

NWDB Leadership Committee Meeting Minutes
September 2, 2020

Present: Zach Bray (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: 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 July 2020 meeting. Tameka Gibbs seconded the motion and it passed unanimously.
2. **Updates:** Director Whitmer informed the committee that we are still on track to move the Elizabeth City Career Center to the new location at the Jordan Plaza on September 18. He next indicated that center staff are scheduled to return to the center (as they currently continue teleworking) on Sept 14. This is subject to change according to changes the Governor may make with NC's reopening plan. Lastly, Director Whitmer informed the committee that the Elizabeth City center held a drive through job fair and it was a great success. The employer hired 12 people and the Daily Advance posted an article about it, which was included in the meeting packet.
3. **Committee Chair Check-in:** Chairman Bray stated that the Leadership Committee has been keeping up with the changes due to the COVID situation and how it is affecting the work environment.

JD Williamson, reporting on behalf of the Finance Committee, state that the committee met last month and will be meeting next week. They are working to get the board more involved in the budget. In that regards, Director Whitmer has requested to the AC Executive Director, Mike Ervin, that the Commission adjusts their budget calendar by moving it back one month. This would still allow the Commission to review the budget over a three-month period and would allow for the budget to be reviewed by the NWDB at the March meeting before the budget goes to the Commission. JD also commended Director Whitmer and Assistant Director Nicholson on an outstanding financial monitoring report. Lastly, JD report that the Finance Committee is working on developing their goals for this year.

Terri Gallop, reporting on behalf of the NextGen Committee, stated that there is a committee meeting scheduled for next Tuesday. The committee will be working on developing their annual work plan and expected to make recruitment a top priority. Terri then thanked NextGen Program Manager, Lora Aples, for all of the hard work that she and her staff do.

Larry Lombardi, reporting on behalf of the BROCC, stated that the committee met last month but there was not a committee chair in place at the time. The committee reviewed their goals and objectives and will meet this month to finalize them.

Tameka Gibbs, reporting on behalf of the Career Center Committee, stated that the committee will be meeting tomorrow and has also scheduled a working session during the meeting to develop

their annual work plan. Director Whitmer then stated that the committee would like for Michael Twiddy (former Board member and Career Center Committee Chair) to be appointed to the committee as a non-board member committee member. A motion was made by Chair Bray to appoint Michael Twiddy to the career center committee. The motion was seconded by Tameka Gibbs and passed unanimously.

4. **PY 20 and 21 Negotiated Performance Goals:** The committee reviewed the PY 20 and 21 performance goals as presented in the meeting packet.
5. **PY 19 Financial and Programmatic Monitoring Reports:** Director Whitmer referred to the monitoring reports that were included in the board packet. He stated that both the Financial and Programmatic monitoring reports were outstanding as there were zero findings. There was one thing for each report that required follow up. The follow up was made and accepted and both monitorings have been closed.
6. **September Board Meeting Agenda:** After discussion the committee agreed to include the following on the September board meeting agenda: New training provider approval policy; success story; career pathways presentation from Brandi Bragg.

Minutes prepared by Dave Whitmer.

Approved by: _____ Date: _____