NWDB Leadership Committee Meeting Minutes January 8, 2020

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

**Absent With Notice**: Janet Russ, Michael Twiddy

**Absent Without Notice**: None

1. **Welcome and Approval of Minutes**: Chairman Bray called the meeting to order. JD Williamson made a motion to approve the minutes from the January 2020 meeting. Chairman Bray seconded the motion and it passed unanimously.
2. **Updates**: Director Whitmer reported that the Jordan Plaza landlords had requested some changes to the lease that was drafted by the state. Some of the requested changes will not be able to be accommodated so we are hoping that the state and the landlords can come to an agreement. Director Whitmer then reported that the completed Infrastructure Funding Agreement had been sent to DWS and has been approved. He then reported that at some point this Spring we will have to develop our four-year plan. At this point we are not sure when DWS will send out the instructions but we usually don’t have a lot of time to get it done.
3. **Committee Chair Check-in:** JD Williamson reported that the Finance Committee would be meeting next week and is finalizing a Committee Budget Request Form. Director Whitmer reported that the Career Center Committee added two additional programs to the approved training list during their meeting in December. Lora Aples reported that the NextGen Committee would be meeting next week to discuss and plan some potential events to take place this spring and summer including the youth summit, a summer work experience program, a trip to Washington DC, and an annual achievement banquet. Assistant Director, Emily Nicholson, reported that the new Business Engagement Coordinator, Amber Morse, will be staff to the BROC committee. The committee next discussed committee membership and the need for additional board members. Director Whitmer informed the committee that four new members had been appointed and then provided the committee with a chart showing the membership of all committees including those members not assigned to a committee. JD asked if we had tried to get board member representation from Sentara. Director Whitmer replied that we had an applicant from Sentara but her application was not approved because Pasquotank already had two board members and the members that were appointed were from counties that had zero members. The committee asked staff to work with the new members to find out which committee that would want to serve on.
4. **Performance PY 19 1st Quarter:** Director Whitmer reviewed with the committee PY 19 1st quarter federal performance measures that were included in the meeting packet. After discussion, the committee agreed that it would be more useful to view the data along with performance from prior years.
5. **Adult/DW and Youth RFP’s:** Director Whitmer told the committee that it was time to go through the RFP process for Adult/DW and Youth services. He also informed the committee that he had been in touch with Danny Giddens who has agreed to review the RFP’s and make recommendations for improvement. The committee agreed that this was a good idea and Director Whitmer should move forward with it. The committee next reviewed the proposed timeline for the RFP as included in the meeting packet. Chairman Bray made a motion to approve the timeline as presented. The motion was seconded by JD Williamson and passed unanimously.
6. **#worklocal – contracting for services**: Director Whitmer discussed the #worklocal campaign, the pilot version that was done in Edenton, and the need to expand it throughout the 10-county region. He told the committee that staff believe this to be a very important initiative but do not have the staffing resources to expand it throughout the region. Staff proposed that NWDB contracts with someone to carry out this work and to promote local employment opportunities to high school students. After discussion, the committee agreed to have the finance committee look at this to ensure funding was available, and if so, would recommend this to the full board at the January meeting.
7. **2020 NWDB Board Retreat**: Chairman Bray discussed whether or not to hold a board retreat this year and acknowledged that we may be a little behind in planning. After discussion, Director Whitmer agreed to check to see if the Hilton Garden Inn was available and to try to come up with ideas for a facilitator. He said that we could discuss at the next meeting whether or not we would move forward.
8. **January NWDB Meeting Agenda**: After discussion the board agreed to include the following on the January NWDB meeting agenda: ACT Work Ready Community presentation – Gates County; Presentation of Career Center Certification; Presentation of Career Essentials; Career Pathways Facilitator – contracting for services.

Minutes prepared by Dave Whitmer.

**Approved by: Date:**