

NWDB Leadership Committee Meeting Minutes
September 4, 2019

Present: Zach Bray (Chair), Loretta Williams, Wanda Fletcher, Michael Twiddy, Dave Whitmer (Staff), Annette Barnes (staff), Lora Aples (staff)

Absent With Notice: None

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 July 2019 meeting. Michael Twiddy seconded the motion and it passed unanimously.
2. **Updates:** Director Whitmer informed the committee that the annual plan had been approved so we will receive our funding for PY 19. He then discussed the new Career Development Center at COA stating that the ribbon cutting went well and the center is up and running. He then discussed the upcoming Vision East retreat and told the committee he was excited that numerous board members would be attending. Director Whitmer reminded the committee that the annual NCWorks Partnership Conference will be coming up October. He then called the Committee's attention to the report of the PY 18 Programmatic monitoring that was included in the meeting packet. He stated that it is a good report with zero Findings. Lastly, Director Whitmer discussed the NCAWDB Strategic Plan that was included in the meeting packet.
3. **Committee Chair Check-in:** Chairman Bray asked about the recommended change to the bylaws. Director Whitmer responded that it will be included on the agenda for the next Consortium meeting. Chairman Bray then reported that the new Finance Committee will be meeting on September 10. Michael Twiddy then reported that the Career Center Committee did not meet in August but would be meeting later in the afternoon. He stated that the Ribbon Cutting for the new Career Development Center at COA went very well. Director Whitmer stated that the BROCC had not met but he anticipated receiving an Employee Training Grant, so the Committee would have to meet to score it. Wanda Fletcher reported that everything was coming along very well for the Real-World Simulation which will be held at Camp Cale in Perquimans County on October 2. She also reported that they were very pleased to receive grants from Southern Bank and Albemarle Electric Membership Corporation to help support the event. Lastly, she reported that the NextGen program held a Career Café inviting participants from all 10 counties. It turned out very well with 17 people in attendance including a parent.
4. **NWDB Finance Committee:** Director Whitmer stated that the Finance Officer for the City of Elizabeth City had applied to serve on the NWDB Finance Committee. After discussion, a motion was made by Chairman Bray to appoint Suzanne Tungate to the Finance Committee. The motion was seconded by Wanda Fletcher and passed unanimously.
5. **myFutureNC Resolution:** Director Whitmer discussed the draft resolution that was included in the meeting packet. This resolution supports the credential attainment goal that was set by myFutureNC. After discussion the committee came to a consensus agreement to support this resolution and include it on the agenda of the next board meeting for approval by the full board.
6. **NWDB Vice-Chair:** Director Whitmer informed the committee that Vice-Chair Phillip Stovall had

resigned from the board as he had accepted employment out of state and would be moving.

7. **NWDB September Meeting Agenda:** After discussion the committee agreed to include the following on the September NWDB meeting agenda:

- myFutureNC Resolution
- presentation by Ray Convington with myFutureNC
- new performance goals established by the Career Center Committee.

Election of Officers; Innovation Grant presentation; Committee strategic action plans

Minutes prepared by Dave Whitmer.

Approved by: _____ **Date:** _____