

Career Center Committee (CCC) Minutes

Meeting Date and Location: June 12 at 2:30pm at the NCWorks Career Center in Elizabeth City and via conference call

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

Absent with notice: Vernon Brinkley, Rex Anderson

Absent without notice: None

1. Call to order and Approval of Minutes from April meeting: Chairman Twiddy called the meeting to order. A motion was made by Larry Donley to approve the minutes from the May 2019 meeting. The motion was seconded by Tameka Gibbs and carried unanimously.
2. Updates: Elizabeth City Career Center Lease: Larry Donley reported that there was a proposal received for the Jordan Plaza location. There are still some things that are needed, but it is starting to look promising. Larry then reported that he had been under the impression that we were moving forward with a lease renewal for the Center in Dare. However, he had recently learned that the landlord was not happy with the lease. At this point, he is not certain how this will play out, but we might have to go through an RFP process.

Director Whitmer then updated the committee on the progress of the new NCWorks Career Development Center at COA's campus in Elizabeth City and shared the MOU that was signed. There was a planning team put together to work out the details and things have been progressing well. The potential opening date has been set for August 6 and we hope to receive approval from DWS to purchase the computers very soon. Director Whitmer also informed the committee that there would be a ribbon cutting. Sean Lavin asked if there would be a press release and Director Whitmer said there would be. Sean stated that we should make the announcement of the opening of the center as big as we can.

3. Center Manager Reports: Matthew Fowler, Center Manager for Elizabeth City and Edenton, reported that the EC Center held a business roundtable. The roundtable went well and staff are currently following up with employers who attended. Surveys are also being sent out to determine what can be done to improve the event in the future. Matthew then reported that he and Kenny Kee, Dare Center Manager, will present at the Currituck Chamber of Commerce Business Roundtable on June 18th. Also, on June 13th, there will be a case management training for all center staff. Matthew then reported that center traffic was up from last month by 42% in Elizabeth City and 50% in Edenton. He then informed the committee that one of his primary challenges is the EC Center's outdated building. This presents a challenge when hosting events. Another challenge is reaching new businesses. He believes that they have been comfortable with working with the same businesses and have not made the appropriate effort to reach out to new businesses.

Kenny Kee reported that the Dare Center held their first partnership meeting and it went very well. Kenny then mentioned that Flat Iron Construction is offering better paying jobs than the typical retail jobs that are plentiful at the Outer Banks. Kenny then informed the committee that the employer services staff had previously not

been reporting their Dare County business visits in NCWorks Online correctly which means the Dare Center had not been getting credit for those visits. Lastly, Kenny informed the committee that NCWorks Career Advisor, Lucy Wallace, will be writing articles to be submitted to the OBX Sentinel.

Chairman Michael Twiddy reported that he attended the Business Roundtable at the EC Center and that it was a very good event.

Tameka Gibbs then commended Kenny Kee and Heidi O'Neal (NCWorks Outreach Coordinator). She stated that she had visited the Dare County Library and saw the Career Center informational area that was set up and it looked terrific.

Sean Lavin then stated that if things progress well with the new Career Development Center at COA, it would be great if we could do something similar at ECSU.

4. Performance Dashboard: The committee reviewed the current dashboard numbers. Director Whitmer then presented a draft of a template that could be used to report the dashboard numbers to the full board. After reviewing, the committee agreed to use the template as presented. The committee then reviewed the recommended changes to the dashboard as provided in the meeting packet. After discussion, the committee agreed to the changes with the addition of Finish Line Grants.
5. Advanced Manufacturing Institute: Director Whitmer informed the committee that Beaufort County Community College submitted a request to have their new Advanced Manufacturing Institute course added to the NWDB approved training list. This is part of the new Ramp East initiative and has been approved by Region Q and Turning Point Workforce Development Boards. After discussion, a motion was made by Tameka Gibbs to add BCCC's Advanced Manufacturing Institute Course to the approved training list. The motion was seconded by Sean Lavin and passed unanimously.
6. Medication Aide: Assistant Director Emily Nicholson made a request to the committee to add Medication Aide to the NWDB approved training list. After discussion, a motion was made by Tameka Gibbs to add Medication Aide taught by COA, BCCC, Roanoke-Chowan, and Pitt CCC, to the NWDB approved training list. The motion was seconded by Larry Donley and passed unanimously.

Minutes prepared by Dave Whitmer.

Approved by: _____ **Date:** _____