

Career Center Committee (CCC) Minutes

Meeting Date and Location: January 9, 2019 at 2:30pm at the Albemarle Commission and via gotomeeting

Present: Michael Twiddy (Chairman), Tameka Gibbs, Sean Lavin, Larry Donley, Dave Whitmer (staff), Annette Barnes (staff), Heidi O'Neal (staff)

Absent with notice: Vernon Brinkley, Rex Anderson

Absent without notice: None

1. Call to order and Approval of Minutes from August meeting: Chairman Twiddy called the meeting to order. A motion was made to approve the minutes from the November 2018 meeting by Sean Lavin. The motion was seconded by Larry Donley and carried unanimously.
2. Updates: Search for Center Manager and Assistant Manager; Leases: Larry Donley reported that both an Assistant Career Center Manager, Sheryl Stevens, and a Career Center Manager, had been hired. Sheryl started in December and Matthew will start on January 16. Chairman Twiddy gave accolades to the recruitment team for their hard work. Larry Donley then informed the committee that the RFP process had ended in Elizabeth City and we were currently in negotiations for a lease for the Elizabeth City Center. He also reported that the lease for the Edenton Career Center had been signed and executed.
3. Strategic Action Plan – Develop standardized center reports to be submitted to Career Center Committee and NWDB – Review Draft: The committee reviewed the draft Career Center report as included in the meeting packet. After discussion, Larry Donley made a motion to accept the center report as the template for center managers to use. Sean Lavin seconded the motion and it passed unanimously.
4. Job Search Station Assessment: Heidi O'Neal presented the assessment of the two job search stations (Gates DSS and Currituck DSS) as presented in the meeting packet. After discussion, the committee agreed upon the recommended improvements and asked Heidi to move forward with them.
5. Performance Dashboard: The committee reviewed and discussed the numbers presented on the performance dashboard.
6. Larry Donley reported that due to changes with the DES Unemployment Insurance system, wait times have been long resulting in some hot tempers at the career centers. As a result, an armed security guard had been hired for the center in Dare. So far, there have been no threats reported at the center in Elizabeth City and Edenton.

Minutes prepared by Dave Whitmer.

Approved by: _____ Date: _____

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