

NWDB Leadership Committee Meeting Minutes
June 2, 2021

Present: Sean Lavin (Chair), Tameka Gibbs, Janet Russ (Vice-Chair), Larry Lombardi, JD Williamson, Emily Nicholson (staff), Annette Barnes (staff), Cindy Gossage (staff), Amber Morse (staff), Rachel Clipston (staff)

Absent With Notice: Kimberly Gregory

Absent Without Notice: None

1. **Welcome and Approval of Minutes:** Chairman Lavin called the meeting to order. Larry Lombardi made a motion to approve the minutes of the May 2021 meeting. The motion was seconded by JD Williamson and passed unanimously.

2. **Updates:** Director Whitmer reported that the Elizabeth City Career Center was now open after dealing with the mold issue. He noted that he was glad there was no black mold found and was thankful for the landlord's willingness to address the issue in a timely manner. He then stated that the annual plan update had been completed and submitted. The next step is for DWS to review the plan and at that point they typically have additional questions or ask for additional information. Next, Director Whitmer told the committee that staff continued to work on monitoring the One-Stop Operator. This is quite an extensive process. Director Whitmer then informed the committee that NWDB staff who are housed at the Albemarle Commission have moved to the building directly next door. NWDB staff are really excited about their new office. Director Whitmer also told the committee that there would be changes in the Business Services funds that DWS has provided to the boards for the past several years. Initially, DWS was going to stop providing this funding altogether, but the boards raised a lot of concerns of how this would impact business services. DWS has now agreed to provide \$25K as opposed to the \$75K they previously provided. He next informed the committee that staff were working on writing a grant that DWS is offering called the Youth Initiative Grant. DWS is offering five grants available to the 23 workforce boards in the amount of \$100K. Lastly, Director Whitmer discussed with the committee the PY 21 WIOA Title I allocations that were recently released. NC received a cut of \$7M compared to PY 20 funds and NWDB received a cut of 17% which was approximately \$284K. Director Whitmer stated that he was not "pushing the panic button", but he certainly did not want to understate the significance of this funding cut. He informed the committee that he had reached out to Representative Bobby Hanig regarding the funding cuts. Representative Hanig was very concerned and has reached out to Speaker Moore's office. In addition, Albemarle Commission's Executive Director, Mike Ervin, is scheduled to meet with several legislators and will discuss this issue. After discussion, the committee asked Director Whitmer to draft a letter to be sent to Governor Cooper and letters to be sent to the Boards of Commissioners in our region to address the funding cuts.

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

Larry Lombardi, reporting on behalf of the BROCC, stated that the committee was not able to meet since the last Leadership Committee due to schedule conflicts.

Tameka Gibbs, reporting on behalf of the Career Center Committee, addressed the mold issue at

the EC Career Center and stated that she was glad it was resolved. She also addressed the One-Stop Monitoring, but did not go into detail as Director Whitmer had already discussed it. Lastly, she stated that the committee would meet in July.

JD Williamson, reporting on behalf of the Finance Committee, stated that the committee has not met since the last Leadership Committee meeting. The committee will meet next week to discuss the funding cuts in more detail.

Vice-Chair Janet Russ thanked staff for the phenomenal job they have been doing. Staff seem to be able to take care of adversity as it arises.

Dr. Gregory, Chair of the NextGen Committee submitted the following report in her absence:

“The committee last met on May 11th at 3:30 p.m. The next meeting is scheduled for July 13th at 3:30 p.m. CCR is working with NextGen to develop a pop-up coffee shop called B3 (being, belonging, and becoming). This coffee shop will provide opportunities for students of all abilities to gain meaningful volunteer experience, socialization skills, and of readiness skills toward a career pathway. The opportunity will strive to influence change toward a more inclusive, equitable world.

The Pop-Up Coffee Shop will be housed in the Dolphins Den on the Elizabeth City Campus with coffee carts to travel to buildings around campus. The Pop-Up will offer French press, pour over, and drip coffee as well various flavors of tea. The ideal launch date would be October 2021, pending funding availability for startup.

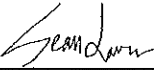
Through partnerships, NextGen would increase their contact and service delivery to students with abilities while creating potential pathways that foster community integration that leads to employment.”

4. **Committee Assignments:** After discussion, the committee agreed to the following committee assignments: Lisa Brown – NextGen; Carson Rich – Finance; Alvan Overton – NextGen; Montique McClary – Career Center.
5. **NWDB Board July Board Meeting:** The committee discussed whether or not to hold the July board meeting in-person, via zoom, or a combination of the two. After discussion, the committee decided to hold the meeting via zoom, if we are still allowed to under the board’s electronic meeting policy which addressed electronic meetings during a State of Emergency. The committee then discussed the bylaws which address electronic meeting participation when there is not a State of Emergency. Director Whitmer stated that the bylaws only allow for each member to participate electronically/virtually two meetings per year. An idea that was proposed was holding four in-person meetings per year (quarterly) and two zoom meetings. The committee also discussed the possibility of requesting the Consortium to change the bylaws to allow electronic/virtual participation for more than two meetings per year. After discussion, the committee asked Director Whitmer to obtain clarification on whether or not the board could continue to meet virtually, and to provide all of the details in the bylaws relating to electronic/virtual participation.

Lastly, Tameka Gibbs stated that she believes Chair Lavin has been doing a great job as Chairman. Other committee members agreed, including JD Williamson and Larry Lombardi.

6. A motion was made by Tameka Gibbs to adjourn. The motion was seconded by Vice-Chair Russ and passed unanimously.

Minutes prepared by Dave Whitmer.

Approved by:  Date: 09 / 02 / 2021