

NWDB Leadership Committee Meeting Minutes
September 5, 2018

Present: Zach Bray (Chair), Michael Twiddy, Wanda Fletcher, Loretta Williams, Lora Aples (staff), Cathy Davison (staff), Dave Whitmer (Staff), Annette Barnes (staff), Emily Nicholson (staff).

Absent With Notice: Steve Bryan (Vice-Chair)

Absent Without Notice:

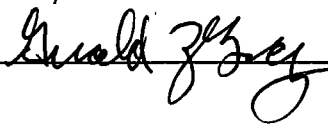
1. **Welcome and Approval of Minutes:** Chairman Bray called the meeting to order. He then welcomed Loretta Williams to the Leadership Committee and expressed his appreciation for her being Chair of the BROCC. Chairman Bray made a motion to approve the minutes from August 2018 meeting. The motion was seconded by Michael Twiddy and passed unanimously.
2. **Finance Committee Update:** Director Whitmer informed the committee that Andy Pollard and Janet Russ had agreed to serve on the Finance Committee. Also, Suzanne Tungate, Elizabeth City Finance Director, had agreed to serve. Chairman Bray stated that one more board member is needed to be on the committee. He also stated that he could serve on that committee if needed until a third board member had been identified. Director Whitmer asked the committee if they wanted to go ahead and appoint Ms. Tungate to the Finance Committee. After discussion, the committee agreed to wait to appoint Ms. Tungate until the committee had three board members and was ready to start meeting.
3. **Committee Chair Check-in:** Michael Twiddy informed the committee that the Career Center Committee met in August and everything is going well. NWDB SuperUser, Lora Aples, attended the last meeting to discuss WIOA Performance Measures. The committee also approved to add to the NWDB Approved Training list, COA's new Agriscience Technology Program and BCCC's new Culinary Program. Wanda Fletcher reported that the NEXTGEN Committee continues to work on planning the Real World Simulation event that will take place on September 26. At this point there are eight schools/organizations registered. Grants have also been received from Albemarle Electric Corporation, Southern Bank, and Hardee's Floor Cleaning. Wanda then reported that the NEXTGEN program has been awarded the 2018 NADO (National Association of Development Organizations) Innovation Award. Emily Nicholson reported that BROCC meetings are scheduled to resume on September 18th. She then thanked Loretta and Wanda for the donations they provided for the NEPZ Staff Appreciation Event.
4. **Finish Line Grants:** Director Whitmer informed the committee of Governor Cooper's new initiative called Finish Line Grants. NWDB is currently work with COA and BCCC to develop and submit applications.
5. **Enhancement Grants:** Emily Nicholson, NWDB Assistant Director, discuss with the committee the Enhancement Planning Grant that NWDB is applying for. There is up to \$30K available for planning and then up to \$200K available for implementation. Three of the main components of our planning grant are Employer Forums (3), continuing the work being done through the Innovation Grant, and skills assessments for the Career Centers.

6. **September NWDB Meeting:** After discussion, the Committee agreed to include the following items on the agenda for the September NWDB meeting (in addition to standard agenda items):

- Presentation from Jenni Harris, DWS Business Services
- Presentation from Emily Nicholson, Enhancement Grant
- Revisions to NWDB Supportive Services Policy

Next committee meeting date: 10/3/2018

Minutes prepared by Dave Whitmer.

Approved by:  Date: 11/7/12