

Minutes of: Workforce development meeting

Date: December 11, 2008 @ 10:00am

Attendees: Catina Galloway, Janet Railey Wright, Kevin Thomas, Betty Johnson, Ronald Holste, Leslie McLean,

Meeting Objective: To discuss finances and budget for up-coming fiscal year

STATUS OF ASSIGNMENTS FROM LAST MEETING		
WHO	WHAT	STATUS
Kevin Thomas	Kevin will send out for approval: <ul style="list-style-type: none"> • Mission statement • Vision statement • Decision making process • Send out the priority list to everyone • Send out the IOM and we are to review to see if we want to provide letter of support. 	Ongoing
Betty Johnson	Will send Nov. meeting Min.s to "Prevention is the answer"	ongoing

PROGRESS AND DECISIONS	
(What key decisions were made during the meeting?) <ul style="list-style-type: none"> • Lunch will be ordered in at each meeting • 	
SUBJECT	DISCUSSION/DECISIONS
Welcome	Meeting came to order. Hello and Welcome 10:30a
Approval of minuets	Meeting min. were approved.
	Suggestion was made that we meet every other month face to face and every other month conference call. Jan. meeting was suggested to be a conference call meeting.

	Kevin Thomas will set up the conference call.
Old Business	<p>Kevin was unable to send out decision for last meeting he will send out all decision in progress out on tomorrow (12-12-08)</p> <p>Ronald suggested that we attach the GAPP document, Expert Panel Doc. And the WFD survey and request specifically that the survey be filled out with a time line of Dec. 31 All decisions will have a time line of Dec. 31</p>
New Business	<p>Transition time for the Prevention Providers Association update: e-mail came out about joining the PPA. Time was extended for agencies to join an to make nominations for board members.</p> <p>Betty reported on the Board update for the PPA Ronald ask if we were non-profit (503c) already;.. Betty stated that we were..(503c) Betty explain how the board transition will take place. They will have 8 new board members and the steering committee will serve as the other 8.</p> <p>Capacity building: Ronald made a comment of how to maintain the committee. He suggested that we have a phone tree and we make personal phone call to members to keep up attendance.</p> <p>Catina suggest that before we open up the committee that we get some basic decision made (decision making process etc.) and then open up the committee to other people.</p>
Other Discussion	<p>Ronald asked about how the committee is making connections with PPA. Betty responded that as meetings continue and we keep the mins. Posted on the website we will keep connections with the association.</p> <p>Betty has an e-mail from Mrs. Lane from Wake forest School of Medicine who responded to our e-mail and was interested in collaborating on training initiatives, working with coalitions as well as individuals. Should we respond that we are interested? We will respond ask for more details of how they would like to work with us.</p> <p>Committee decided to review other documents and survey together and fill out the survey.</p>

Adjournment	1:15p

ASSIGNMENTS		
WHO	WHAT	WHEN
Kevin Thomas	Send out the decision in progress to all active members	12-12-08
Betty Johnson	Send out Nov. meeting min.s to Prevention is the answer	
Ronald Holste	e-mail Janice Peterson in reference to the Welcome Package	
Ronald Holste	Will send out agenda for next meeting	