

## Career Center Committee (CCC) Minutes

**Meeting Date and Location:** February 5 at 2:30pm via conference call and at the Elizabeth City Career Center

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

**Absent with notice:** None

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

- 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.
- Updates: Elizabeth City Career Center Lease; Partnership with ECSU; NCWorks Quality Assurance Guide: Larry Donley reported that we have come to an agreement for a 6-month lease with the current landlords of the Elizabeth City Career Center. The lease for the new location has been sent to the Jordan Plaza developers for their signature and then it will be routed to the appropriate department throughout the state. Director Whitmer informed the committee that he, Matthew Fowler, Sheryl Stevens, and Michael Twiddy had a very good meeting with staff from ECSU's Division of Student Affairs department. We identified numerous ways in which we can work together including the following:
  - NCWorks having a presence at ECSU's Career Center. This will allow our Career Advisors to work with Seniors to help them prepare for and conduct their job search.
  - Jointly conducting various workshops on campus such as resume writing, interview preparation, and soft skills training.
  - Reaching out to those who drop out of ECSU to try to help them get back on the path to accomplish their career goals.
  - Providing resources and training to ECSU's staff to increase their effectiveness in preparing students for the workforce.
  - Helping ECSU to facilitate referrals for students to visit the NCWorks Career Center for more intensive services.

Matthew Fowler added that the Director of ECSU's Career Center will be coming to the Elizabeth City Career Center on February 14<sup>th</sup> to learn more about what we do.

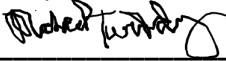
Director Whitmer stated that the NCWorks Quality Assurance guide was still being developed and he is hopeful to bring a complete draft to the next Committee meeting.

- Center Manager Reports: Dare County NCWorks Career Center Manager, Kenny Kee, reported that he had presented to Currituck and Dare DSS and was very pleased with their interest. He also recently met with Currituck Probation and Parole. Kenny then reported that the Center had over 400 customers in January and that Liz Gotomeyer has retired. Next Kenny reported that Ocracoke residents are now required to come to the center to meet their UI requirements. With this in mind, he is planning on going to Ocracoke to make it more convenient for them. Chairman Twiddy stated that Kenny had done a very good job with Liz's retirement celebration.

Elizabeth City and Edenton Career Center Manager, Matthew Fowler, reported that he and Assistant Manager, Sheryl Stevens presented to Pasquotank DSS and there were over 85 people in attendance. He next reported that staff are holding a Title I orientation in Elizabeth City every other week and that they plan to start this in Edenton as well. Matthew next reported that he had pre-recorded two NCWorks Career Center radio shows. Also, the next Partnership Meeting will be on March 11 at COA. Victor Hinant, DWS Reentry Specialist, will be the guest speaker. Matthew reported that he was working on starting a reentry council.

- Performance dashboard: The committee reviewed the latest performance dashboard numbers.
- Budget Request Forms: Director Whitmer referred to the budget request form that was included in the board packet and asked that if anyone had anything to submit, they would need to do so by February 10. Several items were discussed including career pathways posters and assistive technology equipment.

Minutes prepared by Dave Whitmer.

Approved by:  Date: 05 / 06 / 2020