

NWDB Leadership Committee Meeting Minutes
March 4, 2020

Present: Zach Bray (Chair), Terri Gallop, Dave Whitmer (Staff), Annette Barnes (staff), Lora Aples (staff), Cindy Gossage (staff)

Absent With Notice: Janet Russ, JD Williamson, Michael Twiddy,

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 February 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 now signed the six-month lease. The lease for the Jordan Plaza location is on the way to the Governor's office. Regarding the four-year plan, DWS has schedule an informational session on March 31 but we still don't know when the plan instructions will be due. Director Whitmer then reported that the recruitment process for the Local Career Pathways Specialist was underway. He then discussed the board member vacancies and the need to fill the positions. Lastly, Director Whitmer informed the committee that he had a good meeting with staff from ECSU's Trio program and that there is a very good opportunity for partnership.
3. **Committee Chair Check-in:** Chairman Bray informed the Committee that the February Consortium meeting had been canceled due to the snow. He the stressed the importance to have a full board in time for the four-year plan to be approved. Lastly, Chairman Bray discussed the need to have a Chair for the BROC committee. Lora Aples, reporting for the NextGen Committee, stated that the youth trip to Washington DC was this month and that she expects 12 to 15 youth to attend. The annual statewide Youth Summit will be in April and NextGen Chair, Terri Gallop will attend. She then informed the committee of the first annual NextGen Recognition banquet and asked if it could be done in combination with the May board meeting. After discussion, the committee agreed that it was a good idea and should be discussed at the next Board meeting. 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. Director Whitmer reported for the Career Center Committee stating that they were meeting later in the day and would be voting on a NCWorks Career Center Quality Assurance Guide. Cindy Gossage reported for the Finance Committee stating that they reviewed the budget requests in preparation for developing the budget. The next meeting will be to review the budget.
4. **Adult/DW and Youth RFP's:** Director Whitmer informed the committee that there no letters of intent were received for PY 2020 Adult/DW and Youth services. After discussion, Chairman Bray made a motion that the Leadership Committee recommends to the board to provide Adult/DW and Youth services in-house for PY 2020. The motion was seconded by Teri Gallop and passed unanimously.
5. **Everblue – consideration for eligible training provider:** Director Whitmer reviewed with the committee the information included in the meeting packet regarding the request by Everyblue to

be approved as a training provider. After discussion, a motion was made by Chairman Bray to add Everblue to the approved training list. The motion was seconded by Teri Gallop and passed unanimously.

Director Whitmer next discussed a recommendation to move the responsibility for approving training providers to the Career Center Committee. NWDB policy requires the Career Center Committee to approve training programs to be added to the approved training list. Director Whitmer stated that he believes it makes sense for the same committee to approve both the training provider and programs. With separate committees doing this, we could potentially have a situation in which the Leadership Committee approves a provider, but then the Career Center Committee does not approve any of their programs. After discussion, the committee was in agreement that this does make sense, however, Chairman Bray did discuss a potential concern with removing a “check and balance” with having the same committee approve both the training provider and training programs. After further discussion, the committee expressed support for having the career center committee approve the training programs.

- 6. March Board Meeting Agenda:** After discussion, the committee agreed to include the following on the March meeting agenda: Presentation from ARHS – Albemarle Overdose Prevention Coalition & Community Linkages to Care Grant; Letter of support provided to ECSU; Discussion regarding combining May meeting with NextGen Recognition Banquet; PY 2020 Adult/DW and Youth Services; Change to training provider approval process; Strategic plan check-in for committees.

Minutes prepared by Dave Whitmer.

Approved by: *Serald Z Bray* Date: 05 / 06 / 2020

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