

NWDB Leadership Committee Meeting Minutes
July 6, 2022

Present: Sean Lavin (Chair), Janet Russ (Vice-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: Krystal Watson

Absent Without Notice:

1. **Welcome and Approval of Minutes:** Chairman Lavin called the meeting to order. JD Williamson made a motion to approve the minutes of the June 2022 meeting. The motion was seconded by Dr. Kimberly Gregory and passed unanimously.
2. **Updates:** Director Whitmer informed the committee that he had emailed the Financial Monitor to see if we could move forward with completing the PY 20 monitoring. She replied that the report would be ready within the next week or two. Director Whitmer followed up to see if an exit-interview needed to be scheduled. The annual plan has been approved and we have received our letter of approval. We continue working on the center certification application and have almost completed it. The application is due on July 31. After the application is submitted, representatives from the NCWorks Commission will come for a site visit. We have received our PY 2022 Allocations. We received a 13% decrease this year. Lastly, Director Whitmer reported that we held the 10-year celebration of our NENC Career Pathways Partnership at the Bob Martin Agriculture Center in Williamston. It was a great event with a good turnout.
3. **Committee Chair Check-in:**

Tameka Gibbs, reporting on behalf of the Career Center Committee, reported that the committee met last month. Sheryl Stevens has been serving as the Interim Career Center Manager for Elizabeth City and Edenton Career Centers. As normal, the committee reviewed the dashboard numbers and have noticed that the numbers have picked up a bit since last year. Tameka reported that she attended the 10-year Career Pathways celebration and it was a good event. Chair Lavin asked if there have been any additional security issues at the centers. Director Whitmer stated that there was one individual who was overstaying her welcome, but that has been dealt with without having to go to court.

Dr. Kimberly Gregory, reporting on behalf of NextGen, stated that the committee did not meet this past month. NextGen is planning to take participants on tours of Pitt Community College and East Carolina University. There are nine participants signed up for this. There were previously two healthcare business tours – Tarheel Pharmacy and Quality Home Staffing. NextGen continues to collaborate with ECSU’s Project Gap. The Virtual Reality headsets have come in. NextGen has been working on revamping outreach materials.

JD Williamson, reporting on behalf of the Finance Committee, stated that the committee did meet last month and will also meet next week. We continue to wait for the annual financial monitoring to conclude and continue tracking the expenditure of our PY 20 funds. It looks like we might have to return a small amount of those funds, but we will not know exactly how much until closeout. We did receive a 13% cut in allocations for PY 20.

Amber Morse, reporting on behalf of the Business Resources and Opportunities Committee, stated the committee chose not to meet this month as the new committee Chair is out on vacation. They did meet briefly last month to say goodbye to the previous Chair, Larry Lombardi.

4. **One-Stop Operator Procurement:** Director Whitmer stated that we received one proposal for the One-Stop Operator RFP. The proposal was from the Albemarle Commission. Leadership Committee members will stay on after the meeting today to review and score the proposal.
5. **NWDB July Meeting Agenda:** After discussion, the committee agreed to include the following items on the July NWDB meeting agenda in addition to normal meeting items: Election of Officers, One-Stop Operator recommendation.

Minutes prepared by Dave Whitmer.

Approved by:  _____ Date: 04 / 06 / 2023

Title	July 22 Leadership Minutes
File name	Leadership Commit...tes 7.6.2022.docx
Document ID	a4d840edbc14e0c563b1509e146ab171b034f234
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



SENT

04 / 06 / 2023

15:34:00 UTC-4

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



VIEWED

04 / 06 / 2023

16:04:09 UTC-4

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



SIGNED

04 / 06 / 2023

16:04:25 UTC-4

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



COMPLETED

04 / 06 / 2023

16:04:25 UTC-4

The document has been completed.