

## Career Center Committee (CCC) Minutes

**Meeting Date and Location: March 2, 2022 at 2:30PM via GoToMeeting**

**Present:** Tameka Gibbs (Chair), Larry Donley, Richard Thorne, Brandi Bragg, Michael Twiddy, Dave Whitmer (staff), Amber Morse (staff), Annette Barnes (staff), Kenny Kee (staff), Sheryl Stevens (staff), WV Yarbrough (staff), Sean Lavin, JD Williamson, Kimberly Gregory

**Absent with notice:**

**Absent without notice:** Montique McClary

- Call to order and approval of Minutes – January 2022 Meeting: Brandi Bragg made a motion to approve the minutes of the January 2022 meeting as presented. The motion was seconded by Michael Twiddy and passed unanimously.
- Brief Reports from Center Managers: Kenny Kee reported the following on behalf of the Dare Career Center. There were a lot of EAI's in March. Staff is helping with a job fair at First Flight High School and Manteo High School. Job orders are starting to come in and he has seen some different employers. People are starting to come in the center for the first time since COVID

WV Yarbrough reporting behalf of the Elizabeth City and Edenton-Chowan Career Centers, presented a PowerPoint presentation that highlighted the following upcoming events:

- Business Roundtable: This will include local economic developers and businesses.
  - DOT Highway Construction Trades Academy: This is a week-long training conducted at the Elizabeth City Center by NCDOT and is expected to take place monthly through June. The plan is to have up to ten participants in each training and each participant will earn several credentials. At the end of the training, there will be a hiring event that will include DOT contractors.
  - Former offender event: This will take place at the Edenton Career Center. Attorneys will be present to work with the participants and there will be employers who are open to hiring former offenders.
- Changes in NWDB Region: Larry Donley reported the following changes to take place:
    - Effective June 30, 2022, DWS will step down as OSO/Functional Manager for NWDB centers.
    - DWS will not renew Dare lease when it ends June 30, 2022. Will need to identify potential satellite site(s) for DWS Career Advisor.
    - DWS will not hire center manager for Dare. WV will serve as interim manager until June 30, 2022. Effective July 1, 2022, WV and Sheryl will be managers for DWS staff only in Elizabeth City, Edenton & Dare. They will have some DWS admin duties but will also provide career advisor assistance to customers.
    - DWS will keep Career Advisor in Dare up to 5 days week during busy EAI season (Jan – mid April) at partner site(s) – exact location TBD. Will engage other PZ staff to assist as we are currently doing. Possibly 1- or 2-days week in Dare rest of year - TBD. Will assist Elizabeth City & Edenton as needed (virtually & possibly physically).
    - DWS will conduct internal search to fill Career Advisor I position vacated by RTR in Elizabeth City. Note: difficulty filling entry-level career advisor position via internal only search.
    - It's possible DWS may be authorized to conduct a limited amount of external searches state-wide for high priority needs after 7/1/22, but no guarantee.
    - Temps in Elizabeth City and Edenton may continue for now

After questions from committee members and staff, the committee decided to hold another meeting for the following week as they believed more discussion was necessary. Chair Gibbs asked Director Whitmer to poll the members to find a time to meet the following week.

- Dashboard Review: The committee reviewed the dashboard reports as included in the meeting packet.

Minutes prepared by Dave Whitmer.

Approved by:  Date: 04 / 07 / 2022

<b>TITLE</b>	March 2022 Career Center Committee Mintues
<b>FILE NAME</b>	CCC Minutes-March 2022.docx
<b>DOCUMENT ID</b>	4803a0a649fe7a69f1cb46b2caa1971dfd6d779c
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Signed

---

## Document History



SENT

**04 / 07 / 2022**

11:04:05 UTC-4

Sent for signature to Tameka Gibbs  
 (tameka.gibbs@dhhs.nc.gov) from dwhitmer@accog.org  
 IP: 65.114.49.178



VIEWED

**04 / 07 / 2022**

11:06:34 UTC-4

Viewed by Tameka Gibbs (tameka.gibbs@dhhs.nc.gov)  
 IP: 152.22.34.25



SIGNED

**04 / 07 / 2022**

11:07:08 UTC-4

Signed by Tameka Gibbs (tameka.gibbs@dhhs.nc.gov)  
 IP: 152.22.34.25



COMPLETED

**04 / 07 / 2022**

11:07:08 UTC-4

The document has been completed.