

Career Center Committee (CCC) Minutes

Meeting Date and Location: January 5, 2022 at 2:30PM via GoToMeeting

Present: Tameka Gibbs (Chair), Larry Donley, Richard Thorne, Montique McClary, Brandi Bragg, Dave Whitmer (staff), Annette Barnes (staff), Kenny Kee (staff), Sheryl Stevens (staff), WV Yarbrough

Absent with notice: Michael Twiddy

Absent without notice: Rex Anderson

- Call to order and approval of Minutes – October 2021 Meeting: Brandi Bragg made a motion to approve the minutes of the September 2021 meeting as presented. The motion was seconded by Montique McClary and passed unanimously.
- Updates: Director Whitmer then informed the committee that information had been provided to Pat Sturdivant, President of the NCAWDB Director’s Council, that due to the realignment study, there will be a waiver for boards allowing them to not go through with procurement for Adult/DW, Youth, and One-Stop Operator services this year. Director Whitmer reached out to DWS staff Jennifer Jones to ensure that this applies to NWDB as well, and is currently waiting on a response.
- Brief Reports from Center Managers: WV Yarbrough reported the following on behalf of the Elizabeth City and Edenton-Chowan Career Centers: There was a Veteran’s Job and Resource Fair in November that was well attended. Elizabeth City Center staff have had to call law enforcement for several issues. One customer was suspended from the center after destroying property. This customer came back twice, so Director Whitmer filled trespassing charges. There also was a couple parked in the parking lot all day one day and part of the next day. Staff reported that it looked like the couple might have been unconscious and so the police were called. It turned out that they were there using the wifi. As a result of these issues, two safety mirrors and a door chime have been added to the center. The center has held numerous team-building events and “adopted” three adults for Christmas. Staff provided personal donations. The Elizabeth City Center has had numerous plumbing issues. It was determined that the most recent issue was due to a grease ball from Dominos Pizza which is next door. Lastly, WV Yarbrough reported that she has started an internal newsletter called the Pasquotank Chowan Weekly. This is sent out to keep everyone informed of everything that is happening at the centers.

Kenny Kee reported the following on behalf of the Dare Career Center. Kenny spent a lot of time working at the office alone in December due to staff being out sick. He attended the Transportation Advisory Board meeting and the Dare County CTE meeting. The center recently lost two staff and have hired one temp staff. There will be a lot of EAI’s to be done soon and other boards throughout the prosperity zone have agreed to help.

- One-Stop Operator Monitoring Policy: Director Whitmer reviewed some recommended changes to the One-Stop Operator Monitoring Policy. The main recommended change was to sample five job seeker files per Center as opposed to four – and if issues are found, the reviewing shall review another random sample in order to determine if it was just a mistake or a chronic issue. After discussion the committee agreed to the changes.


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- Center Safety – Discussion Regarding Safety Protocols/Practices: The committee discussed ideas to increase staff/customer safety at the career centers including the following:
 - Panic button – potentially connected directly to law enforcement
 - Something that can pop up on staffs’ computers to alert them of an issue
 - VOS Greeter may have a feature that can be used to alert staff
 - Video cameras
 - Perhaps the new phone system can be utilized to alert staff
 - Security guard
 - Suggestions from the police department

After discussion, staff agreed they would consider these options and try to figure out what would work best for the centers.

- Dashboard Review: The committee reviewed the dashboard as provided in the meeting packet. Director Whitmer noted the new report – 3 Year Comparisons. The committee discussed how the goals were developed and potentials ideas for improving the process as follows:
 - Involving the committee in goal development
 - Using the 3 Year Comparisons to develop the goals
- Brandi Bragg made a motion to adjourn. The motion was seconded by Montique McClary and passed unanimously.

Minutes prepared by Dave Whitmer.

Approved by:  Date: 03 / 24 / 2022

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