

*The following provision under Article VI, Section 3, of the Durham Compact Board of Advisors Bylaws reads: "All meetings of the Board, including its standing committees, adhoc committees, task forces and workgroups, shall be conducted in compliance with the State of North Carolina Open Meetings Law (North Carolina Statutes Chapter 143, Article 33C, GS 132-1 et seq), except in cases specifically outlined in the North Carolina Public Records Act. Meetings shall be open, that is, held in public." Moreover, since this is a public meeting, Article VII, Section 2, of the Durham Compact Board of Advisors Bylaws states: "Participation in meetings by an individual, except members, shall be at the discretion of the Chairperson."*

Note: All Durham Compact Board of Advisors Board (full) and Executive Committee meetings will be recorded.

**DURHAM COMPACT BOARD OF ADVISORS BOARD MEETING**

Thursday, October 15, 2020

Virtual Meeting via Zoom

9:10 a.m.-10:30 a.m.

Dr. Joyce Johnson, Chair, Presiding

**MINUTES**

**Attendees:**

Dr. Joyce B. Johnson, Board Chair  
Grace Dzidzienyo, Board Member  
Dr. Laura Reece, Corporate Committee Chair  
Roberta McCullough, Philanthropic/Finance Committee Chair  
Xavier Cason, Education Committee Chair  
Robert Doreauk  
Eric Guckian  
Mark Newman  
Adria Maisonet-Morales  
Camryn Smith  
Sara VanLear  
Dr. Christa Washington  
Tiffany Elder, Community Stakeholders Engagement Committee Co-Chair  
Eleazar Posada, Community Stakeholders Engagement Committee Co-Chair  
Precious Allen, Small Business Grassroots Engagement Committee Chair  
Andre Pettigrew, Director, Office of Economic and Workforce Development  
Pheon Alston, Administrative Analyst, Office of Economic and Workforce Development  
Keith Chadwell, Deputy City Manager, City of Durham

**Call to Order**

A virtual meeting of the Durham Compact Board of Advisors was held on Thursday, October 15, 2020 and began at 9:00 a.m. The meeting was presided over by Chairperson Joyce B. Johnson. Lisa Jackson recorded the meeting.

**Approval of Agenda**

The agenda was unanimously approved.

## **Old Business**

Dr. Johnson reiterated the importance of maintaining the bylaws, that only members of the Durham Compact Board of Advisors can vote on issues, and that all meetings will be recorded. Additional Old Business recapped below:

### **Goal Development**

Reminder to develop goals and an acknowledgment that there were some challenges to developing those goals. Dr. Johnson will assist with goal development if needed. The goals should align with the Built to Last Logic Model. Goals should be complete by the end of November and no later than December 1. Goal development should include the identification of resources needed to accomplish the goals and considering the cost.

### **General Status Reports**

Work with committees, chairs and co-chairs to decide when the group will meet. Make Dr. Johnson aware of the schedule if her attendance is requested. It's not imperative for her to attend each meeting. Status reports should be no more than a half page – one page document.

### **Committee Members**

Profiles of committee members are needed. Not all have secured their respective committee members. However once the committee member has been selected, their name and organization affiliation and position within their organization should be recorded.

### **Securing Committee Members**

Please seek Dr. Johnson's assistance if help is needed securing committee members. She is open to recommending individuals as well as making initial contact, if needed. Appropriate Conflict of Interest forms must be completed on each committee member. Lisa Jackson will maintain these forms.

Reminder to set up a meeting with Grace Dzidzienyo or Dr. Johnson to create goals based on the Built to Last Logic Model. All goals will be compiled into one document that will be shared with the entire group.

## **New Business**

### **June 17, 2020 Minute Resolution**

Christa Washington moved to accept the minutes as printed. Robert Doreau seconded the motion. Unanimous approval.

### **July 13, 2020 Minute Resolution**

Roberta McCullough moved to accept the minutes as printed. Christa Washington seconded the motion. Unanimous approval.

### **Durham Compact Board of Advisors Bylaws**

First - a question had been raised by an individual and the city clerk's office regarding city employees serving the Board. A revision was made to the bylaws made a change reflecting the counsel of the city attorney's office. Article III Section II reflects this revision.

Second - two members asked about having city employees and county employees serving, whether or not they can have them to serve on their respective committees (Section I, E). After checking with the city attorney, the determination has been made that city & county employees can serve on respective committees. These inquiries highlighted contradictions in other places. Those contradictions have been addressed.

Third – Article VIII, Section I, F – relating to Conflict of Interest. The city attorney's office realized when vetting the conflict of interest form, that the bylaws did not address how we would handle those persons who actually failed to really disclose an actual or possible conflict of interest. And they felt that the message needed to be strong because of its importance. The change states "if the board determines that a board member has failed to disclose an actual or possible conflict of interest, he or she will be terminated from the board."

Christa Washington moved to accept the changes to the bylaws. Sarah VanLear seconded the motion. Unanimous approval.

### **Conflict of Interest Form**

Lisa Jackson confirmed all had read and received the revised Conflict of Interest form. There were no new questions regarding the form.

Roberta McCullough moved to accept the Conflict of Interest form as presented. Mark Newman seconded the motion. Unanimous approval.

### **New Chairs**

Corporate Social Responsibility Committee – Eric Guckian, CEO Triangle United Way  
Supply Chain Management Committee - Sarah VanLear, RTI

### **Committee Updates**

Tiffany Elder – Community Stakeholder Strategic Committee; no goal setting report. She met with committee and updated them on all that was going on and team will dive in soon. They have 3 committee members and are reaching out to the Latin X community for 2 more members.

Dr. Laura Reece – Corporate Committee; have 4 possibly 5 committee members. They are fleshing out subcommittees and have set a meeting with Grace & Joyce for goal setting. Eric has suggested some goals so they are moving in the right direction.

Xavier Cason – Education Committee; they are focusing young adults; high school seniors – 25 year olds. Dr. Christa Washington has agreed to serve as co-chair, and they have 3 targeted goals in mind and have identified one need. They have 5 members selected. Xavier is working on connecting with Dr. Arrington.

Roberta McCullough & Mark Newman – Philanthropic Finance Committee; they have populated a committee with potentially one more member. The Bull City Development Fund has been put on hold and now they are focused on the Logic Model. They are working on financial preparedness for business owners as well as the business itself. They have not yet identified their goals and are working on that.

Precious Allen – Small Business Grassroots Engagement Committee; no report. Looking forward to the meeting with Grace & Joyce and are full steam ahead on potential programming proposals.

Dr. Johnson encouraged each committee to develop goals, timelines as well as a resources budget.

### **Presentations**

#### **Andrew Pettigrew, Director – Office of Economic & Workforce Development; Economic Development**

Provided an overview of the activities that are underway in the city as well as department priorities around shared economic prosperity. One of the most important efforts is alignment in coordination with the work that's already being done. He stressed the importance of how both volunteers and staff onboard new organizations both private and public in support of their efforts.

He talked about a Social Equity effort. This is a reimagined equity and inclusion department that has broadened its effort to include supply diversity, social equity and racial diversity. A talented competitive workforce is a key factor given the

increasing unemployment rate and business uncertainty. The Built to Last model is very ambitious and is the foundation of the goals the committees are setting. Discussed how COVID-19 is creating economic challenges and as such the Durham Business COVID Coalition focused on women and minority businesses. Also noted challenges for the hospitality and restaurant industry. Working with Durham Chamber and Greater Durham Black Chamber to understand the challenges. Also partnering with Duke University to put together a fund. It's a \$3MM fund; \$1MM for businesses up to \$10k, and \$2MM for loans up to \$50k.

**Adria Graham Scott, Senior Work Development Manager; Workforce Development**

Adria described how the Workforce Development Board and City of Durham is structured which is important in understanding how the work is funded. Explanation of how the Workforce Development Board is structured and is funded by the Department of Commerce.

**Zelda White, Senior Administrative Manager, Office of Economic & Workforce Development – Financial Inclusion/Literacy**

Provided an overview of financial inclusion and empowerment work and the background of how this initiative came into existence. She shared some ways they are considering to be innovative and mentioned partner agencies like Durham Housing Authority.

**Questions & Answers**

There was not time for questions or comments.

**Adjournment**

Dr. Johnson adjourned the meeting.