

Minutes for the Northeastern
Workforce Development Board

March 15, 2022

Call to Order. Chair Sean Lavin called the meeting to order at 6:00 p.m. The meeting is being held in person and electronically. Presence of quorum was determined by roll call with **Twelve (12) members present:** Chair Sean Lavin, Alvan Overton, Dr. Kimberly Gregory, Larry Donley, JD Williamson, Richard Thorne, Dr. David Loope, Tameka Gibbs, Dave Carroll, Carlos Riddick, Krystal Watson, and Charlie Long. **Members Absent with notice: Members absent without notice:** Montique McClary, Vice Chair Janet Russ, Sandi Brickhouse Smith, Larry Lombardi and Lisa Brown. **Guest/Partners/Staff:** Asst. Director Amber Morse(staff), Director David Whitmer (staff), Niaisha Stokley (staff), Annette Barnes (staff), Rachel Clipston (staff), Executive Director Mike Ervin (staff), Commissioner Tray Taylor, Kenny Kee (staff) and WV Yarbrough (staff).

Welcome/Introduction. Chair Lavin welcomed the Board and thanked them for attending the meeting. He introduced Tray Taylor Chowan County Commissioner, Mike Ervin Executive Director of Albemarle Commission, Niaisha Stokley Administrative staff, and Kenny Kee Dare County Career Center Manager, and Krystal Watson a new board member. Kenny Kee will be retiring effective March 31, 2022 after serving eighteen years at the Dare County Career Center. The Consortium has appointed a new member to the NWDB, Krystal Watson, as a Chowan County business representative. Krystal is the VP of HR for Regulator Marine. Carson Rich resigned from the board as he resigned from his position with ECSU. We will work to identify someone from ECSU to replace Carson.

Approval of Agenda (VOTE). Chair Lavin asked for a motion to approve the agenda. **Motion by Dave Carroll, seconded by Carlos Riddick, to approve the agenda. Motion passed unanimously with a roll call vote.**

Approval of Minutes (VOTE). Chair Lavin asked for a motion to approve January 2022 minutes. **Moved by Dr. Kimberly Gregory, seconded by Carlos Riddick, to approve the minutes. Motion passed with a roll call vote.**

Mission Moment Success Story: Presented by Marcus Cutrell, NCWorks Local Veterans Employment Rep (LVER) and Lex Davis, NCWorks Disabled Veterans Outreach Specialist (DVOP). Lex spoke about Carl Jones, a veteran who came from Georgia and relocated to Elizabeth City, NC. When Carl Jones came to NCWorks he needed help with employment. Lex helped Carl Jones with finding employment. He is now employed with Regulator Marine, Inc. in Edenton, NC.

Administrative Reports. Director David Whitmer shared that the NCWorks Career Center conducted ten workshops in January and February. The Elizabeth City Career Center continues

to offer virtual and in-person workshops. The Elizabeth City Center conducted hiring events for three companies. We partnered with First Flight High School in Dare for a second annual job fair. There were approximately 47 employers and other resource agencies such as Vocational Rehabilitation. It was very well attended by the students and was also open to the public. We will be partnering with Manteo High for a job fair on March 30th. The Elizabeth and Edenton Career Centers are planning several initiatives. The first is a DOT Highway Construction Trades Academy. This is a week-long training conducted at the Elizabeth City Center by NCDOT and is expected to take place monthly through June. The plan is to have up to ten participants in each training and each participant will earn several credentials. At the end of the training, there will be a hiring event that will include DOT contractors. The second initiative is a Business Roundtable. This will include local economic developers and businesses. The third initiative is a Former offender event this will take place at the Edenton Career Center. Attorneys will be present to work with the participants and there will be employers who are open to hiring former offenders. We applied for The Good Jobs Challenge Grant with Hampton Roads Investment Council along with other partners including COA and ECSU as an add-on to our BBB grant. **This grant application was submitted and we are awaiting the award announcement.** Our annual financial monitoring (by DWS) is still underway. We are waiting for our pre-exit interview to be conducted.

Director Whitmer next reported on the Realignment Study. The NCWorks Commission's study of the realignment of the workforce development boards has continued. The committee charged with conducting the study has drafted a report that went out for public comment and will go to the full Commission board for a vote in March. The document was included in the meeting package and the comments I submitted were included in the Director's report.

Committee Reports

Leadership: Chair Sean Lavin asked the board to keep in mind that we are still looking for someone to join the Board to replace Carson Rich and need a couple more board members.

Career Center Committee: Career Center Committer Chair Tameka Gibbs reported they invited Larry Donley to speak on the changes DWS made for NWDB region. Ms. WV Yarbrough the Career Center Manager was able to present a PowerPoint presentation on what on what she and the Career Center staff have been working on. WV has agreed to present at the next board meeting. The Committee reviewed the quarterly dashboard.

Business Resources and Opportunities: Assistant Director Amber Morse reported that the BROCC committee did not meet in February but did meet in March. In March they welcomed a new committee member Ms. Paige Griffin. Ms. Griffin works with the Small Business and Technology Development Center. Ms. Griffin also used to work with NWDB as a Career Advisor

we are glad to have her back with us. The biggest thing was we voted on an Employee Training Grant.

NextGen: Dr. Kimberly Gregory reported that they locked in the Museum of the Albemarle for the Real World event happening on October 20, 2022. Content Commanders continues with their social media campaign which is on Facebook and Twitter. The first cohort of the youth initiative has been participating in tours and ride a longs with EMS. The B3 Coffee Shop instructor at COA unexpectedly passed away at the end of February. B3 Coffee Shop fell under her class. We are currently in the process of finding a new instructor. Right now the B# Coffee Shop is being ran by program volunteers. The plan is to roll out ice coffee at the COA Spring Fling in April. The students are expanding the menu and having a great experience with the coffee shop.

Finance: JD Williamson reported that the finance committee meet last week. They welcomed new member Carlos Riddick to the committee. They went over the monthly financial reports and approved the budget.

NWDB FY22-23 Budget Vote: JD Williamson presented the proposed FY 2022-2023 budget as provided in the meeting package. He thanked Director Whitmer and his team for their hard work on drafting the budget. JD then stated that the budget will also have to be approved by the Consortium and the Albemarle Commission Board. Chair Lavin asked for a motion to approve the budget. **Motion by JD Williamson, seconded by Dr. David Loope, to approve the budget as presented. Motion passed unanimously with a roll call vote.**

Employee Training Grant application: Amber Morse reported that Coastal Staffing applied for a \$4,500 Employee Training Grant to help train 9 of their staff members. Coastal Staffing's primary mission is to offer temporary, temporary to hire, and direct staffing services to employers in our region. They have identified a need for business-specific training in staff, sales, and recruiting to better position themselves in their market area. Coastal Staffing is looking to sharpen their focus and implement new and targeted ways of helping the businesses in their community with their increased staffing needs in this post-pandemic environment. The BROC met to discuss the application and voted to approve this grant. **Motion by Dr. David Loope, seconded by Carlos Riddick, to approve the employee training grant. Motion passed unanimously with a roll call vote.**


Changes to NWDB Career Center System: Larry Donley presented an overview of the RTR & the impacts to the Career Centers. DWS just went through a major loss in staff. They lost 74 employees throughout the state in which two of them are from our career centers. DWS will remain as One-Stop Operator & functional management for the NWDB centers beyond 6/30/22. The Dare County Career Center lease ends 6/30/22 and will not renew due to budget issues. Dr. WV Yarbrough will serve as Dare County interim manager 4/1/22-6/30/22. DWS staff will remain in career center until lease ends 6/30/22. DWS need to find an office for the one remaining career advisor effective 7/1/22. DWS will conduct an internal search to fill Career Advisor position vacated by RTR. Temp staff in Pasquotank & Chowan may continue to work for now.

Dr. Loope asked Larry what the connection is between the RTR and the Realignment Study. Larry stated that there is not a connection. The RTR is a budget issue and is not connected to the Realignment Study. Director Whitmer stated that there is one connection that he can think of. He stated that boards can only be realigned in three situations – One is at the request and agreement of the local elected officials, the second is if a particular board has significant fiscal issues, and the third is if a particular board has significant issues with meeting performance requirements. Director Whitmer stated that intentional or not, the reduction of DWS staff in the Career Centers makes it hard to meet performance. Also, the NCWorks Commission’s Sanctions Policy Statement, holds the Boards accountable for, not just WIOA Title I, but for Title III as well. Larry Donley reiterated that there is absolutely no connection between the RTR and the Realignment.

Environmental Scanning: Chair Sean Lavin reported TCOM continues to grow. By the middle of April TCOM could hit 500 employees. TCOM will continue to look for employers to help grow the company.

Other Business: No other business.

Adjourn (Vote): With no further discussion, Chair Sean Lavin adjourned the meeting at 7:45 p.m. The next meet is scheduled for Tuesday May 18 at 6:00 p.m.

NWDB Chair, Sean Lavin 

Date 

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