

Career Center Committee (CCC) Minutes

Meeting Date and Location: October 6, 2021 at 2:30PM via GoToMeeting

Present: Tameka Gibbs (Chair), Larry Donley, Michael Twiddy, Richard Thorne, Montique McClary, Brandi Bragg, Dave Whitmer (staff), Annette Barnes (staff), Heidi O'Neal (staff), Sheryl Stevens (staff)

Absent with notice:

Absent without notice: Rex Anderson

- Call to order and welcome of new member: Chair Gibbs called the meeting to order. She then informed the committee that NWDB member Charlie Long had been appointed to the meeting.
- Appointment of Larry Donley as committee Resource Member: Chair Gibbs informed the committee that the Leadership Committee agreed for Larry Donley to not be a voting member of the Career Center Committee. This decision was due to a potential conflict of interest. The main purpose of the Career Center Committee is to oversee the Career Centers and the One-Stop Operator (OSO). NWDB contracts with DWS to be the One-Stop Operator. Larry Donley is the DWS Regional Operations Director and therefore the OSO representative. Chair Gibbs stated that she has never known Larry to do anything that seemed to be outside of the best interest of the Career Center Committee and there is no issue at all with Larry, there is just too much room for a perceived conflict of interest. She also stated that Larry has been an extremely valuable member of the committee and would like for him to be a committee Resource Member which would mean that he would still be invited to all of the meetings and would continue to provide input as normal, he just will not be able to vote. Chair Gibbs made a motion to appoint Larry Donley as a Resource Member. Michael Twiddy seconded the motion and the motion passed unanimously.
- Approval of Minutes – September 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 asked Larry Donley to provide an update on the recruitment process for the Center Manager position for the Elizabeth City and Edenton-Chowan Career Centers. Larry informed the committee that interviews had been completed and the interview team had agreed upon their selection. The next step is to obtain approval from State HR. Larry then reported that there was a DWS Career Advisor vacancy at the EC Center. There was an offer made to a candidate for this position and the offer was accepted. After that Larry was informed to retract the offer due to budget issues. Director Whitmer then informed the committee that DWS is working on a new Eligible Training Provider policy. Heidi O'Neal then discussed the new customer survey. She stated that she, Larry Donley, Emily Nicholson, and David Whitmer met and finalized most of the details regarding items that have come up since implementing the survey. To date there have been 22 surveys completed. All of them were A's other than one B.
- Brief Reports from Center Managers: In the absence of Center Manager Kenny Kee, Larry Donley reported the following for the Dare County Career Center. The center had 57 customers in August – 27 UI and 30 resume, job search, training, SBTDC. The center hosted two recruiting events for


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Capital Vacations but did not have good job seeker turnout. There were also recruiting events for CVS and the Salvation Army. It has been challenging with Kenny Kee being out. Lucy will retire in November.

Sheryl Stevens reported the following on behalf of the Elizabeth City and Edenton-Chowan Career Centers. The center has been very active on Facebook and now has 1,100 followers. There were 5 hiring events last month and all had great turnout. She met with the Interim Director of the Elizabeth City and Pasquotank County Economic Development Commission to discuss career center services. Center staff participated in a customer services training conducted by Chick-fil-a.

- Dashboard Review: The committee reviewed the dashboard that was included with the meeting packet. There was discussion about how it could be helpful to have historical comparisons – perhaps quarterly or half year comparisons to the previous year.
- Proposed PY 21 Work Plan Review: The committee discussed the workplan and agreed to focus initial efforts on the following two items: Assess and improve the One-Stop Operator Monitoring policy; Access and improve the centers’ provision of services to individuals with disabilities.
- Michael Twiddy 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

TITLE	October 21 CCC Minutes
FILE NAME	CCC Minutes-Oct 2021.docx
DOCUMENT ID	6136a0e7834642a1c893aa205f12487c96ea23ab
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

Document History



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03 / 23 / 2022

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03 / 24 / 2022

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