

Career Center Committee (CCC) Minutes

Meeting Date and Location: January 15 at 2:30pm via conference call and at the Elizabeth City Career Center

Present: Michael Twiddy (Chairman), Larry Donley, Dave Whitmer (staff), Annette Barnes (staff), Emily Nicholson (staff)

Absent with notice: Tameka Gibbs

Absent without notice: Vernon Brinkley, Sean Lavin, Rex Anderson

1. Call to order and Approval of Minutes from December 2019 meeting: Chairman Twiddy called the meeting to order. A motion was made by Larry Donley to approve the minutes from the December 2019 meeting. The motion was seconded by Michael Twiddy and carried unanimously.
2. Updates: Elizabeth City Career Center Lease; Partnership with ECSU: Larry Donley reported that we have come to an agreement with the developer of Jordan Plaza. Now we need signatures from several different state departments. The developers have indicated that they will have the building built out within 120 days of a signed lease. Director Whitmer then reported that he was looking forward to the upcoming meeting with Dr. Brown at ECSU. Also, through an introduction from Michael Twiddy, he had been contacted by Quay Dozier at ECSU who was interested in meeting to discuss services of the career centers.
3. Center Manager Reports: Dare Career Center Manager, Kenny Kee, thanked Emily Nicholson for developing the PowerPoint to be used for presentations at DSS offices as it was very useful. Kenny next reported that workshops at the center were full today. There is a new temp staff person starting next week. He then discussed the success of a center customer who was a CDL graduate. Elizabeth City/Edenton Career Center Manager, Matthew Fowler, reported that the Edenton Career Center will be open three days a week starting in February. The schedule will be Tuesday – Thursday. He next reported that the radio broadcast, NCWorks Career Center Corner, will be coming up on January 28. Matthew then reported that they held a very good partnership meeting on January 8. There were presentations from NextGen, Vocational Rehabilitation and the United Way. Matthew then reported that the US Census was still being very aggressive at recruiting. Lastly, he reported the NCWorks sign in the front of the building had been knocked down.
4. Consideration of training program to be added to the approved training list - Career Essentials: NWDB Assistant Director, Emily Nicholson, presented information about the new COA course, Career Essentials, that was developed through a partnership with COA, NWDB, John A. Holmes High School and numerous businesses. After discussion, a motion was made by Larry Donley to

add this to the approved training list. The motion was seconded by Chairman Twiddy and passed unanimously.

5. NCWorks Career Center Quality Assurance Guide: Director Whitmer presented the draft of the Career Center Quality Assurance Guide that was provided in the meeting packet. He noted that this was a rough draft but was a good outline for how the center monitorings will be conducted. Larry Donley asked how soon a final draft would be completed and sent out to the One-Stop Operator and Center Managers. Director Whitmer replied that it is a priority to complete it as soon as possible.

6. Performance dashboard: The committee reviewed the latest performance dashboard numbers.

Minutes prepared by Dave Whitmer.

Approved by: _____ **Date:** _____