

NWDB Leadership Committee Meeting Minutes  
May 6, 2020

**Present:** Zach Bray (Chair), Terri Gallop, JD Williamson, Michael Twiddy, Dave Whitmer (Staff), Annette Barnes (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 March 2020 meeting. Terri Gallop seconded the motion and it passed unanimously.
2. **Updates:** Director Nicholson reported that the Jordan Plaza building is coming along well. Move in date is set for July 16. The Career Center will be closed on July 16 and 17 to facilitate the move. Staff is currently working on the WIOA State Unified Plan. The Plan requires annual updates and a full Plan every four years, which is what is required this year. Once drafted, the Plan is required to be available for public viewing for 30 days before submitting for approval by the State. Director Nicholson reported that staff is prepared to move forward with the Local Career Pathways Specialist position. She stated that the position start date is July 1. Director Nicholson reported that the PY20 budget has been approved by the Consortium Board and has been presented to the Albemarle Commission. Next steps will be a public hearing at the upcoming Commission meeting on May 21 with full adoption expected on June 18. There were no changes made to the NWDB budget. The NWDB Consortium approved the appointment of Kim Gregory to the NWDB Board and Director Nicholson reported that she has met with Ms. Gregory to give her an orientation of her duties and of NWDB. Two more position remain vacant but staff is reaching out to people who will meet the requirements (business and apprenticeship) of the Board.
3. **Committee Chair Check-in:** Chairman Bray informed the Committee that he and JD Williamson participated in the NWDB Consortium meeting. He complimented staff on their presentation of the budget. Lora Aples, reporting for the NextGen Committee, stated that the youth trip to Washington DC was cancelled due to COVID-19 as well as the annual statewide Youth Summit and NextGen Chair, Terri Gallop will attend. She then informed the committee of the first annual NextGen Recognition banquet which was supposed to be held with the May board meeting. As soon as it is safe to move forward, it is expected that the Washington D.C. trip and Recognition Banquet will be rescheduled. There was no report from the BROC. Chairman Bray emphasized the importance to get this committee back up and running and offered to help in anyway he could. Career Center Committee reported the Career Center Committee is moving forward with the NCWorks Career Center Quality Assurance Guide and will be conducting a Quality Assurance Monitoring soon. Finance Committee Chair JD Williamson reported the he was very pleased with the how the budget process was conducted this year. He noted that the Finance Committee is continuing discussions on best to allow for the NWDB Board can be more fully engaged in the process next year.
4. **May Board Meeting Agenda :** Director Nicholson reported that in light of the continued COVID-19 measures, the next board meeting will need to be via teleconference. She said that she is in the process of preparing the agenda and will have it out, with the teleconference instructions, next week. Agenda include a vote on NWDB conducting Adult/DW/Youth services in-house since there were no letters of intent received for PY 2020 which was discussed at the last Leadership

committee meeting. There is also a vote on extending the One-Stop Operator Agreement that was approved last year. This is required each year for the three-year agreement that was approved last year. The PY20 NWDB Budget is also on the agenda.

Minutes prepared by Cindy Gossage.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT