

NWDB Leadership Committee Meeting Minutes  
February 2, 2022

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

**Absent With Notice:** Janet Russ (Vice-Chair);

**Absent Without Notice:** None

1. **Welcome and Approval of Minutes:** Chairman Lavin called the meeting to order and welcomed new staff member Niaisha Stokley. JD Williamson made a motion to approve the minutes of the January 2021 meeting. The motion was seconded by Tameka Gibbs and passed unanimously.
2. **Updates:** Director Whitmer informed the committee that all requested documents had been sent to the Financial Monitor and we were waiting to hear back from her. We continue to work with the Hampton Roads team on the Good Jobs Challenge Grant. DWS Staff, Jennifer Jones, did confirm that there would be a waiver for procurement for all services due to the realignment study. The Consortium did not meet to vote on the recommended Bylaws changes due to lack of quorum. They will need to meet in March to vote on the budget, so it is likely that the Bylaws can be included in that meeting. Niaisha Stokley has recently started as our new Financial and Administrative Support Specialist. Lastly, Director Whitmer discussed a letter that he had sent to Larry Donley as the representative for our One-Stop Operator (OSO). The letter was concerning the requirement of the OSO to monitor files as a result of Observations from the OSO monitoring last year. After discussion, the committee agreed that this should be included on the agenda for the next Career Center Committee meeting.

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

Tameka Gibbs, reporting on behalf of the Career Center Committee, reported that the committee will not meet this month but will meet in March. During the January meeting, the committee agreed to improvements to the One-Stop Operator Monitoring Tool and discussed how to increase safety for staff/customers at the career centers.

Dr. Kimberly Gregory, reporting on behalf of NextGen, stated that the committee met in January. Planning for the Real World event is underway. It will be in October at the Museum of the Albemarle in Elizabeth City. NextGen is working on an Outreach Video. The annual Youth Summit will be in May and will be held virtually again. Content Commanders continue to work on social media for NextGen. Chairman Lavin reminded everyone to share Facebook posts to reach more people.

JD Williamson, reporting on behalf of the Finance Committee, stated that the committee will meet later this month. We are getting ready to start focusing on the budget.

Larry Lombardi, reporting on behalf of the Business Resources and Opportunities Committee stated that the committee will meet in March. He is excited about new committee member Paige Griffin.

4. **Discussion – NWDB Retreat:** Chairman Lavin discussed the planning of a board retreat noting that a

lot of time, effort, and money goes into this type of event. He questioned whether or not board members would attend. After discussion, the committee directed Director Whitmer to survey the board to see if they would come and if they prefer a one-day event as opposed to an overnight event. Larry Lombardi stated that we could potentially use the new public safety building in Currituck if needed.

Minutes prepared by Dave Whitmer.

Approved by:  \_\_\_\_\_ Date: 03 / 23 / 2022

<b>TITLE</b>	February 22 Leadership Minutes
<b>FILE NAME</b>	Leadership Committee Minutes 2.2.22.docx
<b>DOCUMENT ID</b>	86a07294e4527484b1a46d0eeb762560adb45e94
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Signed

---

## Document History



SENT

**03 / 23 / 2022**

09:31:16 UTC-4

Sent for signature to Sean Lavin (lavinsh@tcomlp.com) from dwhitmer@accog.org  
IP: 65.114.49.178



VIEWED

**03 / 23 / 2022**

09:50:31 UTC-4

Viewed by Sean Lavin (lavinsh@tcomlp.com)  
IP: 4.78.41.162



SIGNED

**03 / 23 / 2022**

09:50:46 UTC-4

Signed by Sean Lavin (lavinsh@tcomlp.com)  
IP: 4.78.41.162



COMPLETED

**03 / 23 / 2022**

09:50:46 UTC-4

The document has been completed.