

NWDB Leadership Committee Meeting Minutes
April 7, 2021

Present: Sean Lavin (Chair), Tameka Gibbs, JD Williamson, Emily Nicholson (staff), Annette Barnes (staff), Lora Aples (staff), Cindy Gossage (staff), Amber Morse (staff), Rachel Clipston (staff)

Absent With Notice: Janet Russ (Vice-Chair), Terri Gallop, Larry Lombardi

Absent Without Notice: None

1. **Welcome and Approval of Minutes:** Chairman Lavin called the meeting to order and made a motion to approve the minutes from the March 2021 meeting. JD Williamson seconded the motion and it passed unanimously.
2. **Updates:** Director Whitmer introduced the board to the new NextGen Program Manager, Rachel Clipston. Director Whitmer then informed the committee that there were no bids received for the PY 21 Adult/DW and Youth services RFPs. The board will need to vote at the May meeting on providing these services in-house. Director Whitmer next informed the committee that the Consortium had appointed four new board members – Alvan Overton, Lisa Brown, Mickey Lee and Carson Rich. Director Whitmer then told the committee that the Consortium passed the proposed FY 21 budget and the next step is for it to be approved by the Albemarle Commission. JD Williamson commented that the budget presentation at the Consortium meeting was good and the meeting went well. Director Whitmer next informed the committee that he and staff are working on the annual plan update. This is a big task and the due date is May 7. Lastly, Director Whitmer informed the committee that the monitoring of the One-Stop Operator had started. This also is an extensive process.

3. **Committee Chair Check-in:**

Chairman Lavin reported that Director Whitmer presented to a joint meeting of the Pasquotank County Commissions and Elizabeth City Council. He stated that the presentation was very well received, presented well, and there was a warm response from the council members and commissioners.

Tameka Gibbs, reporting on behalf of the Career Center Committee, stated that the committee will not meet this month but will meet next month. At their last meeting, the Committee received an update from Heidi O'Neal on a new survey tool for customer feedback and the review of virtual services.

JD Williamson, reporting on behalf of the Finance Committee, reported that the main focus of the committee had been the budget and they now will focus on other parts of their action plan.

Amber Morse, reporting on behalf of the BROCC, stated that the committee had a short meeting last month. The committee was provided an overview of center activities regarding business and employers services. There have been 10 hiring events recently scheduled/conducted. Committee member Rex Raiford informed the committee that NCSU IES is offering no cost cyber security gap analysis for Department of Defense contractors.

Lora Aples, reporting on behalf of the NextGen Committee, stated that our new NextGen Program Manager, Rachel Clipston, will soon be joining the team. Lora next stated that she was working on finalizing the monitoring for Sylvan. Next year we will need to go through the RFP process to procure tutoring services.

4. Center Operational Status: Director Whitmer discussed with the committee recommendations for changing the operational status of the centers. Due to the decreases in COVID numbers and easing of restrictions, the Center Operator has recommended discontinuing staggered staffing schedules and starting to serve customers without appointment starting on April 12th. All safety precautions will still be maintained, but the doors will be unlocked. Director Whitmer stated that NWDB Management and Center Management were in agreement with this. After discussion, the committee made a consensus agreement to move forward with the recommendation.

Minutes prepared by Dave Whitmer.

Approved by: _____

Date: _____

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