 16, 2020
5:00 p.m. via teleconference**

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:** Larry McLaughlin, Rob Ross, Linda Hofler, Earl Pugh, Lloyd Griffin, Fondella Leigh, Jordan Davis, and Tracey Johnson. **Absent members:** Clayton Riggs and Paul Beaumont. **Partners, guests, and staff present:** NWDB Finance Chair JD Williams, NWDB Chair Zach Bray, David Whitmer, Jeri Hansen, Emily Nicholson, Ashley Stallings, and Cindy Gossage.

Welcome and Introductions: Chair Griffin greeted those in attendance and determined a quorum was present. David Whitmer announced to the Consortium that he has been named Albemarle Commission Interim Director and that Emily Nicholson has been named NWDB Interim Director until a new Albemarle Commission Director has been named.

Electronic Meeting Policy (VOTE): Chair Griffin introduced a policy regarding the Consortium conducting electronic meetings. David Whitmer stated that this is the same policy that was recently adopted by the Albemarle Commission Board. **Motion by Linda Hofler, seconded by Fondella Leigh to adopt the policy. Motion carried unanimously.**

Approval of March 21, 2019 Minutes (VOTE): Chair Griffin asked for a motion to approve the minutes from the March 21, 2019 Consortium meeting. **Motion by Jordan Davis, seconded by Larry McLaughlin to approve the March 21, 2019 minutes as written. Motion carried unanimously.**

Appointment of NWDB member: Title II Representative, Kimberly Gregory (VOTE): Emily Nicholson reported that there are currently three NWDB board openings: Adult Education, a representative of a Registered Apprenticeship Program; and Business. Ms. Gregory is the College of the Albemarle's new Director of College and Career Readiness and has applied for this position in Adult Education. David Whitmer said that staff is reaching out to others who can fill the two vacancies on the board and hopes they will be appointed soon. **Motion by Jordan Davis, seconded by Larry McLaughlin to appoint Kimberly Gregory as the Title II Adult Education representative on the Northeastern Workforce Development Board. Motion carried unanimously.**

NWDB Bylaw Changes (VOTE): Emily Nicholson explained that the WIOA required change in the bylaws is adding one sentence stating that NWDB meets in accessible locations (Section 14). **Motion by Rob Ross, seconded by Jordan Davis, to approve the change to the Bylaws. Motion carried unanimously.**

NWDB PY2020 Proposed Budget. Chair Griffin asked Director Whitmer to give a summary of the proposed budget and any changes anticipated. Director Whitmer noted that the revenues proposed are estimates only as we will not know PY20 allocations until June or July. This proposed budget assumes a 3% projected salary increase. He pointed out that salaries are distributed through multiple programs, therefore some of the percentage changes in salaries are due to proration changes made throughout the programs. Director Whitmer indicated that this budget assumes a 10% increase in health insurance and that the Indirect funds to the Albemarle Commission remains at 26%. Director Whitmer stated that overall, the proposed budget is flat, with an increase of only 1%. Commissioner Ross asked why there was a 47% increase in the DW Fund.

Director Whitmer replied that the salary increase is in that fund. Our region does not work with many displaced workers and there is an allowance by the State to transfer funds from DW to Adult when needed which is a standard practice. Chair Griffin asked if the 3% salary increase will need to be approved by the Albemarle Commission. David replied yes, and added that the increase was provided to him by the Commission. Chair Griffin asked if NWDB will be receiving any of the grant funds from the CARES Act. Emily replied no, not that she is aware.

Motion by Rob Ross, seconded by Fondella Leigh, to accept the PY20 NWDB Budget. Motion carried unanimously.

Other Reports. Chair Griffin asked the staff and board members present to provide updates. NWDB Chair Zach Bray said he wanted to thank the board and staff for the excellent job they are doing during this time. He reported that the Vice-Chair Janet Russ was involved in a serious car accident a few months ago and she has been rehabilitating with severe hand injuries. He hopes to see her back soon. He also related that the board lost a long-time member, Steve Bryan to a fatal car accident. He will be sorely missed. He thanked David and Emily for working so hard to build the board back up and that he is very happy for the three new board members recently appointed, noting that they have all be assigned to committees. He thanked JD Williams, who is on the call for taking on the NWDB Finance Committee as Chair, noting that he has done a commendable job. JD said that the Finance Committee is working hard to gain a better understanding of NWDB funding and assist with finding additional funding.

David reported that DWS has a signed lease for moving the career center to the Jordan Plaza in Elizabeth City. He reported that all three career centers have been re-certified for 3 years, thanks in part to an outstanding management staff. He reported that staff is working with ECSU student affairs to develop a program for getting ECSU students into the workforce. David also reported that NWDB is working a strong Outreach effort, especially now, with staff developing videos to help with COVID-19 issues, a strong social media presence, as well as one-on-one when able to do so safely. David said that the NWDB quarterly newsletter has been well received and staff has been participating in the monthly ECSU radio station activity. Finally, he reported that the Outreach Coordinator, up until the lockdown, has been holding workshops in libraries in all 10 counties.

Director Whitmer reported that NWDB bid out services for Adult/Dislocated Worker and Youth services annually, with no bids being received. An authorization for submission of the Failed Procurement form will be voted soon by the NWDB Board. If approved it will be submitted to the Division of Workforce Solutions asking approval for NWDB to perform these services in-house.

Adjourn: With no further discussions, Chair Griffin adjourned the meeting at 5:30 p.m.

Chair, Lloyd E. Griffin III

Date