



NWDB NextGen Committee
Meeting Minutes
February 5, 2019
Albemarle Commission
512 S. Church St. Hertford, NC 27944
3:30 PM

Type of Meeting: Special Called Meeting

Meeting Facilitator: Wanda Fletcher

Members Attending: Wanda Fletcher, Phillip Stovall, Angie Wills, Frankie Manning, Heather Collins

Members Absent with notification: None

Members Absent without notification: Jacqueline Hardy-Lassiter, Melissa Bembry, Stephanie Tenpenny

NWDB Staff: Lora Aples

Other Staff: None

CAMDEN
CHOWAN
CURRITUCK
DARE
GATES
HYDE
PASQUOTANK
PERQUIMANS
TYRRELL
WASHINGTON
COLUMBIA
CRESWELL
DUCK
EDENTON
ELIZABETH CITY
GATESVILLE
HERTFORD
KILL DEVIL HILLS
KITTY HAWK
MANTEO
NAGS HEAD
PLYMOUTH
ROPER
SOUTHERN SHORES
WINFALL

- 1) **Call to order and welcome (Wanda)** - Meeting was called to order by Wanda Fletcher.
- 2) **Approval of Minutes:** Jan 2019 Meeting – Heather Collins made a motion to approve the minutes and the motion was seconded by Phillip Stovall. No further discussion. Minutes were passed unanimously.
- 3) **Request for Proposal (RFP) (Lora)** –
 - a) Purpose - NWDB contracted with Sylvan Learning Center to provide tutoring services for PY2016 (July 1, 2016-June 30, 2017). This contract was awarded for a two-year extension authorized in the original contract. The extension will end on June 30, 2019. Sylvan has provided quality service over the last 3 years, but an RFP is now required to be released for a new contract with potential bidders.
 - b) Timeline – The timeline was presented, reviewed and approved unanimously by attending members as a recommendation to the Leadership Committee.
 - c) Letter of Intent – The LOI was reviewed by attending members and unanimously approved as a

recommendation to the Leadership Committee.

- d) RFP – The RFP will be reviewed and released after responses to the LOI by potential bidders. Committee members will be provided a copy of the RFP when it is released.

4) **RFP Review Team – (Wanda)**

- a) Selection of Team – All members attending this meeting volunteered to be a part of the RFP review team (Wanda, Heather, Angie, Frankie & Phillip). Team members will review and evaluate any RFPs received and make a selection and recommendation to the Board to award a contract.
- b) Date of RFP Review – The review date of the RFP is scheduled April 24, 2019 @ 10:00. Depending on the number of RFPs received, the team will decide if the review will be in person or electronic.

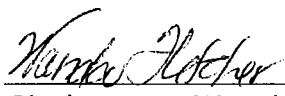
5) **Mentorship Focus Group – (Wanda)**

- a) Wanda requested volunteers to be a part of a focus group to help develop a mentorship program for NextGen. Volunteers for the group are Angie, Wanda, Heather and Phillip. Lora will be a part of the group also.
- b) Angie currently has a mentoring program for YouthBuild and will provide the focus group with a model to consider for the NextGen mentoring program. She will send out information in the next few days. Angie also asked if the program will be in-house only or can it be outsourced. Lora said both are options.
- c) An outline for the mentoring program will be started in the strategic planning session during the upcoming NWDB Retreat.

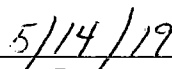
- 6) **Other Business** – Lora reminded committee members about the NWDB retreat scheduled for Mar 15-16, 2019 in Kitty Hawk. Committee members should respond to Cindy Gossage with their intent to attend or not attend the retreat.

Meeting adjourned at 4:20PM.

The next meeting is scheduled for Mar 12, 2019 will be cancelled due to the NWDB retreat scheduled Mar 15-16, 2019. The next regular meeting is scheduled for May 14, 2019.



Chairperson, Wanda Fletcher



Date