

NWDB Leadership Committee Meeting Minutes
November 7, 2019

Present: Zach Bray (Chair), JD Williamson, Dave Whitmer (Staff), Annette Barnes (staff), Emily Nicholson (staff), Lora Aples (staff)

Absent With Notice: Wanda Fletcher, Janet Russ, Michael Twiddy

Absent Without Notice: None

1. **Welcome and Approval of Minutes:** Chairman Bray called the meeting to order. Chairman Bray made a motion to approve the minutes from the October 2019 meeting. JD Williamson seconded the motion and it passed unanimously.
2. **Updates:** Director Whitmer reported that a meeting was held with the landlord of Jordan Plaza to discuss color schemes, materials, etc. At this point, everything is moving in the right direction. Director Whitmer then reported that the center certification site visit in October went very well and that he had attended the NCWorks Commission meeting on November 6 where we received our center certification. He then reported that DWS has made errors in the data that was provided for the Infrastructure Funding Agreements. Because of this, we had to make corrections to the document and resend it to all partners for signatures. December 2nd is the new deadline. Lastly, he reported that Heidi O'Neil had attended the National ACT Work Ready Communities (WRC) Conference in Charlotte to accept the WRC certification for Gates County. Unfortunately, somehow, they forgot to include Gates. When Heidi approached them to let them know about this, they were very apologetic and offered to come to our January NWDB meeting to present the certification in person.
3. **Committee Chair Check-in:** Chairman Bray reported that Lorretta Williams had resigned from the board which means the BROCC is in need of a new Chair. Lora Aples then reported that the Real-World Simulation went very well. Over 100 students participated. She pointed out that Jayne Clark, NWDB NextGen Coordinator, did an outstanding job in her first year coordinating this event. JD Williamson reported that the new Finance Committee would be meeting next week. They plan to roll out a budget request form for each of the committees to use. He next stated that the committee would like to add another board member or two. Chairman Bray told JD that he really appreciated his work heading up this new committee. Director Whitmer stated that there was nothing to report for the Career Center Committee and that committee would be meeting next week.
4. **Performance Trend Analysis:** Director Whitmer reviewed with the committee the document included in the meeting packet comparing performance for PY 17 and PY 18. He noted that it was very interesting to look at these two years together instead of separately. After discussion, the committee agreed that they should review performance goals on a quarterly basis to stay current on how we are doing throughout the year.
5. **Recommended Changes to Supportive Services Policy:** Director Whitmer told the committee that staff are recommending changes to the supportive services policy and that he was requesting the support of the committee in presenting these changes to the full board for consideration. He told

the committee that he had a meeting with our Division of Workforce Solutions Financial Monitor and she suggested reviewing our policy to see how we can provide more support to our participants since our expenditures have been low. Having low expenditures was documented as an observation in our financial monitoring report. With this in mind, staff met and identified several ways in which we could change our supportive services policy to provide more resources to our participants. These suggested changes are as follows: Eliminate the requirement for Pell Grant participants to travel at least 100 miles round trip daily in order to qualify for transportation reimbursement. Increase the transportation reimbursement rate to the federal per diem rate just as staff are reimbursed. Increase the maximum allowable transportation reimbursement from \$500 per month to \$600 per month. After discussion, the committee agreed to recommend these changes to the board at the November meeting.

6. **November Board Meeting Agenda:** After discussion, the committee agreed to include the following on the November meeting agenda: Supportive Services changes (Transportation); Presentation from Brandi Bragg, NENC Career Pathways Facilitator, Presentation from Phillip Holloway regarding Hyde, Washington, Tyrrell Drug Treatment Board.

Minutes prepared by Dave Whitmer.

Approved by: _____ **Date:** _____