

## Career Center Committee (CCC) Minutes

**Meeting Date and Location:** March 4 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

1. Call to order and Approval of Minutes from February 2020 meeting: Chairman Twiddy called the meeting to order. A motion was made by Larry Donley to approve the minutes from the February 2020 meeting. The motion was seconded by Tameka Gibbs and carried unanimously.
2. Updates: Elizabeth City Career Center Lease; Partnership with ECSU: Larry Donley reported that the Jordan Plaza developers have signed the new lease and it has been sent to the Governor for his signature. The 6-month lease for the current location has been signed. We are currently working on planning for the move which should take place in July. Director Whitmer reported that in addition to meeting with ECSU's Division of Student Affairs, he and Matthew Fowler had also recently met with the head of ECSU's TRiO programs, Quay Dozier, and discussed numerous ways in which we can work together. We are hopeful that through these partnerships, we can reach students who are in danger of leaving ESCU and help them get back on track. We also want to connect with the graduating seniors and help them with their job search.
3. 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.

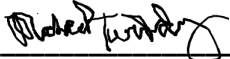
4. NCWorks Quality Assurance Guide: The Committee review the NCWorks Quality Assurance Guide as presented in the meeting packet. After discussion, a motion was made by Tameka Gibbs to approved the NCWorks Quality Assurance Guide as presented (incorporating a few edits for typos that Larry Donley identified). The motion was seconded by Larry Donley and passed unanimously.
5. Performance dashboard: The committee reviewed the latest performance dashboard numbers.
6. WIN – new Career Readiness Software: Assistant Director Nicholson, discussed with the Committee new software that NWDB had received approval to purchase. WIN is a software package that can help career center customers prepare for the CRC and even improve their soft skills. It has been used by Eastern Carolina Workforce Development board for some time now.
7. Brief Reports from Center Managers – Success, happening, and/or challenges: NCWorks Career Center Manager, Matthew Fowler, reported that the Elizabeth City Center will hold their partnership meeting on March 25<sup>th</sup>. The focus of the meeting was creating a reentry council. The purpose of the reentry council is to provide a local system of support to help former offenders transition back into be a productive member of society. DWS Regional Reentry Specialist, Victor Hinant, will present at the center’s next Partnership Meeting on April 9<sup>th</sup>. In addition to the normal partners, the following have also been invited: Probation and Parole, Pasquotank County Courts, the Sheriff and Police Chief, Mental Health and Child Support Representatives and members of the faith-based community. Matthew next reported that there are plans to hold a business roundtable in Edenton. He also reported that staff have been doing workshops at COA Elizabeth City and have been asked to do workshops at COA Edenton-Chowan. Examples of workshops are Elevator Speech and Cover Letters. Matthew then spoke about the importance of the new partnership with ESCU and how it could help us connect with those who could be dropping out of ECSU.

NCWorks Career Center Manager, Kenny Kee, reported that the NCWorks mobile NCWorks Carer Center had been used by the US Census. COA will be providing training for new Census staff. He next reported that the Currituck Chamber of Commerce’s Annual Business Expo is this coming Saturday and Career Center staff will be participating. April 30<sup>th</sup>, is the Veterans Resource and Job Fair. The mobile NCWorks Career Center has been reserved. Kenny then reported that his center has been doing a lot of EAI’s and had conducted over 200 in the previous month. Lastly, Kenny reported that he had recently gone to Ocracoke and served 32 people. Larry Donley, thanked Kenny for going to Ocracoke.

Director Whitmer brought up an additional agenda item. NWDB’s current policy requires the NWDB Leadership Committee to approve training providers. Examples of approved training providers would be the local community colleges or a private trainer such as Carolina Trucking. Career Center staff can only approve training for participants that is provided by an approved training provider. NWDB policy requires the Career Center Committee to approve training

programs. If a training program (such as Nursing, CDL, HVAC) is not on our approved training list, then we cannot fund the training for our participants. Director Whitmer informed the Committee that the Leadership Committee had discussed whether or not it made sense for the Career Center Committee to approve both the providers and training programs. With separate committees doing this, we could potentially have a situation in which the Leadership Committee approves a provider, but then the Career Center Committee does not approve any of their programs. After discussion, a motion was made by Larry Donley to recommend to the NWDB Board that the Career Center Committee approve both the training providers and training programs. The motion was seconded by Tameka Gibbs and passed unanimously.

Minutes prepared by Dave Whitmer.

Approved by:  \_\_\_\_\_ Date: 05 / 13 / 2020