

NWDB Leadership Committee Meeting Minutes  
October 7, 2020

**Present:** Zach Bray (Chair), Janet Russ (Vice-Chair), Terri Gallop, JD Williamson, Larry Lombardi, Tameka Gibbs, Dave Whitmer (Staff), Emily Nicholson (staff), Annette Barnes (staff), Lora Aples (staff), Cindy Gossage (staff), Amber Morse (staff)

**Absent With Notice:** None

**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 September 2020 meeting. Terri Gallop seconded the motion and it passed unanimously.
2. **Updates:** Director Whitmer informed the committee that the move of the Elizabeth City Center to the new location at 111 Jordan Plaza had been complete. He stated that the new office looks amazing and staff are all very excited. He then informed the committee that staff in all career centers have discontinued teleworking and have returned to work in their offices as of October 5. Starting October 12, the centers will be open to customers by appointment and starting October 19, they will be open to walk-in customers. Director Whitmer next informed the committee that the IFA (Infrastructure Funding Agreement) had been completed with all required signatures obtained and it was submitted to DWS before the deadline of September 30. We are not awaiting approval from DWS. Director Whitmer next referred to the draft goals of the NC Association of Workforce Development Boards stating that he wanted the committee to be familiar with the work of the Association. Lastly, Assistant Director Emily Nicholson, discussed the draft letter of support for Net-Change that was included in the meeting packet. After discussion, a motion was made by Vice-Chair Russ to approve the letter of support. The motion was seconded by Terri Gallop and passed unanimously.
3. **Committee Chair Check-in:** Chairman Bray told the committee that the Consortium meeting intended for October had been called off. He also mentioned that there were not yet any updates on the request to adjust the Commission's budget calendar.

Larry Lombardi, reporting on behalf of the Business Resources & Opportunities Committee (BROC), stated the BROC met in September. OJT was the main topic of the meeting and the committee agreed to update the living wage as the living wage has increased.

Tameka Gibbs, reporting on behalf of the Career Center Committee stated that COA will soon be offering training for CDL. This will be included on the NWDB approved training list. She next stated that the Career Center Committee would be meeting later in the afternoon and they would review the current dashboard numbers and work on prioritizing items from their action plan to start working on.

Terri Gallop, asked Lora Aples to report on behalf of NextGen. Lora stated that the main focus is increasing enrollments. They are also working on figuring out how to host a virtual Real World Simulation.

JD Williamson, reporting on behalf of the Finance Committee, stated that the Committee was still finalizing the details of their action plan. The Committee also continues to review financial information. Lastly, he stated that the Commission had recently hired a Grants Administrator and he was hopeful that she could be an asset to NWDB.

4. **Proposed new staff position: Strategic Initiatives & Outreach Coordinator:** Director Whitmer discussed the need for a new staff position and reviewed the draft job description of “Strategic Initiatives & Outreach Coordinator” that was included in the meeting packet. Director Whitmer told the Committee that the grant that has funded the contract for our NCWorks Outreach Coordinator will be coming to an end in Spring of 2021. This is a very valuable position and the recommendation is to make it a permitted position with added responsibilities. After discussion, a motion was made by Chair Bray to recommend to the full board to make a request to the Albemarle Commission to add a new staff position for NWDB titled “Strategic Initiatives & Outreach Coordinator”. The motion was seconded by Vice-Chair Russ and pass unanimously.
5. **Aviation Initiative:** Director Whitmer discussed with the Committee a new focus on aviation. NWDB member Dave Carroll has been very passionate about aviation in our region and the opportunity for very good paying jobs. We are going to work on asset mapping educational and employment opportunities in and near our region and try to see if we can help to increase those opportunities and work to build a talent pipeline. Larry Lombardi commented that we should make sure to tie Economic Development into this initiative.
6. **NWDB November Meeting: Presentation Recommendations:** The committee discussed who to invite to present at the November NWDB meeting. The two ideas discussed were NC LEAD and Elizabeth City/ Pasquotank County Economic Developer Christian Lockamy. The Committee agreed that either one would be great and Larry Lombardi gave a specific recommendation for Christian Lockamy.

Minutes prepared by Dave Whitmer.

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