

NWDB Leadership Committee Meeting Minutes  
August 4, 2021

**Present:** Sean Lavin (Chair), Janet Russ (Vice-Chair), Tameka Gibbs, Larry Lombardi, JD Williamson, Kimberly Gregory, Emily Nicholson (staff), Annette Barnes (staff), Rachel Clipston (staff), Emily Nicholson  
**Absent With Notice:** None  
**Absent Without Notice:** None

1. **Welcome and Approval of Minutes:** Chairman Lavin called the meeting to order. JD Williamson made a motion to approve the minutes of the July 2021 meeting. The motion was seconded by Larry Lombardi and passed unanimously.
2. **Updates:** Director Whitmer informed the committee that the One-Stop Operator Monitoring had been completed. The Career Center Committee has been sent the final report and will discuss it at their meeting. There were no findings, 5 observations, and 6 technical assistance items. While there are things that need to be improved, overall, we are happy with the work that is being done in our Career Centers.

Director Whitmer then informed the committee that due to Governor Coopers new Executive Order, masks are again required in career centers for both staff and visitors.

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

Larry Lombardi, reporting on behalf of the Business Resources and Opportunities Committee, reported that the committee has met and will have their strategic work plan completed to present at the September NWDB meeting. Larry also reported that Amber Morse had her baby last week and will be out for 6 weeks.

JD Williamson, reporting on behalf of the Finance Committee, reported that the committee met last month and will meet next week. The committee plans to finalize their strategic action plan and will continue to monitor funding and spending.

Dr. Kimberly Gregory, reporting on behalf of NextGen, reported that the committee will meet in September and will finalize their strategic action plan. The committee is also working on implementing the E3 project.

Tameka Gibbs, reporting on behalf of the Career Center Committee, reported that the committee did not meet last month but will meet today. They will review the One-Stop Operator monitoring report, work to finalize implementation of the customer service survey, and complete the strategic action plan.

4. **NWDB Bylaw Changes:** The committee discussed several changes for the bylaws that they would like to request. The first changes discussed were regarding electronic meeting participation. Article VIII Section 3 (B) currently state "All motions made will be made by a member in attendance and all members attending by electronic media will be polled for their vote". The issue with this is that members participating electronically are not allowed to make a motion. This has been reviewed by the Commission's attorney who recommend that it be removed. The committee also discussed Article VIII Section 3 (F) which states "Member may participate electronically in no more than two

meetings each year". After discussion, Tameka Gibbs made the motion: Staff shall write a letter to the Consortium requesting the removal of Article VIII Section 3 (B) and the re-wording of Article VIII Section 3 (F) as follows "Members are encouraged to attend electronically no more than two meetings per year. Exceptions to this may be made by the NWDB Chair on an individual basis with prior approval." Staff shall request input from the attorney regarding Article VIII Section 3 (F). The Leadership Committee shall review the letter before it is sent to the Consortium. The motion was seconded by Larry Lombardi and passed unanimously.

The committee next discussed Article III Section 3. Which states "NWDB members will serve two-year terms and may be reappointed for up to 3 additional terms for up to 8 years". Director Whitmer stated that he was concerned about having to remove board members after eight years of service. Most members don't stay that long and it can be hard to find good members in our rural region. Members can be removed if they are not fulfilling expectations. Also, the Consortium can decide not to reappoint a member after any of their two-year terms. After discussion, Tameka Gibbs made the following motion: Staff shall include in the letter to the Consortium, the request to remove the 8-year maximum outlined in Article III Section 3.

5. **NWDB Retreat Discussion:** The committee discussed having a board retreat. The board was not able to hold a retreat last year due to COVID. After discussion, Larry Lombardi made a motion to direct staff to move forward with planning a retreat for spring 2020. The motion was seconded by JD Williamson and passed unanimously.
6. A motion was made by Larry Lombardi to adjourn. The motion was seconded by JD Williamson and passed unanimously.

Minutes prepared by Dave Whitmer.

Approved by:  Date: 09 / 02 / 2021