NWDB Leadership Committee Meeting Minutes January 6, 2021

**Present**: Zach Bray (Chair), JD Williamson, Larry Lombardi, Emily Nicholson (staff), Annette Barnes (staff), Lora Aples (staff), Amber Morse (staff)

**Absent With Notice**: Janet Russ (Vice-Chair), Terri Gallop, Tameka Gibbs

**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 December 2020 meeting. JD Williamson seconded the motion and it passed unanimously.
2. **Updates**: Director Whitmer informed the committee that all three career centers remain open to the public – appointments are not required. The centers are seeing some traffic, especially the Elizabeth City Center, but not as much as normal. Next, Director Whitmer informed the Committee that everything is on track with the 2021 Adult/DW and Youth RFP process. Ads will be in the newspapers and an email will be sent to those on the bidders list on January 8 requesting letters of intent. There was at least one new potential bidder added to the list. Lastly, Director Whitmer called attention to the #worklocal newspaper article that was included in the meeting packet. Chairman Bray commented that he attended the presentation at Perquimans County High School and was very impressed.
3. **Committee Chair Check-in:**

Chairman Bray reported that things are fairly quite with the holidays but everything is going well.

Larry Lombardi, reporting on behalf of the Business Resources & Opportunities Committee (BROC), stated that a virtual Business Roundtable was held on December 9th. Eight businesses participated. There was a presentation from Career Center staff on services offered to employers, a presentation from Elizabeth City/Pasquotank County Economic Developer Christian Lockamy, and then an opportunity for the businesses to discuss challenges and learn from each other. Larry next reported that the committee will be developing Labor Market Information books. This is data that is very important for Economic Developers and other stakeholders in our region. It will be available electronically. Lastly, Larry reported that Tractor Supply is planning to build a 20K sq. ft building in Moyock and will soon be hiring. Chairman Bray asked about the challenges that the businesses discussed during the business roundtable. Larry stated that the challenges were mainly about recruitment and retention.

JD Williamson, reporting on behalf of the Finance Committee, reported that that the committee is still working on defining their goals. The committee plans to provide a “Budget 101” presentation at the January NWDB meeting.

Lora Aples, reporting on behalf of the NextGen Committee, stated that the committee will be meeting next week.

Director Whitmer, reporting on behalf of the Career Center Committee, reported that the committee will meet later today. The agenda includes a Mystery Shopper initiative to evaluate the career centers, improvements to the One-Stop Operator and Title I monitoring.

1. Career Center Committee Recommendation to appoint Brandi Bragg as a committee member: Director Whitmer informed the committee that the Career Center Committee is requesting that the Leadership Committee appoints Brandi Bragg as a member of the Career Center Committee. Brandi serves as the NEPZ Career Pathways Facilitator and the Committee believes she would be a great asset. A motion was made by Chair Bray to appoint Brandi Bragg to the Career Center Committee. The motion was seconded by Larry Lombardi and passed unanimously.
2. Director Whitmer then informed the Committee that the Career Center Committee is recommending that the NCWorks Career Center Managers do not provide verbal reports at the NWDB meetings. The reasoning is that a lot of what the managers cover is often covered in the verbal Director’s report and it extends the meetings. The Committee agreed to accept this recommendation but requested for the managers to provide more information in their written reports as they often report verbally on items that are not in the written reports.
3. NWDB Board January Board Meeting Agenda: After discussion the committee agreed to include the following on the January Board meeting agenda: Presentation from NCWorks Outreach Coordinator; Budget 101 Presentation from Finance Committee; Success Story; all other regular items.

Minutes prepared by Emily Nicholson.

**Approved by: Date:**