

Career Center Committee (CCC) Minutes

Meeting Date and Location: May 6 at 2pm via conference call

Present: Michael Twiddy (Chairman), Larry Donley, Sean Lavin, Tameka Gibbs, Dave Whitmer (staff), Annette Barnes (staff), Emily Nicholson (staff), Heidi O’Neal (Staff), Amber Morse (staff), Kenny Kee (staff), Matthew Fowler (staff)

Absent with notice: None

Absent without notice: Vernon Brinkley, Rex Anderson

- Call to order and Approval of Minutes from February 2020 meeting: Chairman Twiddy called the meeting to order. A motion was made by Tameka Gibbs to approve the minutes from the February 2020 meeting. The motion was seconded by Sean Lavin and carried unanimously.
- Updates: Elizabeth City Career Center Lease; NCWorks Quality Assurance Guide; WIN Career Readiness software; Texting Platform; Virtual Career Fair: Emily Nicholson reported that DWS has finalized all approvals for the relocation of the Elizabeth City Career Center to Jordan Plaza. The move will take place July 16th and 17th, and the center will be closed those days. Emily Nicholson reported that all parts of the quality assurance guide for all career centers is complete and she will share results of any findings, observations or areas of technical assistance with the career center committee in the following week. Emily Nicholson shared with the committee that NWDB has successfully procured a virtual career readiness platform that offers a preparatory suite for the Career Readiness Certificate (complete with pre- and post- tests) as well as general skills-training for job preparedness for any job at any age. Heidi O’Neal and Amber Morse reported on the virtual career fair that is taking place in May via the new Engage by Cell Texting portal that NWDB acquired. They reported that 10 employers are signed up and staff are very excited about the future uses of this texting tool.
- Center Manager Reports: Dare County NCWorks Career Center Manager, Kenny Kee, reported that his staff are each receiving about 50 calls per day. Most callers are inquiring about how to file for unemployment, eligibility, etc. More recent calls are from employers inquiring about protocols for re-hiring employees that may be receiving the federal unemployment benefits. He stated that one staffperson, Pam Stemmerich, is performing Division of Employment Security work while unemployment claims continue to remain very high. Elizabeth City and Edenton Career Center Manager, Matthew Fowler, reported that he and his staff continue to have very high call volumes as well.
- Miscellaneous: Sean Lavin wanted to confirm that the weekly blasts were still going out and Heidi confirmed that they are and to make sure he checks his spam folder. Michael Twiddy called for meeting adjournment and the meeting was adjourned.

Minutes prepared by Emily Nicholson.

Approved by: Michael Twiddy Date: 06 / 02 / 2020