

High Country Workforce Development Board Meeting

April 10, 2008, 3:00 P.M.

**MINUTES**

**Call to Order:** by Vice-Chair Vanya Baker at 3:10 P.M.

**Members Present:** Vanya Baker, Connie Barnette, Maria Cunningham, Marie Gwyn, Jim Halsey, Joallen Lowder, Jayne Phipps-Boger via phone, Sam Ray, Sandra Reese, Earl Tipton

**Staff Present:** Rebecca Bloomquist, Carole Coates, Ruby Greene, Misty Bishop-Price, Don Sherrill, Mary Ann Urka

**Guests:** Terri Carter, Calvin Dull, Ed Reeves, Ginger Shaffer

**Proof of Notice:** by USPS and e-mail

**Welcome and Introductory Remarks:** Chairwoman Baker welcomed new Board members Joallen Lowder and Tom Hughes, administering the Oath of Office to Ms. Lowder. Mr. Hughes was unable to be present.

**Committee Reports**

**Executive Committee:** Ms. Baker summarized staff progress on the WIA Annual Plan Modification # 3 for PY 2008, and called for a motion to approve this document for submission to the NC Division of Workforce Development. Marie Gwyn moved to approve Plan Modification # 3 for submission. Earl Tipton seconded. None opposed. Motion carried.

**Strategic Planning Workgroup:** by Earl Tipton, Committee Chair. Offering an overview of his participation at the Inter-Board Retreat on March 5, 2008, which resulted in the creation of a draft **Memorandum of Agreement to Establish the Future Forward Workforce Alliance**. He stated that the Executive Committee had reviewed this document and recommended HC WDB participation in this partnership. Jim Halsey moved to participate in the Alliance, adopt the MOA in principle, and authorize the Chairman to sign the final document, with Sam Ray seconding. Following brief discussion, none opposed. Motion carried.

Summarizing progress in the development of a draft mock-up Strategic Planning Update: 2008-2011 document, Mr. Tipton stated that the Strategic Planning Workgroup had completed its review and revision at the March 20<sup>th</sup> meeting. He then asked Board members to review their individual draft copies, and noted that barring any objections, staff will now proceed with solicitation of quotes and selection of a printer.

Jim Halsey and Jennie Harpold reported on their participation in the National Association of Workforce Boards Forum in Washington, DC, in February.

**Quality Assurance:** by Don Sherrill for Scott Moncrief, Committee Chair. On Mr. Moncrief's behalf, Mr. Sherrill presented a recommendation that the Board give the Quality Assurance Committee the authority to pursue a competitive Request for Proposals for follow-up services in Alleghany, Ashe, and Wilkes Counties if the committee determines an RFP to be appropriate, at its May 8<sup>th</sup> meeting. He stated that Wilkes Community College currently provides that service, in addition to core adult and dislocated worker services, and is amenable to transitioning the follow-up function.

Marie Gwyn moved to approve the committee's investigation and eventual selection of an alternative follow-up service provider, with Sam Ray seconding the motion. Following brief discussion, no members were opposed. Motion carried.

Mr. Sherrill also requested on Mr. Moncrief's behalf that all other WIA adult and dislocated worker contracts be given a one-year extension with requested modifications (Statement of Work) to reflect current conditions. Jim Halsey offered a motion to approve a one year contract extension for all other WIA adult and dislocated worker services, with service providers required to make minor modifications to reflect current conditions. The motion was seconded by Maria Cunningham. None opposed, with one abstention, by Sam Ray, due to conflict of interest.

**Youth Council Report:** by Marie Gwyn, Council Chair. The May 8<sup>th</sup> Youth Council Meeting will be a follow-up to the January Youth Issues Forum, with educators and other interested parties having an opportunity for discussion of best practices.

The USDOL has approved the state's request to use Common Measures for calculation of WIA program performance, effective 7/1/2007 (retroactive). This decision reduces the set of measures to three, rather than the seven measures previously used.

Ms. Gwyn noted that Amanda Clark-Miller has resigned her position as supervisor of the COG Get REAL Program, effective April 25, 2008. Jennifer Bumgarner has joined the staff as the new Get REAL Youth Services Coach.

#### **Other Member Business**

**Appointment of Nominating Committee:** Ms. Baker appointed Jim Halsey, Jayne Phipps-Boger, Sam Ray, and Sandy Reese to the Nominating Committee.

**Biotechnology Presentation:** Cheryl McMurry, Director of the Western Carolina Biotechnology Center. Ms. McMurry shared information about workforce needs and opportunities in the biotechnology field, including types of positions, training requirements, and salary ranges. She noted that Western North Carolina's biodiversity offers opportunities in the development of natural products and supplements.

**Public Comment Period:** The chair opened the meeting for public comment. Suzanne Owens shared information regarding a grant that Mayland Community College has received to study plant cells in a sterile environment and noted environmental conditions this region shares with regions in China

**Adjournment:** Move to adjourn by Sam Ray. Motion seconded by Jim Halsey. Meeting adjourned at 4:50 P.M.

The next meeting of the Workforce Development Board will be held on June 12, 2008 at 3:00 P.M.

**High Country Workforce Development Board  
Attendance Sheet  
April 10, 2008**

%	Name	Apr. 07	Jun. 07	Aug. 07	Oct. 07	Dec. 07	Feb. 08	Apr. 08
57%	Vanya Baker							
71%	Barbara Barlow							
71%	Connie Barnette			late				
86%	Anne Bowlin							
86%	Maria Cunningham							
100%	Marie Gwyn (DSS to 2/08, CBO eff. 1/08)							
57%	Jim Halsey							
71%	Dwayne Howell (Eff. 12/07)							
0%	Tom Hughes (Eff. 4/08)							
100%	Joallen Lowder (Eff. 4/08)							
57%	Scott Moncrief							
57%	Jayne Phipps-Boger				late			phone
14%	Susan Pittman							
57%	Doug Pratt							
86%	Sam Ray							
71%	Sandra Reese					late		
29%	Ben Shoemake							
100%	Earl Tipton							
	Vacant (Mitchell Private)							Vacant
	Vacant (Mitchell Private)							
	Vacant (Yancey Private)							
	Vacant (Yancey Public)							
	Vacant (At Large Labor)							
		60%	68%	70%	63%	63%	68%	56%