

Career Center Committee (CCC) Minutes

Meeting Date and Location: September 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), Matthew Fowler (staff),

Absent with notice: None

Absent without notice: Vernon Brinkley, Rex Anderson

1. Call to order and Approval of Minutes from July meeting: Chairman Twiddy called the meeting to order. A motion was made by Tameka Gibbs to approve the minutes from the June 2019 meeting. The motion was seconded by Sean Lavin and carried unanimously. Chairman Twiddy spoke of Hurricane Dorian stating that our thoughts were with those who had been affected, particularly those in Hatteras and Ocracoke.
2. Updates: Regarding the Elizabeth City Center lease, Larry Donley reported that all paperwork had been submitted from the Jordan Plaza location and it is on the agenda for the September state property meeting. Director Whitmer discussed the opening of the new Career Development Center (CDC) at COA and stated that the ribbon cutting went very well. He then stated that he has spoken with staff at ECSU who have indicated interest in doing something similar to the CDC. Director Whitmer then mentioned the new quarterly newsletter. Career Center Manager Matthew Fowler provided a copy for the committee members to review. Lastly, Director Whitmer told the committee that we were scheduled to have a center site review by the NCWorks Commission on October 15 and 16.
3. Center Manager Reports: Career Center Manager (Elizabeth City/Edenton), Matthew Fowler, stated that he was very pleased with the new CDC at COA. Things have been going well and improvements have already been made. He stated that they would continue to make sure we aren't missing opportunities for improvement and integrating services. COA has been a wonderful partner. One thing to focus on is transitioning customers from the CDC to the Center in Elizabeth City. Matthew then stated that traffic flow in Elizabeth City has increased. Also, they continue to focus on staff development and recently had an activity code training.
4. Advanced Manufacturing Institute: Director Whitmer reviewed with the committee the information that was included in the meeting packet regarding the Ramp East Advanced Manufacturing Institute. After discussion, a motion was made by Sean Lavin to add the Advanced Manufacturing Institute to the NWDB approved training list. The motion was seconded by Tameka Gibbs and passed unanimously.
5. 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. Director Whitmer stated that he had wanted to discuss with Career Center Manager, Kenny Kee, increasing the number of training scholarships from 20 to 25. This change would result in needing to increase supportive services from 40 to 50

and credential attainment from 10 to 15. Kenny was absent from the meeting due to the hurricane. After discussion a motion was made by Larry Donley to approve the goals as presented with the expectation that Director Whitmer would talk with Kenny Kee about the suggested changes and what they agreed upon together (within the parameters of what was originally presented and what Director Whitmer suggested) would be included in the approved goals. The motion was seconded by Tameka Gibbs and passed unanimously.

6. Tameka Gibbs informed the committee that Vocational Rehabilitation will hold an open house on Friday October 18. This event will be in partnership with NCWorks and the mobile career center will be there as well.

Minutes prepared by Dave Whitmer.

Approved by: _____ **Date:** _____