

**Minutes of the
Northeastern Workforce Development Consortium
March 21, 2019
5:30 p.m.**

Call to Order/Quorum: Chairman Lloyd Griffin called the meeting to order at 5:30 p.m. The presence of a quorum was determined with **6 members and 1 alternate member present:** Lloyd Griffin, Clayton Riggs, Linda Hofler, Fondella Leigh, Earl Pugh, Jordan Davis, and Bob Kirby in for Larry McLaughlin. **Absent members:** Larry McLaughlin, Rob Ross, Paul Beaumont, and Tracey Johnson. **Partners, guests, and staff present:** David Whitmer, Melody Wilkins, Carolyn LaDow, and Cindy Gossage.

Welcome and Introductions: Chair Griffin greeted those in attendance and determined a quorum was present.

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

NWDB Bylaw Changes (VOTE): Chair Griffin noted that the Bylaws were changed per the discussion at the last meeting and asked if there were any questions about the changes as noted in red on the Bylaw draft. Hearing none, he asked for a motion to approve as amended. Motion by Clayton Riggs, seconded by Linda Hofler to approve the Bylaws as amended. Motion carried unanimously.

NWDB PY2019 Proposed Budget. Chair Griffin asked Director Whitmer to give a summary of the proposed budget and any changes anticipated. Director Whitmer first noted that the revenues proposed are estimates only as we will not know PY19 allocations until June or July.

This proposed budget assumes a 2.5% 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. Also changed is that NWDB no longer will pay a share of the Finance Director's salary as we will be doing our own financials within the department so that expense has been removed as well as the Program Coordinator position, having been replaced with Administrative Assistant. Salaries for two additional Career Advisors have also been included in this proposed budget. Director Whitmer indicated that this budget assumes a 10% increase in health insurance. We have not yet received the official word on this yet.

Director Whitmer reported that the indirect expense remains at 26% and that overall, the proposed budget is increased only 6% over PY18. Director Whitmer was asked why the copy machine lease costs are so high. Director Whitmer said that the Career Centers have experienced some significant overages in mainly color copies and he intends to meet with the vendor to negotiate changes in the number of copies covered by the contract as well as investigate why this happening. He added that he would like to see the copy machines set up to require a code to operate which will give us the opportunity to see who is making copies.

Motion by Clayton Riggs, seconded by Jordan Davis to approve the budget and forward it to the Albemarle Commission for consideration and adoption. Motion carried unanimously.

Other Reports. Chair Griffin asked Director Whitmer to report on the NWDB's recent Board Retreat and to explain to the Consortium the process that is taken every year to solicit Request for Proposal (RFP) for Adult/Dislocated and Youth Services.

Director Whitmer explained that NWDB is required to bid out services for Adult/Dislocated Worker and Youth services. If a proposal is received and accepted, it would result in NWDB eliminating all of the Career Advisor positions currently in place through NWDB. He said that even though we operate in the largest geographic region in the state, we have relatively low allocations and it is just doesn't seem profitable for a private contractor to operate programs throughout our region. The RFP process was just completed for this upcoming year and no bids were received for the service. NWDB will have to vote on providing services in-house for PY 2019 at the next NWDB meeting. If approved, a request will be submitted to the Division of Workforce Solutions asking approval for NWDB to perform these services in-house.

Director Whitmer reported that the Board Retreat went extremely well. It was facilitated by Mr. David Hollars, the Director of the Centralina Workforce Development Board. He is very well respected throughout the State and provided a very comprehensive work plan that centered on the Board's role on day one and on Committee goals the second day, which was very productive. He noted that the Career Center Managers and AC Director Wilkins attended the first day. Ms. Wilkins said she found it very interesting and learned a lot.

Adjourn: With no further discussions, Chair Griffin adjourned the meeting at 5:50 p.m.

Chair, Lloyd E. Griffin III

Date