

## Career Center Committee (CCC) Minutes

**Meeting Date and Location: July 10 at 2:30pm at the Albemarle Commission in Herford and via conference call**

**Present:** Michael Twiddy (Chairman), Tameka Gibbs, Larry Donley, Dave Whitmer (staff), Annette Barnes (staff), Emily Nicholson (staff), Kenny Kee (staff), Matthew Fowler (staff), Davis Reason (intern),

**Absent with notice:** Vernon Brinkley, Rex Anderson, Sean Lavin

**Absent without notice:** None

1. Call to order and Approval of Minutes from June meeting: Chairman Twiddy called the meeting to order. A motion was made by Larry Donley to approve the minutes from the June 2019 meeting. The motion was seconded by Tameka Gibbs and carried unanimously.
2. Updates: Elizabeth City Career Center Lease; Career Development Center at COA: Larry Donley reported that we were still waiting on additional paperwork from the Jordan Plaza location. Once this is received a representative from the State Property Office will make a site visit. Larry then reported that the issues he with the Dare County lease have been resolved and we would not have to release an RFP.

Director Whitmer informed the committee that the ribbon cutting for the new Career Development Center was planned for August 6. He encouraged the committee members to attend. He then pointed out the Daily Advance article the was included in the meeting packet. This article is about a resume workshop that staff conducted for teens at the Camden Count library.

3. Center Manager Reports: Kenny Kee, Center Manager for the center in Dare, reported that they will be hosting two recruitment events for the Department of Public Safety. He also stated that staff would be at the Nags Head Night Out. In addition, they will be working with both Monarch and People Ready to help with recruitment events. He then reported that he and Matthew Fowlers had presented at the Currituck Chamber business roundtable and people seemed to be very engaged. They seemed to be very interested in the Employee Training Grant and soft skills training.

Matthew Fowler, Center Manager for Elizabeth City and Edenton, reported that the center in Elizabeth City has been using Scheduler to check in customers and it has been a success. Edenton will be using it as well. It has a reporting function that helps to show how people are routed through the center. Matthew then reported that the Edenton Center would be hosting a "Back-to-School" bash to try to increase the center's customers and get as many people as possible in training. He then reported that he conducted one-on-one meetings with all center staff to evaluate the ISD process and learn of any concerns that may exist. He said that he found training gaps and concerns of roles and responsibilities but believes they are headed in the right direction. Lastly, he reported that a transgender training had been scheduled for staff.

Tameka Gibbs asked Matthew how the Back to Schools Bash was being marketed. He stated that there was a meeting scheduled to discuss that but the last event was marketed through social media, handing out flyers, partnering with the library and help from Heidi O’Neal the NCWorks Outreach Coordinator.

4. Performance Dashboard: The committee reviewed the current dashboard numbers. The committee then reviewed goals for the PY 2019 dashboard as presented by the center managers.
5. Job Seeker and Employer Resource Guides: Director Whitmer presented the Job Seeker and Employer Resource Guides the centers use to market their services. Chairman Twiddy stated that he believes the guides are very good and high quality and wanted to make sure all committee members were aware of them.
6. Lastly, Chairman Twiddy commented that he thought the second annual bbq that Director Whitmer and his wife held at their home for board members and all staff was a very good event and provided a great opportunity for comradery.

Minutes prepared by Dave Whitmer.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

DRAFT