

Minutes for the Northeastern
Workforce Development Board
September 21, 2021

Call to Order. Chair Sean Lavin called the meeting to order at 6:01 p.m. The meeting is being held electronically per COVID-19 restrictions. Presence of a quorum was determined by roll call with **fifteen (15) members present:** Chair Sean Lavin, Vice-Chair Janet Russ (arrived late), Alvan Overton, Dr. Kimberly Gregory, Dave Carroll, Sandi Brickhouse Smith, Larry Donley, JD Williamson, Larry Lombardi, Lisa Brown, Richard Thorne, Dr. David Loope, Tameka Gibbs, Rex Anderson, and Carson Rich. **Members Absent with Notice:** Montique McClary. **Members absent without notice:** Charlie Long. **Guests/Partners/Staff:** Annette Barnes, Assistant Director Emily Nicholson, Cindy Gossage, Assistant Career Center Manager Sheryl Stevens, Rachel Clipston, Edith Evans, Shameka Hayes, and Director David Whitmer.

Welcome/Introduction. Chair Lavin welcomed the Board and thanked them for attending the meeting.

Approval of Agenda (VOTE). Chair Lavin asked for a motion to approve the agenda. **Motion by Larry Lombardi, seconded by Dr. Loope, to approve the agenda. Motion passed unanimously with a roll call vote.**

Approval of Minutes (VOTE). Chair Lavin asked for a motion to approve the July minutes. Cindy Gossage noted that Dr. Loope was left off the July minutes, but this has been corrected. Chair Lavin asked for a motion to approve with the correction. **Moved by Larry Lombardi, seconded by Lisa Brown to approve the minutes with the correction. Motion passed unanimously with a roll call vote.**

Mission Moment Success Story presented by Assistant Career Center Manager Sheryl Stevens, Edith Evans and Shameka Hayes: Assistant Career Center Manager Sheryl Stevens introduced Career Advisors Edith Evans and Shameka Hayes. Shameka stated that the client (RB) came to the Edenton Career Center for assistance. She had been recently released from prison and was interested in the re-entry program. She wanted a job in maintenance. Edith reported that she met with RB to discuss her background, education, and interests. Shameka provided assistance with RB's resume and cover letter as well as social skills such as dressing for success, and how best to address her criminal background history with a potential employer. Edith contacted the manager of a local hotel in Edenton who she knew was looking for someone to work in maintenance. She explained RB's situation as well as telling the manager of the potential benefits of Federal Bonding and Employee Tax credits. The manager hired RB in August, 2021 and both employer and RB are doing well. RB has expressed her sincere thanks for what the Career Advisors were able to do for her.

Chair Lavin thanked Shameka and Edith, saying that it sounded like they were able to take all the puzzle pieces and put them together just right. He was particularly impressed with the fact that they took the time to develop RB's soft skills as well as assistance with the resume and cover letter.

Administrative Reports. Director Whitmer shared with the Board that Dare Career Center Manager Kenny Kee has been in the hospital in Chapel Hill with serious mobility issues, which will require rehabilitation for a period of time. He asked that thoughts and prayers be sent his way during this difficult time.

Director Whitmer reported that Elizabeth City and Edenton Career Center Manager Matthew Fowler has moved onto a different position within DWS. Director Whitmer, Board member Tameka Gibbs, Adult/DW Program Manager Annette Barnes, and Regional Operations Director and Board member

Larry Donley have been tasked with the process of finding a good candidate.

Director Whitmer shared the success of the Elizabeth City Career Center's "It's All in the Details" event on July 21st. He said that well over 100 people attended the event.

Director Whitmer reported on the various partnerships NWDB is currently involved, such as Project Gap and MyFutureNC Local Educational Attainment Collaborative communities with ECSU; Project Engage with ECU; and, the Build Back Better Regional Challenge Grant, which is new. He stated that the Albemarle Commission and NWDB were recently contacted by the Hampton Roads Planning District Commission and the Hampton Roads Workforce Council regarding a potential partnership for this Challenge Grant. He explained that there are two phases to the grant: Phase 1 is a planning grant for up to \$500,000; Phase 2 is the implementation phase with \$25 to \$75 million available. Director Whitmer reported that there have been numerous meetings between the agencies and it is thought that development of a grant application across state lines will set us apart from the many, many applications that are expected to be received. Workforce development will have a substantial role in the project if a grant is awarded. Larry Lombardi said it was good to see a regional effort and he and Chair Lavin both agreed that it should elevate the grant request.

Committee Reports.

Leadership: Chair Lavin said the committee is currently involved with the Career Center Manager search, the memorandum of understanding funding agreement, as well as bylaw changes dealing with virtual meetings.

Career Center Committee: Chair Gibbs welcomed Montique McClary and Charlie Long as the newest members of the Career Center Committee. She reported that the One Stop Monitoring is completed, with no findings. The Career Center committee approved a new CDL trainer, Jackie's Daughters to the approved trainers list. The Career Center committee was actively involved in the Outreach effort at the "All in Details" event held in July. Chair Gibbs reviewed the committee's Strategic Action Plan for PY21.

Business Resources and Opportunities: Chair Lombardi complimented Assistant Director Emily Nicholson when she met with, at his request, a company based in Durham who was interested in whether there was a work force available for the company's needs. He said that she did a great job talking about what NWDB can do to assist with their workforce needs, including customized training. Chair Lombardi reviewed the committee's Strategic Action Plan for PY21.

NextGen: Chair Gregory reported that the committee completed the work of developing the strategic action plan for PY21. She reviewed the goals with the Board. Chair Gregory also noted that the committee is in need of additional members, preferably from Hyde, Tyrrell, or Gates counties.

Finance: Chair Williamson reviewed the committee's strategic action plan for PY21.

Environmental Scanning: Chair Lavin reported that his company, TCOM, L.P., has won an award of \$217 million, which means a time of tremendous growth for the company. He shared that Pasquotank County has had interest shown by two companies - one looking at property at the airport for a manufacturing business, and a potential buyer for a new building at the Business Park.

Carson Rich shared that ECSU is hosting a Regional Economic Summit that will be attended by our legislators, as well as the Secretary of Commerce. He said he would post the details and invited everyone to sign up (October 4 is the last day to register). He noted it is free and lunch is provided. Carson also shared that ECSU has grown every year for the past 5 years.

Tameka Gibbs shared that Vocational Rehabilitation will hold their annual National Disability Awareness month in partnership with the Department of Labor, celebrating the contributions to our community and nationally. The event, entitled "America's Recovery Powered by Inclusion" will be held virtually on November 5th. She said would post details for the Board.

Dr. Gregory announced the recent ribbon cutting (8/16) at the new COA Currituck campus and that the Dare facility is well under way and on schedule.

JD Williamson asked Director Whitmer for contact information to send a card to Dare Center Manager Kenny Kee. Director Whitmer said he will send out those details to the Board.

Adjourn (Vote). With no further discussion, Chair Lavin adjourned the meeting at 6:57 p.m.

The next meeting is scheduled for Tuesday, November 16th at 6:00 p.m.







NWDB Chair, Sean Lavin

11 / 23 / 2021

Date

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