

Minutes for the Northeastern  
Workforce Development Board  
May 18, 2021

**Call to Order.** Chairman Sean Lavin called the meeting to order at 6:00 p.m. The meeting is being held electronically per COVID-19 restrictions. Presence of a quorum was determined by roll call with **twelve (15) members present:** Chair Sean Lavin, Vice-Chair Janet Russ, Dr. Kimberly Gregory, Dave Carroll, Sandi Brickhouse Smith, Larry Donley, Tameka Gibbs, JD Williamson, Larry Lombardi, Dr. David Loope, Richard Thorne, Montique McClary, Alvan Overton, Lisa Brown, and Carson Rich. **Members Absent with Notice:** Rex Anderson. **Members absent without notice:** None. **Guests/Partners/Staff:** Annette Barnes, Emily Nicholson, Amber Morse, Matthew Fowler, Kenny Kee, Cindy Gossage, Mike Ervin, Sheryl Stevens, Heidi O’Neal, Rachel Clipston, and David Whitmer.

**Welcome/Introduction.** Chairman Lavin welcomed new members Alvan Overton, Lisa Brown, and Carson Rich to the Board.

**Approval of Agenda (VOTE).** Chairman Lavin asked for a motion to approve the agenda. **Motion by Kimberly Gregory, seconded by Dave Carroll, to approve the agenda. The motion passed unanimously with a roll call vote.**

**Approval of Consent Agenda (VOTE).** Chairman Lavin asked for a motion to approve the consent agenda. **Motion by Tameka Gibbs, seconded by David Loope, to approve the consent agenda. The motion passed unanimously with a roll call vote.**

**Extension of One-Stop Operator Contract with WS, PY21 (VOTE).** David Whitmer gave background on the contract, reporting that this is the last year of a 3-year extension. Next year, there will need to be an RFP issued. He noted that since Larry Donley is an employee of DWS, he will need to abstain from the vote. **Motion by Tameka Gibbs, seconded by Carson Rich to approve the contract extension. Board members Lavin, Russ, Gregory, Carroll, Smith, Gibbs, Brown, Williamson, Lombardi, Rich, Loope, Thorne, and McClary, all voted yes. Larry Donley abstained. Motion passed and carried.**

**Mission Moment – Success Story, Alvan Overton of Bout Thyme Kitchen:** Business Services Representative Amber Morse credits Mr. Overton with taking on a recent Culinary School grad Sean Swanner as an OJT with his restaurant and for his work with the community. Mr. Overton said that it has been a pleasure working with Sean and feels that the relationship is very good and the OJT has been a success.

**Presentation: Assessment of Virtual Services by Heidi O’Neal, NCWorks Outreach Coordinator.** Heidi stated that she was tasked with reviewing virtual service delivery due to her familiarity and direct involvement with the tools and resources staff use to meet the employment needs of job seekers and businesses. Heidi reviewed the PowerPoint presentation that was included in the board packet. Heidi provided the board with the reasons for the review; what was evaluated; how the assessment was conducted; services evaluated; and, her findings. She concluded that virtual services are valuable and should continue to be offered and that staff felt confident in using the tools available. She also provided recommendations such as continuing the CASAS Testing, Library Workshops, and WIOA Orientations both virtually and in person.

**Administrative Reports.** Director Whitmer reported that the NWDB Administrative Offices have officially moved into the building behind the Albemarle Commission at 101 ARPDC Street. He reported that all Career Centers are open without appointment, with the exception of COA, which

will open in the fall. He noted that staff has been offering many virtual workshops and holding a number of hiring events. The events have attracted a lot of employers, but not many job seekers. Brandi Bragg, our Career Pathways Coordinator, is working with a team to implement the “Made in Hyde County Initiative”, which is a marketing package developed to highlight the “Love, Work & Play” opportunities with a focus on manufacturing. The initiative showcases companies who make products in the county, the careers in high demand by those companies and the associated training and education requirements for those careers.

David reported that presentations were held in Hyde and Tyrrell counties for the #worklocal campaign. The events were well attended. He noted that WAVY 10 news featured the #worklocal campaign on May 4<sup>th</sup>. The story highlighted Matthew Nuckles, a worklocal participant, who works with NCDOT in Dare County and included an interview with Emily Nicholson.

David reported that the NextGen program has received \$125,000 in additional funds from other workforce development boards in the state. Some boards have had trouble spending all of their Youth funds because of COVID 19 and since the funds have a two year life, and must be returned if not spent, boards can transfer these funds to other workforce boards as opposed to sending them back to the state.

David spoke about the various Outreach activities that have been developed. He noted that the quarterly newsletter has recently been sent out and announced the completion of the second Outreach video focused on Employer Services. (Were unable to play during the meeting, so the video was sent out to each board member after the meeting).

### **Committee Reports.**

**Leadership:** Chair Lavin reported that the NWDB Board meeting may meet in person in July. He announced that Dr. Gregory has agreed to the appointment of Chair of the NextGen Committee. Chair Lavin noted that the July meeting is when the board elects new leadership, namely the Chair and Vice-Chair positions and asked the members to consider serving in this capacity.

Chair Lavin said that the North Carolina Association of Workforce Development Boards has recently sent out a PowerPoint presentation and encouraged all board members to take some time to view it. He said there is some very interesting information in the presentation. David Whitmer said he would make the link available to the board.

**Career Center Committee:** Committee Chair Tameka Gibbs stated that she was very impressed with the #worklocal campaign and that the WAVY 10 report was very good and the interview went very well. She reported that Heidi O’Neal is working on the center customer survey. She explained that the customer is given a business card with the employee’s name on it. On the back is a code to a survey which they are asked to fill out. Career Center Managers will review the responses quarterly. The committee discussed possible incentives for career advisors and the extension of the one stop services, which the committee recommends passing by the board.

**Business Resources and Opportunities:** Committee Chair Larry Lombardi reported that staff has conducted 7 Career Fairs which were attended by employers, but unfortunately not a lot of job seekers. The committee is discussing different marketing strategies that will help to draw more people in to the events. He reported the committee is continuing their development of the LMI platform and are very excited to see the final product.

**NextGen:** Committee Chair Gregory reported that there has been one meeting since the last Board meeting. She said they are continuing their discussions for changes in WEX pay as well as adding a

checklist to the process of WEX. She noted that Sylvan, the Board's tutoring contractor, has reported over 100 of hours of tutoring in the recent monitoring report. She thanked the Board for extending the Sylvan contract for another year. Chair Gregory noted that the NextGen committee was looking for new members.

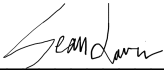
All committee Chairs echoed Chair Gregory's appeal for the new board members to consider their committee's for appointment.

**Finance:** Committee Chair JD Williamson reported that the Finance Committee has not met since completing the budget process. The committee continues to work on their strategic plan. David Whitmer noted that the Albemarle Commission will hold a public hearing this Thursday on the budget and will vote in June to adopt. He noted that there were no changes made to the NWDB Budget by the Consortium or the Commission.

**Environmental Scanning/Other Business:** Carson Rich announced that ECSU will be opening as normal for the fall term.

**Adjourn (Vote).** With no further discussion, **motion by Kimberly Gregory to adjourn the meeting. Motion passed with a voice vote.** Chairman Lavin adjourned the meeting at 7:07 p.m.






The next meeting is scheduled for Tuesday, July 20<sup>th</sup> at 6:00 p.m.

  
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NWDB Chairman, Sean Lavin

09 / 02 / 2021  
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Date

<b>TITLE</b>	NWDB May Minutes
<b>FILE NAME</b>	NWDB Board Minutes 05.18.21.pdf
<b>DOCUMENT ID</b>	7548751c0aa32cc099a4253aceccddaee3cb98ab
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Completed

## Document History

 SENT	<b>09 / 02 / 2021</b> 09:48:34 UTC-4	Sent for signature to Sean Lavin (lavinsh@tcomlp.com) from cgossage@accog.org IP: 65.114.49.178
 EMAIL CHANGED	<b>09 / 02 / 2021</b> 09:50:05 UTC-4	lavinsh@tcomlp.coml was changed to lavinsh@tcomlp.com after requester reassignment. IP: 65.114.49.178
 VIEWED	<b>09 / 02 / 2021</b> 09:50:52 UTC-4	Viewed by Sean Lavin (lavinsh@tcomlp.com) IP: 4.78.41.162
 SIGNED	<b>09 / 02 / 2021</b> 09:51:12 UTC-4	Signed by Sean Lavin (lavinsh@tcomlp.com) IP: 4.78.41.162
 COMPLETED	<b>09 / 02 / 2021</b> 09:51:12 UTC-4	The document has been completed.