

NWDB Leadership Committee Meeting Minutes  
December 8, 2021

**Present:** Sean Lavin (Chair), Larry Lombardi, JD Williamson, Kimberly Gregory, Tameka Gibbs, Amber Morse (staff), Annette Barnes (staff), Rachel Clipston (staff)

**Absent With Notice:** Janet Russ

**Absent Without Notice:** None

1. **Welcome and Approval of Minutes:** Chairman Lavin called the meeting to order. Tameka Gibbs made a motion to approve the minutes of the October 2021 meeting. The motion was seconded by Larry Lombardi and passed unanimously.
  
2. **Updates:** Director Whitmer informed the committee that the original person who had accepted NWDB's Financial and Administrative Support Specialist position decided to stay with her current employer. He and AC Finance Officer, Jeri Hansen, conducted two additional interviews and liked both of the candidates. References were being checked before extending an offer to either candidate. Director Whitmer next informed the committee of an issues at the NCWorks Career Center in Elizabeth City. There was a customer who had been temporarily suspended from coming to the center due to unacceptable behavior including destruction of property. This individual returned to the center twice. Director Whitmer stated because of this he had filed trespassing charges on the individual and expects to go to court in January. Committee members discussed safety procedures/protocols and asked Director Whitmer if additional measures needed to be taken. Director Whitmer asked Tameka Gibbs if the Career Center Committee could include this on their next meeting agenda. Tameka Gibbs agreed. Director Whitmer next informed the committee that NWDB's annual financial monitoring entrance interview was postponed due to the monitor having an emergency. Lastly, Director Whitmer informed the committee that the NCWorks Commission was conducting a study to determine if and how the 23 NC workforce boards should be realigned. There was much concern about this as it appears that there is a predetermined desired outcome of the study which is to reduce the 23 boards to 8 and aligning them with the prosperity zones. Director Whitmer referred to a presentation that the NCWorks Commission Director, Annie Izod, Chief Deputy Security of Commerce, Jordan Whichard, and DWS Business Services staff, Jennie Harris did for the NC Economic Development Association. The presentation showed reasons why the current workforce structure was not good and then showed the benefits of aligning the boards with the prosperity zones.
  
3. **PY 22 RFP Process/Timelines: Adult/DW; Youth; One-Stop Operator:** Director Whitmer informed the committee that it is time to start planning for the PY 22 RFP's for Adult/DW, Youth, and One-Stop Operator services. He reminded that committee that they would oversee this process. Director Whitmer referred to the timeline that was included in the meeting materials. The committee agreed to the timeline.
  
4. **Committee Chair Check-in:**  
JD Williamson, reporting on behalf of the Finance Committee, stated that he did not have that much to report. The committee did not meet in December. He is hopeful that a new Financial and Administrative Support Specialist will be hired soon. The committee does plan to meet in January.

Tameka Gibbs, reporting on behalf of the Career Center Committee, reported that the committee will not meet in December but will meeting in January. The committee will work on improving the One-Stop Operator Monitoring Tool.

Dr. Kimberly Gregory, reporting on behalf of NextGen, stated that the committee did not meet in December but will meet in January. The new social media campaign will be kicking off and there will be posts every day.

Larry Lombardi, reporting on behalf of the Business Resources and Opportunities Committee stated Amber Morse had been working on recruiting new committee members. The committee did review the OJT wage policy and decided to make the minimum wage standard across all counties as opposed to having a different wage in each county. Lastly, Larry stated that the Currituck Chamber of Commerce has submitted an Employee Training Grant.

5. **NWDB Retreat:** The committee discussed having a retreat. Director Whitmer stated that previous retreats were held in May at the Hilton Garden Inn in Kitty Hawk. Chairman Lavin stated that discussion topics needed to be identified. One topic could be new member development. Tameka Gibbs stated that typically the committees have time for a breakout session.

Minutes prepared by Dave Whitmer.

Approved by:  Date: 03 / 29 / 2022

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