

NWDB Leadership Committee Meeting Minutes
July 5, 2018

Present: Zach Bray (Chair), Steve Bryan (Vice-Chair), Michael Twiddy, Lora Aples (staff), Cathy Davison (staff), Dave Whitmer (Staff), Annette Barnes (staff).

Absent With Notice: Wanda Fletcher

Absent Without Notice: None

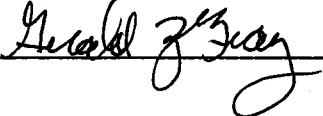
1. **Welcome and Approval of Minutes:** Chairman Bray called the meeting to order. Mr. Twiddy made a motion to approve the minutes from May 2018. The motion was seconded by Mr. Bryan and passed unanimously.
2. **NWDB Officer Nominations:** Discussion was held regarding finding new members to volunteer to serve as board officers, particularly Vice-Chair. Zach Bray agreed to serve another term if he was needed. Steve Bryan also agreed to serve another term if needed. The committee asked Director Whitmer to send out a communication to the board to ensure they knew officers would be elected at the next meeting and to again encourage the private sector members to volunteer.
3. **Committee Chair Check-in:** Mr. Twiddy reported that the Career Center committee held an extended work session to develop their strategic action plan for PY18. The plan will focus on two main goals: Oversight of the Career Centers and Outreach. Lora Aples reported that the NEXTGEN committee would be meeting on the next Tuesday to finalize their strategic plan. There was no one to report for the BROCC. Director Whitmer stated that the committee was still in need of a Chair.
4. **NWDB July Meeting Agenda:** After discussion the committee decided to keep all of the standard agenda items and add the following:
 - Election of officers
 - Career Pathways Presentation from Brandi Bragg
 - Presentation of PY 18 strategic action plans for each committee
5. Director Whitmer stated that he believes that even though the Consortium has the fiduciary responsibility for WIOA Title I funds, NWDB members should have a good understanding of NWDB finances. After discussion Mr. Bryan made a motion to approve the Leadership Committee to begin the process of establishing a finance committee. Mr. Twiddy seconded the motion and it carried unanimously. The committee asked Director Whitmer to draft a statement of purpose for the finance committee.
6. **Public Comments:** Director Whitmer stated that he believes that the board should have a policy for public comments at board meetings. NWDB bylaws state "Public Comments at Board meetings shall be at the discretion of the board." After discussion a motion was made by Mr. Twiddy to adopt the following as the board's public comment policy:

- Anyone who wishes to make public comments at an NWDB Board meeting must complete the "Speaker's Card" which is located in the lobby of the Albemarle Commission.
- At least 10 minutes prior to the meeting, the speaker's card must be submitted to either the Clerk, Chairman, or Director.
- The board will vote to see if public comments will be added to the agenda.
- If the Board approves adding public comments to the agenda, the speaker requesting to address the Board will be notified.
- Under normal circumstances, each speaker will be allotted three (3) minutes. Speakers may not yield their time to others.

The motion was seconded by Mr. Bryan and passed unanimously. The committee directed Director Whitmer to draft a "speaker's card" and send to them for review.

Next committee meeting date: 8/1/2018

Minutes prepared by Dave Whitmer.

Approved by:  Date: 11/7/18