

Minutes for the Northeastern  
Workforce Development Board

**July 19, 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 **Fourteen (14) members present:** Chair Sean Lavin, Vice Chair Janet Russ, Alvan Overton, Krystal Watson, Carlos Riddick, Dave Carroll, Charlie Long, Montique McClary, Dr. David Loope, Dr. Kimberly Gregory, Tameka Gibbs, Larry Donley, Kirstin Bradley, and Amber Lennon. **Members Absent with notice:** JD Williamson and Lisa Brown. **Members Absent without notice:** **Guest/Partners/Staff:** Director David Whitmer (staff), Asst. Director Amber Morse (staff), Niaisha Stokley (staff), Sheryl Stevens (staff) Annette Barnes (staff) and Candice Mallory (staff).

**Welcome/Introduction.** Chair Sean Lavin welcomed the Board and thanked them for attending the meeting. He introduced Kirstin Bradley and Candice Mallory a new Career Advisor.

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

**Nomination of Officer.** **Motion by Dave Carroll, seconded by Charlie Long to open the floor for nominations for Chair. Motion passed unanimously with a roll call vote. Dave Carroll nominated Sean Lavin. With no other nominations, Dave Carroll made a Motion to elect Sean Lavin as Chair. The Motion was seconded by Dr. Kimberly Gregory and Krystal Watson. Motion passed unanimously with a roll call vote. Chair Lavin opened the floor for nominations for Vice Chair. Motion by Charlie Long, seconded by Montique McClary. Motion passed unanimously with a roll call vote. Tameka Gibbs nominated Janet Russ. With no other nominations, Tameka Gibbs made a motion to elect Janet Russ as Vice Chair. The Motion was seconded by Carlos Riddick. Motion passed unanimously with a roll call vote to elect Janet Russ as Vice Chair.**

**Approval of the Minutes (Vote).** Chair Lavin asked for a motion to approve March 2022 Minutes. **Motion by Dr. Kimberly Gregory, seconded by Tameka Gibbs and Amber Lennon, to approve the minutes. Motion passed with a roll call vote.**

**Mission Moment Success Story: Presented by Sheryl Stevens, Interim NCWorks Career Center Manager, Elizabeth City and Edenton Career Centers.** Interim NCWorks Career Center Manager Sheryl Stevens spoke about Highway Construction Trades Academy. The classes consisted of CPR certification, NCDOT Flagger, and OSHA 10 and Heavy Equipment certification. The program finished with a total of twelve graduates. Six of the twelve graduates have become employed. We are looking forward to having another class in either September or October.

**Administrative Reports.** Director David Whitmer shared we had our exit conference for the annual financial motoring, there was zero findings and zero observations. Executive Director Michael Ervin was able to get legislative funds form Senator Steinburg office in the amount of to \$1.4M to the Commission. \$499K of that will go to NWDB. We plan to fill two positions with those funds and to purchase some

equipment and technology purchases. Our PY 2022 Allocations we had another cut about 13%. Our PY 21 allocations were cut 17%. Adding all of that up it's about that 500 thousand dollars we just received, so that kind offset those funds. Some changes with our Career Centers are coming up. Interim Career Center Manager Sheryl Stevens will be leaving July 28<sup>th</sup>. DWS has terminated their contact with us to service as our One-Stop Operator. Regional Operations Director Larry Donley made the decision that DWS will no longer provide functional management for our Career Centers. Every three years we are required to have our Career Centers recertified by the NCWorks Commission. We have submitted our application for this on time. The next step is for representatives of the NCWorks Commission to come for a site visit. This visit will take place on September 27.

## **Committee Reports**

**Leadership:** Chair Sean Lavin noted Krystal Watson is the new BROCC Chair. Chair Sean Lavin wished Sheryl Stevens the best with her new role along with letting her know she will definitely be missed at the Career Centers.

**Career Center Committee:** Tameka Gibbs reported the committee did meet in June and July. The committee completed the motoring for the One-Stop Operator. The committee is currently working on updates for the potential performance dashboard.

**BROCC Committee:** BROCC Chair Krystal Watson reported they did not meet in July but will meet in August.

**NextGen:** Dr. Kimberly Gregory reported that the committee did not meet in June but will meet on July 26<sup>th</sup>. The staff has participated in two health care business tours. Amanda Hurdle and Hillary Robertson took some participants to Tarheel Pharmacy and Quality Home Staffing. They also took a couple of participants to tour Pitt Community College and ECU. We have been collaborating with various summer programs and CTE programs to schedule some virtual reality events, as well as partnering with Project Gap, ECSU and ECU. Our outreach materials are being revamped, we will be getting some new brochures and materials soon.

**Finance Committee:** Director David Whitmer reported that the committee did meet in June and July. We are currently working on closing out the end of the year. It looks like we will be returning a small amount of Adult, DW, and OSY funds. We not sure of the amount until the close out is completed for the end of the year.

**One-Stop Operator Agreement:** Chair Sean Lavin reported we released a RFP and we had one response from the Albemarle Commission. They agreed to provide at no cost to us One-Stop Operator services and one Career Center Manager for our Edenton and Elizabeth City Career Centers. The Leadership Committee reviewed the Albemarle Commission's proposal and recommends accepting the proposal and entering into contact with the Albemarle Commission for a period of one year with the option to extend three additional years. **Chair Sean Lavin made a motion to accept the Albemarle Commission's proposal to service as the One-Stop Operator. The motion was seconded by Carlos Riddick. Motion passed unanimously with a roll call vote.**

**Environmental Scanning:** Chair Sean Lavin opened the floor for any comments. Dr. Dave Loope reported that he spent the day with the CEO of Blue Cross Blue Shield. They discussed issues with regional

poverty. They know about it but seeing it first hand and listening to the providers in Washington County was the eye opener. He is visiting all 100 counties. Chair Sean Lavin reported at TCOM they're busier than they have ever been. TCOM is in the middle of several contracts for multiyear supports. TCOM is looking at a lot of growth and it will also be another big push for hiring.

**Other Business:** No other business.

**Adjourn (Vote):** With no further discussion, Chair Sean Lavin adjourned the meeting at 6:51 p.m. The next meeting is scheduled for Tuesday September 20, 2022 at 6:00 p.m.



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NWDB Chair Sean Lavin

Date

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## Document History



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**09 / 21 / 2022**

11:14:46 UTC-4

Viewed by Sean Lavin (lavinsh@tcomlp.com)  
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**09 / 21 / 2022**

11:15:07 UTC-4

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