

NWDB Leadership Committee Meeting Minutes
July 1, 2020

Present: Zach Bray (Chair), Terri Gallop, JD Williamson, Michael Twiddy, Dave Whitmer (Staff), Emily Nicholson (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 May 2020 meeting. Michael Twiddy seconded the motion and it passed unanimously.
2. **Updates:** Interim Director Nicholson reported that there is a delay in moving to the Jordan Plaza building because of difficulties in getting construction materials so the move has been pushed to September 18th. Emily announced that the new Local Career Pathways Specialist Amanda Patrick started work today. She reported that the Albemarle Commission Board approved the PY20 budget at their meeting in June with no changes. Emily reported that the NWDB State Plan has been approved which means NWDB will be able to move forward with allocations for PY20. Emily reported that NWDB once again has a full board with the recent appointment of Richard Thorne. Mr. Thorne is the owner of HDM Associates, an electrical and engineering company in Elizabeth City. Emily announced that ECSU was recently awarded a Golden Leaf Grant in the amount of \$358,000 to launch a two-year workforce training program for young people ages 18-24 called Opportunities for Work Initiative. The initiative is intended to support individuals with barriers to employment with job training and to help fill local employer needs for a skilled workforce. NWDB wrote a letter of support for the grant and will be working closely with ECSU to achieve its objectives.
3. **Committee Chair Check-in:** David Whitmer asked that the leadership committee direct NWDB committees to update their annual work plans and to present them to the board. Chair Bray suggested the September meeting would be a good time for this to take place. Committees chairs agreed. Chair Bray asked staff to begin researching plans for a Board Retreat in March, 2021. Finance Chair JD Williamson stated that he would bring the discussion of changing the budget calendar for next year to allow for the NWDB Board to be more involved in the budget process. David suggested he and JD meet with the new Executive Director to discuss and to invite him to attend the September Finance Committee meeting.
4. **Open Discussion re: Status of Operations, COVID-19:** Emily reported that we are still in Phase II due to the extension by Governor Cooper. Staff is still teleworking until we are moved up to the next phase. David reported that the new Albemarle Commission Executive Director Michael Ervin will be starting work on July 6th.
5. **Board Meeting Agenda:** Chair Bray stated that the Board will vote on Chair and Vice-Chair at the July meeting. He indicated that he would be willing to serve for another year and that it is his understanding that Janet Russ is willing to take on the Vice-Chair role for another year. Chair Bray said he would call and discuss with her. Discussion ensued on what other items will be on the agenda and whether there will be a consent calendar. Cindy was asked to contact the board members and ask their preference on attending in person or virtually for the meeting to get a count of how many will be present as this will be a hybrid meeting; allowing for either attending in

person, calling in, or signing in on video.

There being no further business, Chair Bray adjourned the meeting at 10:18 a.m.

Minutes prepared by Cindy Gossage.

Approved by: _____ Date: _____

DRAFT