

Minutes for the Northeastern
Workforce Development Board
September 20, 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, Vice Chair Janet Russ, Alvan Overton, Krystal Watson, Carlos Riddick, Dave Carroll, Charlie Long, Larry Donley, Kirstin Bradley, Amber Lennon, and Lisa Brown, Richard Throne. **Members Absent with notice:** JD Williamson, Montique McClary, Dr. Kimberly Gregory, Dr. David Loope, and Tameka Gibbs. **Members Absent without notice: None Guest/Partners/Staff:** Director David Whitmer (staff), Asst. Director Amber Morse (staff), Niaisha Stokley (staff), Hillary Robertson (staff) Annette Barnes (staff) Rachel Clipston (staff) and Chasity Pailin (new Career Center Manager).

Welcome/Introduction. Chair Sean Lavin welcomed the Board and thanked everyone for attending the meeting. Chair Lavin introduced Chasity Pailin the new Career Center Manager.

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

Approval of the Minutes (Vote). Chair Lavin asked for a motion to approve July 2022 Minutes. **Motion by Lisa Brown, seconded by Charlie Long, to approve the minutes. Motion passed with a roll call vote.**

Mission Moment Success Story: Presented by Hillary Robertson the NextGen Program Coordinator and Mr. Joe Richardson from AR Chesson. Hillary and Mr. Richardson were happy to work together on the success of a NCWorks participant Meredith Parker. Mr. Richardson was very pleased to get 50 % of Meredith's salary reimbursed for 5 months while training her for her new position. Meredith came to AR Chesson with an IT background but was very interested in the Assistant Project Manager position. Mr. Richardson was pleased to train Meredith through the OJT program which allowed Meredith to gain the skills needed to be successful in her new role. Meredith was able to get the right training for the position and is currently a full-time employee for AR Chesson.

Administrative Reports. Director David Whitmer reported that we did enter into an agreement with Albemarle Commission to serve as the One-Stop Operator for our Career Centers. The Commission has conducted the recruitment process for the Career Center Manager position. We are excited to report that the Commission has hired Chasity Pailin for both Elizabeth City and Edenton NCWorks Career Centers. Chasity comes to us from ECSU where she was the University Program Coordinator. She also has substantial leadership experience from serving as the Director of Registration for Washington Regional Medical Center and Interim Executive Director of Operations for the Tyrell House.

NWDB Program Manager, Annette Barnes has been serving as Interim Career Center Manager. She has done an outstanding job and will work closely with Chasity during her onboarding process.

The Career Center conducted WIOA Title Orientation workshops in July and August (4 total workshops). Starting in September, we will be conducting additional workshops. One hiring event was conducted at the Elizabeth City Career Center for Elevated Staffing.

Since the Career Center in Dare has closed, we want to make sure that we continue providing services in the area as best as we can. With this in mind, we have scheduled resume and job search workshops at the libraries and will continue to do so.

Director David Whitmer reported we have been awarded the Good Jobs Challenge Grant. The lead applicant for this grant is the Hampton Roads Workforce Investment Council and there are many partners. Our share of the grant is approximately \$1M. We also brought COA into the grant as a partner and their share will be close to \$1M as well.

Director David Whitmer reported every year we are required to enter into a cost sharing agreement with all the required partners of our NCWorks Career Centers. This agreement outlines the amount of funding that each partner will contribute to the infrastructure costs of our career centers. We have recently been provided all the information we need to start this process we are required to have the agreement signed by all partners by October 30.

Director David Whitmer reported that he really didn't have anything to report about the realignment of the workforce development boards that has been promoted by the NCWorks Commission and the Division of the Workforce Solutions, other than DWS Business Services Director, Jenni Harris continues promoting realignment. She recently presented at a statewide meeting of County Commissions.

Committee Reports:

Career Center Committee: Director David Whitmer reported for Career Center Committee Chair Tameka Gibbs in her absence. The Career Centers have been going through many challenges this past year. We lost our center staff through the statewide RTR. The Career Center in Dare County was closed. The agreement with DWS to serve as the One-Stop Operator was terminated and we lost our Center management team. We have had some great accomplishments through our career centers, we worked very hard to turn all this around. The Committee has made improvements to the potential performance dashboard, approved the new goals for the dashboard for PY21 and has monitored the Centers performance throughout the year. The Committee made improvements to the One-Stop Operator monitoring policy and completed the annual monitoring of the One-Stop Operator. The Committee also approved a new training provider to be included in the NWDB approved training provided list. The Committee has not voted on their PY22 Strategic Plan yet because we were not able to meet this month but it has been included in the Board Packet.

BROC Committee: BROC Chair Krystal Watson reported that the Committee reviewed and went over the Strategic Plan for PY22. The Committee also welcomed a new member, Kristin Bradley. There was an update and discussion about the NCWorks Commission Business Roundtable that was held in Williamston. Krystal also reported that BROC is working on more outreach material.

NextGen: NextGen Program Manager, Rachel Clipston reported for Dr. Kimberly Gregory in her absence. The Committee updated their Strategic Plan for the next coming year. There has been a decrease in participants across the state. Numbers have been lower this year compared to previous years that made it very difficult to meet some of the goals that were set. The outreach materials have been revamped

including flyers and brochures. We also have been using social media to reach out to the community. We have been promoting services at a lot of community events just by getting out letting the community know who we are and what services we provide. The B3 Coffee Cart is up and running at COA which is offering work-based learning opportunities for students with all ability levels. Rachel also announced the Real-World Event will be held on October 20th and we are still looking for volunteers and donations.

Environmental Scanning: Chair Sean Lavin opened the floor for any comments. Dave Carroll reported that a lot of military people within the next couple years will be looking for jobs outside of their career. Dave Carroll suggested that Marcus Cutrell and Charlie Long get together to discuss job opportunities for Veterans so that they will be aware of what NCWorks has to offer. Larry Donley introduced Paula Giles our new Regional Analyst for the Northeastern Prosperity Zone based in Greenville. Marcus Cutrell is now the new DWS Manager.

Other Business: No other business.

Adjourn (Vote): With no further discussion, Chair Sean Lavin adjourned the meeting at 6:42 p.m. The next meeting is scheduled for Tuesday November 15, 2022 at 6:00 p.m.



11 / 30 / 2022

NWDB Chair Sean Lavin

Date

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