

Minutes for the Northeastern
Workforce Development Board
November 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 **Sixteen (16) members present:** Chair Sean Lavin, Vice Chair Janet Russ, Alvan Overton, JD Williamson, Krystal Watson, Lisa Brown, Dave Carroll, Charlie Long, Montique McClary, Dr. David Loope, Dr. Kimberly Gregory, Tameka Gibbs, Larry Donley, Kirstin Bradley, Amber Lennon and Richard Thorne. **Members Absent with notice:** None. **Members Absent without notice:** Carlos Riddick **Partners/Staff:** Director David Whitmer (staff), Asst. Director Amber Morse (staff), Niaisha Stokley (staff), Erica Banks (staff) Annette Barnes (staff) Rachel Clipston (staff) and Chasity Pailin (Career Center Manager).

Welcome/Introduction. Chair Sean Lavin welcomed the Board and thanked everyone for attending the meeting. Chair Lavin welcomed Heidi O’Neal back as the Mobile Career Advisor and Albemarle Commission’s Executive Director Michael Ervin.

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

Mission Moment Success Story: Presented by Erica Banks NextGen Career Advisor along with Participant Nazir Briley-Elliott. Nazir enrolled in the NextGen program in February 2018. He had a goal of furthering his education at the College of the Albemarle and securing employment in either the Automotive or IT field. Nazir ultimately decided to pursue a career in IT. Nazir enrolled at the College of the Albemarle in the IT program in the Fall of 2018. In May of 2022, Nazir graduated from COA with his Associate of the Arts in IT: Computer Programming. Nazir is now employed within the community and actively engaged in his role as a husband and father to two children.

Presentation: Presentation by Brandi Bragg, NENC Career Pathways Facilitator. Brandi reported the updates on the MyfutureNC Local Educational Attainment Collaborative. The main goal and focus is to increase educational attainment in our region. The three counties the project focuses on are Pasquotank, Tyrrell, and Washington.

Administrative Reports. Director David Whitmer reported every three years we are required to have our Career Centers recertified by the NCWorks Commission. We submitted our application, and a site visit was conducted by an NCWorks Commission representative in late September. We have since been notified that our centers (Elizabeth City and Edenton-Chowan) have been recertified. We attended the November 11 NCWorks Commission meeting to receive our certificates. The Career Centers are still conducting workshops. NWDB/NCWorks has created an App that will allow people to connect to our serviced through their phones. It will also allow us to distribute information about our services, upcoming workshops and events, and many other uses. 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 of each month. Regarding the Good Jobs Challenge Grant Director Whitmer reported that On November 7th, eight members of the Hampton Roads Workforce Investment Council came to the Elizabeth City Career Center to meet with us and the College of the Albemarle. It was a great visit. We continued with some of the initial planning (we are still in the System Development phase), gave updates, and spoke about the next steps.

Committee Reports:

Career Center Committee: Tameka Gibbs reported the committee did meet in November and they welcomed the new Career Center Manager Chasity Pailin. The Committee reviewed the dashboard numbers along with the quarterly comparisons. The staffing challenges in the centers were discussed. Like everywhere else there are challenges with staffing levels and recruitment. The workshops have resumed. The center certification was complete, and we want to thank all the staff for all their efforts in getting it done. Regarding the Good Jobs Challenge Grant, that was a big win to be awarded almost \$1M.

BROC Committee: Krystal Watson reported that the Committee did not meet in October or November. A poll has been sent out to change the date and the time for the committee meeting to accommodate everyone on the committee.

NextGen: Dr. Kimberly Gregory reported that the Real-World Event was a huge success. About 110 youth participants attended and nine different schools and organizations with 50 volunteers and 25 Chaperones. In September there was an employer in the foyer event held at COA where the focus was Fire Fighters. A local Fire Department brought a Fire Truck, and we had the virtual reality googles to give the students a virtual firefighting training experience. The committee did not meet in October but will meet very soon.

Finance Committee: JD Williamson reported that the committee did meet in October and November. We welcomed the new Finance Officer from Albemarle Commission, Mrs. Robin Sass, to the committee. JD discussed the fund report that tracks our current funds. We track these funds to make sure that we are spending our allocations as intended and we're not giving any funds back to the state. Regarding the expenditure report, we track total expenditures of grants and formula funds, compared over several years. The projections report shows how we currently project to spend our formula funds over the next couple years. This allows us to see if we're going to run out of funds or will we be returning funds back to the state. If we don't have enough funds we can try to get funds from other boards, as we have in the past.

Leadership Committee: Chair Lavin reported that we want to try to increase in-person attendance at board meetings and get members more engaged. We would like to have a board retreat in March. The retreat could be a good opportunity to discuss how to continue recruiting board members, and how to get additional get support from the community. We will discuss the board retreat in more detail at the next Board meeting.

Environmental Scanning: Tameka Gibbs reported that Vocational Rehabilitation Services is currently helping clients find jobs within various disabilities. Vocational Rehabilitation Services is another source for people with disabilities that need help seeking employment.

Other Business: No other business.

Adjourn (Vote): With no further discussion, Chair Sean Lavin adjourned the meeting at 7:15 p.m. The next meeting is scheduled for Tuesday January 17, 2023, at 6:00 p.m.







01 / 30 / 2023

NWDB Chair Sean Lavin

Date

Title	NWDB November 2022 Board Minutes
File name	3 NWDB November 2022 Minutes.docx
Document ID	4d26dcd7a564a3bfe4a53c4db376f23b564d2ae8
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History

 SENT	01 / 26 / 2023 15:48:51 UTC-5	Sent for signature to Sean Lavin (lavinsh@tcomlp.com) from nstokley@accog.org IP: 65.114.49.178
 VIEWED	01 / 30 / 2023 13:30:26 UTC-5	Viewed by Sean Lavin (lavinsh@tcomlp.com) IP: 4.78.41.162
 SIGNED	01 / 30 / 2023 13:32:45 UTC-5	Signed by Sean Lavin (lavinsh@tcomlp.com) IP: 98.101.164.90
 COMPLETED	01 / 30 / 2023 13:32:45 UTC-5	The document has been completed.