

## **Education, Training and Technical Assistance Bureau**

### **Supervisor Meeting**

**May 30, 2023**

Meeting Start Time: 10 am

Meeting End Time: Noon

In Attendance: Hollis Yelverton, LaMont Smith, Wanda Lagoe

#### **Summary:**

##### *Wanda*

- Reminder that NCVIP starts June 19. Please send your stats to me NLT June 28 so I can complete my performance review. Do not hit submit until the end of the cycle as the system automatically rolls it ahead. You may want to instruct your staff accordingly.
- Training meeting with Jennifer and Paul tomorrow to discuss annual training agenda. We are discussing doing a team building exercise.
- Todd has obtained a new job with the Department of Ag. Start date is June 12. Will be posting it soon.
- Joseph started back last week and will be focusing on conducting webinars.
- Taking annual leave Thursday and Friday. LaMont will be bureau POC Thursday and Hollis on Friday.

##### *Hollis:*

- Inventory completed. Japonica did a great job. Will be cleaning up the inventory and the surplus sheets to make it more user friendly. Japonica will set up a surplus area in the basement pubs room so EEs can start placing items there to be surplussed (can surplus laptops).
- Will be passing vehicle responsibilities from Christy to Japonica soon.

*LaMont*

- Safety awards are going fine. Have some more changes to the schedule due to postponements and/or cancellations.
- Star position finally posted last week for Tim's position.