

NWDB Leadership Committee Meeting Minutes
September 1, 2021

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

Absent With Notice: Larry Lombardi

Absent Without Notice: None

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

2. **Updates:** Director Whitmer informed the committee that DWS had started the recruitment process for Center Manager of the Elizabeth City and Edenton Centers. The interview team consists of Larry Donley, Tameka Gibbs, Annette Barnes, and Dave Whitmer. Director Whitmer then informed the committee that he had started working on the PY 21 Career Center MOU and IFA. These documents are due to DWS by October 30, 2021. Lastly, Director Whitmer told the Committee that CEO Lloyd Griffin had asked him to make quarterly video updates for the Consortium. The link to the first video was included in the meeting agenda.

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

Chairman Lavin reminded the committee that work plans were due to be presented by each of the committees at the coming NWDB meeting. He then stated that the Career Center Committee wanted to discuss a committee reassignment and gave Tameka Gibbs and Dave Whitmer the floor. They explained to the committee that they wanted to request that Larry Donley be reassigned to another committee – preferably the NextGen Committee. This request is due to a potential conflict of interest. The main purpose of the Career Center Committee is to oversee the Career Centers and the One-Stop Operator (OSO). NWDB contracts (for no fee) with DWS to be the One-Stop Operator. Larry Donley is the DWS Regional Operations Director and therefore the OSO representative. Director Whitmer stated that he has never known Larry to do anything within the Career Center Committee or vote in a way that he would not have voted himself – there is no issue at all with Larry Donley, there is just too much room for a perceived conflict of interest and Director Whitmer believes reassigning Larry is in the best interest of the board. The Committee came to a consensus agreement to remove Larry from the Career Center Committee and for Chair Lavin to assign him to the NextGen committee as this would be the only committee where there would not be the potential for a conflict of interest. Chair Lavin asked Director Whitmer to discuss this with Larry and once he had done so, Chair Lavin would make the appointment to the NextGen Committee.

Tameka Gibbs, reporting on behalf of the Career Center Committee, reported that the committee reviewed the OSO monitoring report during their last meeting. The committee also worked out additional details of the customer service survey and agreed to move forward with implementation. The committee will meet later today and will focus on completing their workplan.

Dr. Kimberly Gregory, reporting on behalf of NextGen, stated that the committee had a working session to complete their work plan. There was a RFP released for digital marketing as approved in the Youth Initiative Grant.

JD Williamson, reporting on behalf of the Finance Committee, reported that the committee has been meeting and has been working on developing their work plan.

4. **NWDB Bylaw Changes:** The committee discussed the letter to the Consortium that was drafted by Director Whitmer and included in the meeting packet. After discussion, the Committee directed Director Whitmer to send the letter to CEO Lloyd Griffin to give him the opportunity for feedback before sending to the Consortium.

5. **NWDB Board September Meeting Agenda:** The committee discussed the NWDB September meeting agenda which will include brief presentations from each committee of their work plan. Director Whitmer told the committee that NENC Career Pathways Facilitator, Brandi Bragg, has asked to present Talent Pipeline Management. Chairman Lavin stated that he was concerned that there may be enough on the agenda with the committee presentations and agreed that Brandi could be invited to the November meeting.

Minutes prepared by Dave Whitmer.

Approved by:  Date: 03 / 29 / 2022

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