

NWDB Leadership Committee Meeting Minutes  
December 7, 2022

**Present:** Sean Lavin (Chair), JD Williamson, Kimberly Gregory, Krystal Watson, Tameka Gibbs, Janet Russ, Amber Morse (staff), Dave Whitmer (staff), Annette Barnes (staff), Niaisha Stokley (staff)

**Absent With Notice:** None

**Absent Without Notice:** None

1. **Welcome and Approval of Minutes:** Chairman Lavin called the meeting to order. Tameka Gibbs stated that her report from the last meeting was omitted from the minutes. It should have stated that she reported the Career Center Committee would be meeting later that afternoon. Tameka Gibbs made a motion to approve the minutes of the November 2022 meeting with the addition of the previous statement. The motion was seconded by Krystal Watson and passed unanimously.
2. **Updates:** Director Whitmer informed the committee that he had attended the statewide meeting of the Workforce Development Executive Directors' Council. The first day of the meeting was a joint meeting with DWS Leadership. Most Directors felt that it was beneficial to meet with DWS Leadership. Director Whitmer then reported that we contracted with Brandi Bragg through the Good Jobs Challenge Grant to perform services as a Maritime Business Engagement Coordinator. Next, he reported that they PY 22 Business Services funds were finally available. We applied for the full amount available - \$20K. DWS applied for a waiver to all boards to utilize up to 50% of their youth funds for In-School-Youth. This waiver was approved. Lastly, Director Whitmer told the committee that the Albemarle Commission celebrated their 50<sup>th</sup> anniversary.
3. **Committee Chair Check-in:**

Tameka Gibbs, reporting on behalf of the Career Center Committee, stated that the committee would be meeting later in the afternoon.

Dr. Kimberly Gregory, reporting on behalf of NextGen, stated that the NextGen Committee met in November.

JD Williamson, reporting on behalf of the Finance Committee, stated that the committee met in November and will meet again in January.

Krystal Watson, reporting on behalf of the BROCC, stated that the committee met yesterday and reviewed the living wage in the region. Staff are working on two hiring events in January and are also coordinating a hiring event for the businesses on Peanut Drive. She then informed the committee that she is trying to create more value for the committee members and they are working on revamping their goals.

Chair Sean Lavin stated that some potential topics for the board retreat could be developing different revenue sources, cost cutting, and engaging and energizing board members.

4. **PY 22 and 23 RFP's:** Director Whitmer informed the committee that it was time to start the RFP process for Adult/DW and Youth services. He reminded the committee that they provide the oversight for the RFP process. Director Whitmer then presented the timeline. A motion was made by Tameka Gibbs to accept the timeline as presented. Vice-Chair Janet Russ seconded the motion and it passed unanimously.

5. **NWDB Board Retreat:** The committee discussed holding the retreat at the Hilton Garden Inn in Kitty Hawk on March 24 and 25<sup>th</sup>. The committee asked Director Whitmer to email the board members to see how many were available.
  
6. **WIOA Title I Monitoring:** Director Whitmer told the committee that one of the comments received from the annual plan this year was that NWDB should consider having an independent person/organization perform the title I monitoring since we conduct programs in-house. Director Whitmer had recently been informed that one of Capital Area's long-time staff had recently retired and was going to do contract work. This person could potentially be good for performing a monitoring. The committee agreed to allow Director Whitmer to move forward with this.

Minutes prepared by Dave Whitmer.

Approved by:  Date: 04 / 06 / 2023

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