

Career Center Committee (CCC) Minutes

Meeting Date and Location: July 8 2020 at 2:30PM via conference call

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

Absent with notice: N/A

Absent without notice: Vernon Brinkley, Rex Anderson

- Call to order and Approval of Minutes from June 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 there is a detailed phased-approach plan for re-opening the career centers of the region. She shared the document of those plans and noted that the relocation for Elizabeth City's new center has been delayed, due to construction issues, until September 18th. Tameka Gibbs inquired as to whether PPE was included in the re-opening and Dave Whitmer pointed out that each phase had expectations for staff and customers to maintain safety, and that PPE was ordered and had arrived for the centers.
- ECSU Golden Leaf grant: Emily Nicholson reported that ECSU had received a grant from Golden Leaf that NWDB will be collaborating with them on as they execute it in the near future.
- Results from PY19 Performance Dashboard: Dave Whitmer pointed out the results of the performance dashboard, including areas that needed improvement as well as areas of success. He noted that June data was not yet included so this summary included data from July 2019 to May 2020.
- Updated Performance Dashboard for PY20: Dave shared that members of the NWDB management and center management had met and discussed new performance measures that capture more elements of their work with customers. This was compared to performance topics from PY19. Tameka Gibbs made a motion to approve the new PY20 Performance Dashboard, which was seconded by Sean Lavin and carried unanimously.
- Center Manager Reports: Dare County NCWorks Career Center Manager, Kenny Kee, reported that his staff are still receiving a high volume of calls. Most callers are inquiring about how to file for an extension in their unemployment, eligibility, etc. More recent calls are from employers inquiring about protocols for re-hiring employees that may be receiving the federal

unemployment benefits. Elizabeth City and Edenton Career Center Manager, Matthew Fowler, reported that he and his staff continue to have very high call volumes as well.

Minutes prepared by Emily Nicholson.

Approved by: _____ **Date:** _____