

Minutes for the Northeastern  
Workforce Development Board

**May 18, 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, Richard Thorne Jr., Alvan Overton, JD Williamson, Krystal Watson, Dave Carroll, Charlie Long, Tameka Gibbs, Larry Lombardi, Larry Donley, Carlos Riddick and Amber Lennon. **Members Absent with notice:** Dr. David Loope, Dr. Kimberly Gregory, Kristin Bradley and Lisa Brown. **Members absent without notice:** Montique McClary and Vice Chair Janet Russ. **Guest/Partners/Staff:** Asst. Director Amber Morse(staff), Director David Whitmer (staff), Niaisha Stokley (staff), Rachel Clipston (staff), Hillary Roberts (staff) and WV Yarbrough (staff).

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

**Approval of Minutes (VOTE).** Chair Lavin asked for a motion to approve March 2022 minutes. **Moved by Dr. Krystal Watson, seconded by Larry Lombardi, to approve the minutes. Motion passed with a roll call vote.**

**Mission Moment Success Story: Rodney Kee Presented by Rachel Clipston, NWDB NextGen Program.** NextGen Program Manager Rachel Clipston spoke about participant Rodney Kee, who was referred to NextGen by the Elizabeth City NCWorks Career Center December of 2020. Rodney worked with Career Advisor, Amanda Hurdle and enrolled in NextGen in January 2021. He received his Culinary Arts Certificate in May and continued working toward his Diploma. Rodney was awarded his Culinary Arts Diploma in December of 2021.

**Presentation. WV Yarbrough, NCWorks Career Center Manager, Elizabeth City and Edenton.** WV reported she wanted to share some of the notable activity in the Northeast. WV discussed the workshops, hiring events, center traffic, and big events. The Elizabeth City Career Center continues to offer virtual and in-person workshops. The Elizabeth City Center conducted hiring events for the following companies: Albemarle Regional Jail, DPS Pasquotank Correctional Center and Food Lion. Center Traffic has increased a little as the Career Centers continue to work on increasing the center traffic. NWDB and the Dare Center assisted the Outer Banks Hospital with a job fair. We partnered with Manteo High School for a job fair on March 30<sup>th</sup>. The Elizabeth City Career Center held a Business Roundtable with local employers and Economic Developers. Larry Lombardi (Currituck ED) and Ken Bowman (Camden Co Manager/ED) spoke at the event. The Elizabeth City Career Center hosted their first Highway Construction Trades Academy Training in partnership with NC DOT. Classes were held at the Career Center Monday

through Wednesday and then the participants trained at the DOT maintenance yard on Thursday and Friday. During the following week, there was a graduation and job fair. Five individuals completed the course and earned credentials including: OSHA 10, CPR, Flagger, and Heavy Equipment. This course will be held monthly for the next several months. The Edenton Career Center and EC Centers held an Expungement Clinic and Resource Fair in Edenton that was a huge success. There were attorneys available to help individuals through the expungement process. There were also employers and resource agencies. Over 100 people attended. The EC Center hosted the EC Fire Department to assess their cadets in reading and math. We continue with our live broadcast on ECSU's radio station (WRVS FM – 89.9), **NCWorks Career Center Corner**. The show airs at 7:30am on the fourth Wednesday each month. The Dare Center is still scheduled to close by June 30. Our Career Advisor is working full time at COA Manteo. Larry Donley is working with Dare County Manager Bobby Outten and believes he will have office space for the DWS Career Advisor at the county office building in Manteo. Since the DWS Career Advisor is currently the only staff at the Center, she is working with customers virtually only and the doors are locked.

**Administrative Reports.** Director Whitmer reported both our Center Manager, WV Yarbrough, and Assistant Center Manager, Sheryl Stevens, have submitted their resignations. Director Whitmer has spoken with Larry Donley and the state has a hold on hiring right now. DWS will not be able to start the recruitment process until after July 1<sup>st</sup>. Sheryl will be staying on through most of July. To show staff appreciation we had a luncheon this past Friday. Director Whitmer stated WV went over all the Career Center business so that makes his report a little short. The Good Jobs Challenge Grant that we had applied for, we are still awaiting the award announcement. We will be partnering with the Hampton Roads Workforce Investment Council along with other partners including COA and ECSU. In June we will celebrate our 10<sup>th</sup> Anniversary of our NENC Career Pathways Partnership. Our annual financial monitoring (by DWS) is still underway. We are still waiting for our pre-exit interview to be conducted. The NCWorks Commission passed a document recommending realignment of the workforce boards. This document contains eight guiding principles for realignment. Director Whitmer shared he is confident that local officials in our 10 county NWDB region are not in support of realignment. Some counties have already passed resolutions against realignment including Currituck, Washington, Pasquotank, and Gates. The Currituck Chamber also passed a resolution against realignment. Our annual plan was submitted on time before the May 6<sup>th</sup> deadline. We are now just starting on our Center Certification. Every three years we have to have our Career Center System recertified according to the standards of the NCWorks Commission.

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## **Committee Reports**

**Leadership:** Chair Sean Lavin reported the Consortium meet in April and approved the budget for next year along with making some changes to the bylaws. They removed the eight year maximum service limit for the board members. The electronic meeting policy has changed and will go into effect after the state of emergency is final. The bylaws previously stated that a board member could only attend two meetings per year virtually. We have two new members Kristin Bradly and Amber Lenon. The OneStop Opertaor agreement was approved and extended as well. The Leadership Committee continues to monitor the staffing issues and other developments regarding the EC Career Center and workforce board realignment.

**Career Center Committee:** Career Center Committe Chair Tameka Gibbs reported they did not have a meeting in May but did meet in April. The Committee reviewed the updated dashboard numbers as normal. The staff continue with the annual monitoring of our One-Stop Operator. The Dare Center is still schedule to close on June 30<sup>th</sup>. The Career Advisor that works out of that center is currently working in COA Manteo location. Larry Donley is working with the Dare County manager Mr. Bobby Outten on the space for the DWS Career Advisor. Since the DWS Career Advisor is currently the only staff at the Center, she is working with customers virtually only and the doors are locked.

**Business Resources and Opportunities:** Larry Lombardi reported that the BROC committee did not meet in April but did meet in May. Paige Griffin is a new member of the BROC committee who is with SBTDC. Paige previously worked with the NWDB as a Career Advisor. Krystal Watson came on board in May and we are happy to have her as well. We are pleased to have Hillary Robertson on board as well, she's the new Youth Program and BEC. The business Roundtable was a great event and the Expungement Clinic was a great success. We also went over the numbers for March and April for business services and we went over the goals to make sure everything is on track.

**NextGen:** Rachel Clipston reported NextGen did not meet in April but did meet in May. Rachel welcomed Hillary again. NextGen purchased a new van so they could meet participants in person and take them to special events. NextGen went on a tour with Pasquotank/Camden EMS in March. We are currently working on a procurement for some virtual reality equipment. The social media campaign is still going on with Content Commanders. We have a few TikToks

posted as well please check us out on TikTok. Last month we filmed our NextGen video and Amber shared the video with the board.

**Finance:** JD Williamson reported that Director Whitmer and his staff have made some great changes to make sure we're on track with spending youth funds for PY20. Director Whitmer will be allocating some funds form Adult to DW to make sure we spend everything before the funds expire. The Finance Committee did not meet in April and will not meet in May. Nothing is wrong we will reconvene in June. JD welcomed the new board members Amber and Kristin. JD also welcomed Hillary our new staff member. JD wish Larry Lombardi well on his retirement.

**Extension of Tutoring Services Contract with Sylvan:** Rachel reported that we are able to extend our tutoring contact with Sylvan for a 4<sup>th</sup> year. Sylvan has been our tutoring provider for many years and we are pleased with their services. **Motion by Tameka Gibbs to extend the contact for a 4<sup>th</sup> year and Carlos Riddick seconded the motion. Motion passed unanimously with a roll call vote.**

**Environmental Scanning:** Chair Lavin commented on the industry growth and how the community is growing.

**Other Business:** No other business.

**Adjourn (Vote):** With no further discussion, Chair Sean Lavin adjourned the meeting at 7:05 p.m. The next meeting is scheduled for Tuesday July 19 at 6:00 p.m.



07 / 20 / 2022

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NWDB Chair, Sean Lavin

Date

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**07 / 20 / 2022**

09:25:54 UTC-4

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**07 / 20 / 2022**

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