

NWDB Leadership Committee Meeting Minutes
February 5, 2020

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

Absent With Notice: Janet Russ

Absent Without Notice: None

1. **Welcome and Approval of Minutes:** Chairman Bray called the meeting to order and made a motion to approve the minutes from the January 2020 meeting. JD Williamson seconded the motion and it passed unanimously.
2. **Updates:** Director Whitmer reported that the landlords of the current building where the Elizabeth City Career Center is located have agreed to a six-month lease. The plan is to have a lease at the Jordan Plaza starting July 1, 2020. Director Whitmer then informed the committee that this year the full four-year plan is due. We anticipate receiving the plan instructions sometime in March and having 4 to 6 weeks to complete it. This really isn't much time to develop a four-year plan. Director Whitmer next told the committee that the notice of intent for Adult/DW and Youth Services was set to be released as scheduled on February 7. Director Whitmer then informed the committee that we were moving forward with the recruitment process for the Local Career Pathways Specialist that was approved at the January board meeting. Director Whitmer then informed the committee that Bob Murphy will serve as the interim Executive Director of the Albemarle Commission. Bob served as interim the last time the Commission was recruiting for an Executive Director. Director Whitmer then discussed TEGE NO. 13-19 – the Wagner-Peyser Act Staffing Flexibility final rule. He informed the committee that the Directors' Council had conducted a SWOT analysis to determine the readiness of the boards to take over the administration of Wagner-Peyser should there ever be an opportunity to do so.
3. **Committee Chair Check-in:** Chairman Bray discussed the current state of board and committee membership. He asked about a replacement for Wanda Fletcher who was our Title II Representative. Assistant Director Nicholson stated that she had recently learned that COA hired a new Title II Director. Director Whitmer agreed to reach out to her to discuss joining the board. JD Williamson reported that the Finance Committee will be meeting next week and would be discussing the budget process. He then stated that the Finance Committee was in need of additional members and he is hopeful to add a member from the Consortium. Lastly, he reported that staff are working on completing the new budget request forms. Michael Twiddy reported that the Career Center Committee met on January 15 and discussed the pending move of the Elizabeth City Career Center. The committee also received an update from the Center Managers and reviewed a draft of the NCWorks Quality Assurance Guide. Lastly, Michael told the committee that he was at the Dare Career Center when they held a small retirement celebration for Liz Gotomeyer. Lora Aples reported that NextGen is working hard to increase their enrollments. They received a lot of referrals from other organizations that attended the last Career Center partnership meeting. They are currently planning a first annual achievement banquet, a youth trip to Washington DC, and the annual youth summit. They have also been doing outreach at High School sporting events.
4. **Board and Committee Membership:** The Committee reviewed the board and committee membership document that was included in the meeting packet. After review, the committee

memberships asked Director Whitmer to reach out to the new membership for committee assignment.

Minutes prepared by Dave Whitmer.

Approved by: _____ Date: _____

DRAFT