

NWDB Leadership Committee Meeting Minutes
March 3, 2021

Present: Sean Lavin (Chair), Janet Russ (Vice-Chair), Tameka Gibbs, JD Williamson, Terri Gallop, Larry Lombardi, Emily Nicholson (staff), Annette Barnes (staff), Lora Aples (staff), Cindy Gossage (staff)

Absent With Notice:

Absent Without Notice: None

1. **Welcome and Approval of Minutes:** Chairman Lavin called the meeting to order and asked for a motion to approve the minutes from the January 2021 meeting. Tameka Gibbs made a motion to approve the minutes as presented. JD Williamson seconded the motion and it passed unanimously.
2. **Updates:** Director Whitmer informed the committee the Career Centers are operating with staggered staff schedules and customers are encouraged to make an appointment to visit the centers. Services are being provided virtually as much as possible. Director Whitmer next updated the committee on the PY 21 Adult/DW and Youth Services RFP process. He informed the committee that although a letter of intent had been received by Ross, IES for both RFP's, no one showed up to the bidders' conference. Next, Director Whitmer referred to the NWDB 2020 Accomplishments document, stating that the intent was to show the impact that NWDB has on our communities. Director Whitmer next told the Committee that we held the #worklocal poster presentation in Dare County on February 25th. The presentation went well and there was a good crowd in attendance including the three high schools, County Commissions, school board members, local employers and others. Lastly, Director Whitmer stated that he and Albemarle Commission Finance Officer, Jeri Hansen were working on the PY 21 budget. It is scheduled to be presented at the NWDB Finance Committee and then to the NWDB at the March meeting. After that it will go to the Consortium and the Albemarle Commission.
3. **Committee Chair Check-in:**

Chairman Lavin asked the Committee Chairs for their reports.

Terri Gallop, reporting on behalf of the NextGen Committee stated that they have been working to make some revisions to the Work Experience and Incentives policies. She also stated that they had done a Career Café with the theme of "From the Block to the Board Room". This was well attended with about 15 youth.

Larry Lombardi, reporting on behalf of the Business Resources & Opportunities Committee (BROC), stated that they were planning a drive thru job fair with the Currituck Chamber of Commerce and another job fair with ECSU which will be held at the KE White Center. Next, he stated that staff had met with representatives of NC LEAD to plan the LMI books. The plan is to have a few hard copies, but most of the distribution will be digital. Lastly, he informed the Committee that Dave Whitmer, Emily Nicholson, and Amber Morse attended a presentation in Currituck by BEI Maritime who is planning on building maritime training facility.

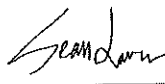
JD Williamson, reporting on behalf of the Finance Committee, reported that that the committee did not meet in February but will meet in March. The Committee will review and vote on the budget at

the March meeting.

Tameka Gibbs, reporting on behalf of the Career Center Committee stated that the committee met in January and would be meeting today. The committee is working on developing a customer survey tool for the career centers. They also continue to review the dashboard. Lastly, she stated that Heidi O'Neal was working on a comprehensive review of virtual services.

4. NWDB Board Member Recommendations: Director Whitmer told the committee that there were two members, Deb Keenan and Vernon Brinkley, who had not attended a board meeting or committee meeting in approximately two years. Director Whitmer recommended requesting the Consortium to remove those two members. After discussion, a motion was made by Vice-Chair Russ to request the Consortium to remove the two members. The motion was seconded by Tameka Gibbs and passed unanimously.
5. NWDB Agenda: After discussion, the committee agreed to include the standard agenda items for the March NWDB meeting along with the PY 2021 Budget and the new NCWorks Career Center video.

Minutes prepared by Dave Whitmer.

Approved by:  Date: 05 / 07 / 2021