

Career Center Committee (CCC) Minutes

Meeting Date and Location: October 7, 2020 at 2:30PM via conference call

Present: Tameka Gibbs (Chair), Larry Donley, Richard Thorne, Sean Lavin, Michael Twiddy, Annette Barnes (staff), Emily Nicholson (staff), Sheryl Stevens (staff)

Absent with notice: N/A

Absent without notice: Vernon Brinkley, Rex Anderson

- Call to order and Approval of Minutes from September 2020 meeting: Chair Gibbs called the meeting to order. Larry Donley made a motion to approve the minutes of the October meeting. The motion was seconded by Michael Twiddy and passed unanimously.
- Updates: Director Whitmer informed the committee that the move of the Elizabeth City Center to the new location at 111 Jordan Plaza had been complete. He stated that the new office looks amazing and staff are all very excited. He then informed the committee that staff in all career centers have discontinued teleworking and have returned to work in their offices as of October 5. Starting October 12, the centers will be open to customers by appointment and starting October 19, they will be open to walk-in customers. Lastly, referring to the flyer included in the meeting packet, Director Whitmer informed the committee that COA will soon have a CDL training program.
- Policy Statement 11-2020: Director Whitmer review DWS PS 11-2020 with the committee.
- Dashboard Review: The Committee reviewed the dashboard updates that were included in the meeting packet. Richard Thorne made two recommendations. He recommended that the percentage that each measurement should be at (according to the percentage of the year that had been completed) should be included. This would be helpfully in making it easier to assess performance. He stated that it would be good to view trends from past years compared to the current year.
- Brief Reports from Center Managers: Sheryl Stevens, reporting on behalf of the Elizabeth City and Edenton-Chowan Career Centers, stated that everyone is excited to have moved into the new Elizabeth City Center. She next stated that they have been serving customers as best as they can virtually and have been doing virtual workshops for job seekers. She next reported that they will be holding their partners meeting virtually. Lastly, she reported that the Edenton Center will be able to use a classroom to meet with customers to ensure safety of the staff and customers.

Larry Donley told the committee that Kenny Kee is out for knee surgery and there would not be a report for the Dare Center.

Minutes prepared by Dave Whitmer.

Approved by: _____ **Date:** _____