

NWDB Leadership Committee Meeting Minutes
April 6, 2022

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

Absent With Notice: Larry Lombardi

Absent Without Notice: Janet Russ (Vice-Chair)

1. **Welcome and Approval of Minutes:** Chairman Lavin called the meeting to order. Tameka Gibbs made a motion to approve the minutes of the March 2022 meeting. The motion was seconded by Dr. Kimberly Gregory and passed unanimously.

2. **Updates:** Director Whitmer informed the committee that we continue to wait to hear back from the Financial Monitor as to when the pre-exit interview will be scheduled. We continue working on the Annual Plan and will have it completed by the deadline of May 6th. Director Whitmer next reported that staff at the NCWorks Career Center in Elizabeth City and Edenton held an expungement clinic in Edenton. This was an outstanding event with over 100 people in attendance. The Dare Career Center is still scheduled to close by June 30th. Kenny Kee's last day as Center Manager was March 31. We have placed our Career Advisor, Nancy Hamilton, at her office at COA permanently. Larry Donley is trying to find an office space for the DWS Career Advisor to work. Next, Director Whitmer provided an update on the Realignment Study. He stated that the NCWorks Commission passed a document recommending realignment of the workforce boards. This document contains eight guiding principles for realignment. Director Whitmer is confident that local officials in the 10-county NWDB region are not in support of realignment. Lastly, Director Whitmer reported that interviews have been conducted for the Business Engagement and Youth Program Coordinator position. There were very good candidates and we are hopeful that the position will soon be filled.

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

Dr. Kimberly Gregory, reporting on behalf of NextGen, stated that the NextGen committee met on March 15th. Next, she informed the committee that NextGen took a group of youth to the COA Currituck Open House on April 1st. Also, NextGen is currently working on an outreach video. Lastly, she reported that COA was planning a job fair.

Tameka Gibbs, reporting on behalf of the Career Center Committee, reported that the committee has not met since the last board meeting. Career Center staff partnered with First Flight High School and Manteo High School for job fairs. During the last Career Center Committee, Dare Career Center Manager, Kenny Kee, reported that job orders were starting to come in and people were starting to come to the center. WV provided an excellent PowerPoint to update the committee on all of the great work the Elizabeth City and Edenton Career Centers are doing, including the DOT Highway Construction Trades Academy. She will be presenting at the next NWDB meeting. She then reminded the committee to like the NWDB and NCWorks Facebook pages to keep up with all of the activity. The next Career Center Committee meeting is today at 2:30pm.

JD Williamson, reporting on behalf of the Finance Committee, stated that the committee met last

month but will not meet this month. The focus of the last meeting was the budget and the committee also welcomed new member, Carols Riddick.

Amber Morse, reporting on behalf of the Business Resources and Opportunities Committee, stated the committee met in March but will not meet in April. We have seen an increase in OJT's and have done 3 in the last month.

Chairman Lavin stated that there are a couple board openings that we need to work on filling.

4. **One-Stop Operator Agreement:** Director Whitmer reported that DWS has agreed to extend the One-Stop Operator Agreement for PY22. He then told the committee that his recommendation is to extend this agreement. The committee asked numerous questions centered around "how can we trust them after what they did" and "how can we trust they will perform at the standards of quality we have." Director Whitmer stated that he could not say that they would not back out after the agreement after it is signed. He also said that he was certain that they would not perform at the expected quality standards, because Regional Operations Director, Larry Donley, has made it clear that he does not want management performing quarterly reviews of staff's files, even though deficiencies have been found during the annual monitoring. Even with this being the case, Director Whitmer still recommends extending the agreement to keep the management team in place. We have outstanding managers and we want to keep them in their current roles. Tameka Gibbs made a motion to extend the One-Stop Operator Agreement for PY 22. Sean Lavin seconded the motion and it passed unanimously.
5. **Committee Assignment – Krystal Watson:** Director Whitmer told the committee that new board member, Krystal Watson, needs to be assigned to a committee and asked the Leadership Committee members if there is a particular committee she should be assigned to. After discussion, the committee decided that Krystal Watson should pick which committee she would like to join since all committees need members.

Minutes prepared by Dave Whitmer.

Approved by:  _____ Date: 07 / 18 / 2022

TITLE	April Leadership Minutes
FILE NAME	Leadership Committee Minutes 4.6.22.docx
DOCUMENT ID	eb3aa9ed6721ea0ec7cb89089ea6ba57a8a68fe7
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

Document History



SENT

07 / 18 / 2022

09:30:59 UTC-4

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



VIEWED

07 / 18 / 2022

09:32:11 UTC-4

Viewed by Sean Lavin (lavinsh@tcomlp.com)
IP: 98.101.164.90



SIGNED

07 / 18 / 2022

09:32:33 UTC-4

Signed by Sean Lavin (lavinsh@tcomlp.com)
IP: 98.101.164.90



COMPLETED

07 / 18 / 2022

09:32:33 UTC-4

The document has been completed.