

NWDB Leadership Committee Meeting Minutes
October 10, 2019

Present: Zach Bray (Chair), Wanda Fletcher, JD Williamson, Dave Whitmer (Staff), Annette Barnes (staff),

Absent With Notice: Loretta Williams, 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 September 2019 meeting. Wanda Fletcher seconded the motion and it passed unanimously.
2. **Updates:** Director Whitmer reminded the committee that the NCWorks Partnership Conference is coming up on October 23 – 25. He then told the committee that the report from the PY 2018 financial monitoring had been received and it was a good report with zero findings. This report was included in the meeting packet. Director Whitmer then informed the committee that the annual Northeast Prosperity Zone Staff Appreciation Day was coming up on Oct 11. Region Q is hosting the event this year. Director Whitmer then informed the committee that things were progressing well with the potential move of the Elizabeth City Career Center. The proposal from the Jordan Plaza was approved at the state property meeting. We are hopeful to have a signed lease within 2 to 4 months. Director Whitmer then informed the committee that the NCWorks mobile career center would be in Ocracoke. Staff from the center in Dare will be working in the unit along with staff from Region Q and Turning Point Workforce Development Board. Lastly, Director Whitmer reported that almost all of the required signatures for the Infrastructure Funding Agreement had been obtained and it would be submitted soon.
3. **Committee Chair Check-in:** Chairman Bray reported that everything is moving forward as expected. Wanda Fletcher reported that the Real-World Simulation was a huge success. There were over 100 youth, 50 volunteers and 10 high schools/youth organizations. She stated that staff did a phenomenal job. Director Whitmer reported that the Career Center Committee had not met since the last report-out but would be meeting on the 10th. He then reported that the BROC would be meeting soon to score an Employee Training Grant application. JD Williamson reported that the finance committee had met a couple weeks ago and will be meeting again next week.
4. **PY 18 Performance:** Director Whitmer reviewed the PY 18 Performance spreadsheet that was included in the packet. He noted that we did very well with performance but there is still room for improvement. JD asked about the trends from the previous years. Director Whitmer stated that we had improved from last year and that he would bring more information in that regards to the next meeting.
5. **Vision East Retreat:** The committee discussed the two goals that were developed at the Vision East Retreat and included in the meeting packet. After discussion, the committee asked Director Whitmer to contact the other board Directors to see how they were planning to accomplish these goals.

Minutes prepared by Dave Whitmer.

Approved by: _____ **Date:** _____