

## Career Center Committee (CCC) Minutes

### Meeting Date and Location: August 5 2020 at 2:30PM via conference call

**Present:** Michael Twiddy (Chairman), Larry Donley, Annette Barnes (staff), Emily Nicholson (staff), Kenny Kee (staff), Sheryl Stevens (staff)

**Absent with notice:** Tameka Gibbs

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

- Call to order and Approval of Minutes from July 2020 meeting: Chairman Twiddy called the meeting to order. A motion was made by Tameka Gibbs to approve the minutes from the June 2020 meeting. The motion was seconded by Larry Donley and carried unanimously.
- Career Center Reopening plans: Emily Nicholson reported that the career centers of the region remained closed as DWS staff are not allowed to return until the state of NC enters Phase III of the COVID re-opening plan. The plan is now September 14<sup>th</sup> for returning. She shared the document of those plans and noted that the relocation for Elizabeth City's new center is still planned for September 18<sup>th</sup>.
- Proposed Goals for PY20 Performance Dashboard: Emily Nicholson shared the goals of the PY20 Performance Dashboard that the center managers had proposed. She explained that the areas indicated "baseline" were new topics that will be assessed and that there will be goals for those set in PY21, but since this is the first year, they are just being tracked as baseline figures. There were some discussions about the total center traffic goals, as the impact from the pandemic will affect these figures due to the centers being closed for a time period that still has an unknown end date. Without further discussion, Michael Twiddy made a motion to accept these goals and a second was provided by Tameka, which carried unanimously.
- Committee Workplan for PY20: Emily shared the committee's workplan from the previous year and informed the members that an updated plan would need to be completed so that it could be presented at the September NWDB meeting. Michael Twiddy expressed his desire for this to be discussed more thoroughly at a separate meeting and requested that David Whitmer schedule a working meeting to go over it and finalize in late August/early September. The rest of the committee and staff agreed and Emily told them she would inform David of that decision.
- Center Manager Reports: Elizabeth City NCWorks Career Center Assistant Manager, Sheryl Stevens, informed the committee that she was acting manager as Matthew Fowler was out on medical leave but was expected to return late August. Kenny Kee, Dare center manager, reported that he would also be departing on medical leave in late August but returning in mid

September. Both managers reported that call volumes had decreased but they were using this as time for staff to follow up with other customers previously assisted.

Minutes prepared by Emily Nicholson.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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