

NWDB Leadership Committee Meeting Minutes  
January 5, 2022

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

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

**Absent Without Notice:** None

1. **Welcome and Approval of Minutes:** Chairman Lavin called the meeting to order. Tameka Gibbs noted that the draft minutes from the December 2021 meeting needed a correction as follows: Tameka Gibbs is listed as absent and should be listed as present. JD Williamson made a motion to approve the minutes of the December 2021 meeting with the correction. The motion was seconded by Dr. Kimberly Gregory and passed unanimously.
2. **Updates:** Director Whitmer informed the committee that the documents that the Financial Monitor had requested were due to her by January 6. However, we will not be able to send them since the Albemarle Commission's email is down and we do not have scanning capabilities. The monitor has been informed and has asked for the documents to be sent when everything is working. Director Whitmer then informed the committee that we (the Hampton Roads team) were not selected to move forward with the Build Back Better Regional Challenge Grant. However, we are currently working with the Hampton Roads Workforce Investment Council and other partners on the Good Jobs Challenge Grant. Director Whitmer then informed the committee that information had been provided to Pat Sturdivant, President of the NCAWDB Director's Council, that due to the realignment study, there will be a waiver for boards allowing them to not go through with procurement for Adult/DW, Youth, and One-Stop Operator services this year. Director Whitmer reached out to DWS staff Jennifer Jones to ensure that this applies to NWDB as well, and is currently waiting on a response. Next, Director Whitmer reported that the Consortium would be meeting on January 20<sup>th</sup>, to consider revision to NWDB's Bylaws.

Lastly, Director Whitmer reported on the NCWorks Commission study of the realignment of the 23 workforce boards. This is a task that was assigned to them by Governor Cooper. There seems to be different messages regarding the study since the announcement at the November NCWorks Commission meeting. At that meeting, Chairman Rabon clearly promoted aligning the 23 boards with the 8 prosperity zones. Annie Izod, NCWorks Commission Director, while presenting to the workforce board directors and COG's clearly stated that it is just a study with no predetermined outcomes. However, the same week she told this to the COGs, she, along with Chief Deputy Secretary Jordan Whichard and DWS staff Jennie Harris presented a different message to the NCEDA. Their presentation clearly showed aligning the 23 boards with the 8 prosperity zones. Chairman Lavin stated that the Pasquotank Commissioners have spoken about this and are very concerned. Chairman Lavin told Director Whitmer if he needed help presenting this to the counties, he would be glad to do so. Tameka Gibbs asked what is the reason for the study. Director Whitmer told her that it is not completed clear to him. He has heard that it is to better align workforce and economic development and has also heard that it is to create administrative cost efficiencies. Dr. Gregory asked about the position of the counties in our region. Director Whitmer stated that at the last Albemarle Commission meeting, the commissioners agreed that they were against realigning NWDB with the North East Prosperity Zone.

JD Williamson asked for an update on the recruitment for the Financial and Administrative Support Specialist position. Director Whitmer stated that there is a candidate he is excited about and expects to provide an offer to.

3. **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 does plan to meet in January.

Dr. Kimberly Gregory, reporting on behalf of NextGen, stated that the committee will be meeting next Tuesday.

Tameka Gibbs, reporting on behalf of the Career Center Committee, reported that the committee will meet later today and will work on improving the One-Stop Operator Monitoring Tool. They will also discuss security improvements.

Amber Morse, reporting on behalf of the Business Resources and Opportunities Committee stated that the committee did meet in December and made changes to the OJT minimum wage, making a standard minimum wage across all counties. This is the minimum wage that we will do an OJT contract.

4. **Non-Board Member Committee Member Paige Griffin:** Amber Morse told the committee that the BROOC is requesting to have Paige Griffin, SBTD Business Counselor, appointed to the committee as a non-board member committee member. Tameka Gibbs state that she knows Paige and she does a terrific job. She also used to work for NWDB and did a terrific job at that time as well. Tameka Gibbs made a motion to appoint Paige Griffin to the BROOC. Dr. Gregory seconded it and the motion passed unanimously.
5. **Employee Training Grant:** Amber Morse stated that the BROOC is in receipt of an employee training grant from the Currituck Chamber of Commerce. They would rather it go to the full board for a vote as opposed to the Leadership Committee as they feel that would be a better practice. Director Whitmer agreed that would be his preference as well. After discussion, the committee agreed to have the full board vote on the employee training grants unless there is some specific reason for the Leadership Committee to do so.
6. **NWDB January Board Meeting Agenda:** The committee discussed the agenda of the January board meeting which will be in-person with a virtual option. After discussion, the committee agreed that all of the standard agenda items would be included along with the following: Currituck Chamber of Commerce employee training grant, recommended revisions to the NWDB Bylaws.

Minutes prepared by Dave Whitmer.

Approved by:  Date: 03 / 28 / 2022

<b>TITLE</b>	January 22 Leadership Minutes
<b>FILE NAME</b>	Leadership Committee Minutes 1.5.22.docx
<b>DOCUMENT ID</b>	5a76875ac360f8256fc46bf18f98050b6dc0d334
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Signed

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## Document History



SENT

**03 / 23 / 2022**

09:33:26 UTC-4

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

**03 / 28 / 2022**

13:40:49 UTC-4

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**03 / 28 / 2022**

13:41:02 UTC-4

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IP: 98.101.164.90



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**03 / 28 / 2022**

13:41:02 UTC-4

The document has been completed.