

## Career Center Committee (CCC) Minutes

### Meeting Date and Location: September 3, 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), Lucy Wallace (staff), Matthew Fowler (staff)

**Absent with notice:** N/A

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

- Call to order and Approval of Minutes from August 2020 meeting: Chair Gibbs called the meeting to order. She then stated that the minutes needed to be edited to show that she was not in attendance at the August meeting. A motion was made by Larry Donley to approve the minutes from the August 2020 meeting with the edit as identified by Chair Gibbs. The motion was seconded by Michael Twiddy and carried unanimously.
- Updates: Director Whitmer informed the committee that center staff are scheduled to return to the center (as they currently continue teleworking) on Sept 14. He then reported that the final inspection for the new Elizabeth City Career Center (Jordan Plaza) was scheduled for Friday. Matthew Fowler indicated that the inspector was already there this Tuesday but there were a few issues that needed to be addressed. Director Whitmer informed the committee that the Elizabeth City center held a drive through job fair and it was a great success. The employer hired 12 people and the Daily Advance posted an article about it, which was included in the meeting packet. Director Whitmer next reviewed the PY 20 and 21 Negotiated Performance Goals that were included in the board packet. Director Whitmer next referred to the monitoring reports that were included in the board packet. He stated that both the Financial and Programmatic monitoring reports were excellent as there were zero findings. There was one thing for each report that required follow up. The follow up was made and accepted and both monitorings have been closed. Lastly, Director Whitmer informed the Committee that our region has two winners of the Governor's 2020 NCWorks Awards of Distinction – CB's Auto as Outstanding Employer and David Meads as Outstanding Young Adult.
- Eligible Training Provider Approval Policy: Director Whitmer referred to the draft of the Eligible Training Provider Approval Policy that was included in the meeting packet. He stated that the intent was to come into compliance with DWS Policy Statement 06-2019. The proposed draft was developed based off of this DWS Policy Statement and policies received from other local areas. After discussion, a motion was made by Sean Lavin to recommend approval of the proposed policy to the full NWDB at the September meeting. The motion was seconded by Michael Twiddy and passed unanimously.
- Brief Reports from Center Managers: Lucy Wallace, reporting on behalf of the Dare County Career Center, reported that Center Manager Kenny Kee was home recovering from knee surgery. She next stated that the beach is busy and tourism is hitting new records regarding

occupancy. Employers have been posting jobs and Marcus Cutrell has been working with employers interested in hiring veterans. She next stated that all staff continue to work from home and the Kimberly McKee has been hired on a temporary basis. EAI's continue to be conducted virtually and three Finish Line Grants have recently been approved.

Matthew Fowler, reporting on behalf of the Elizabeth City and Edenton-Chowan Career Centers, reported that he has had conversations with ECSU regarding interns. He next reported that he served on a three-person panel for approving recommendation for Elizabeth City's business grant program. RESEA's are starting to decline as people have been going back to work. Phone calls are declining as well as most have been about UI. The NCWorks Career Center Corner radio show will be starting back this month on the fourth Wednesday. Lastly, he reported that preparing for the move of the Elizabeth City Center has been time consuming.

- Working Session: Developing PY 20 Committee Work Plan: The Committee next discussed their work plan for 2020. This started with reviewing the current work plan. After review, it was determined that most of the items would remain (although some would need to be updated) with only a few exceptions. The Committee asked Director Whitmer to draft and updated work plan and send to the Committee for review before presenting to the full board.

Minutes prepared by Dave Whitmer.

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