

## Career Center Committee (CCC) Minutes

**Meeting Date and Location: April 6, 2022 at 2:30PM via GoToMeeting**

**Present:** Tameka Gibbs (Chair), Larry Donley, Richard Thorne, Brandi Bragg, Michael Twiddy, Charlie Long, Dave Whitmer (staff), Amber Morse (staff), Annette Barnes (staff), Sheryl Stevens (staff), WV Yarbrough (staff),

**Absent with notice:**

**Absent without notice:** Montique McClary

- Call to order and approval of Minutes – March 2022 Meeting: Michael Twiddy made a motion to approve the minutes of the March 2022 meeting as presented. The motion was seconded by Brandi Bragg and passed unanimously.
- Updates: Director Whitmer told the committee that the Dare Career Center was still set to close on June 30, 2022 when the lease expires. DWS has agreed to remain as One-Stop Operator for PY 22 and the current center management will remain in place. We have started the annual One-Stop Operator monitoring. We also have to recertify our Career Centers. We have to submit our certification application by July 31, 2022. Larry Donley reported that he has been in contact with Dare County Manager Bobby Outten to find an office space for the Dare County DWS Career Advisor. He also informed the committee that DWS has approved an external hire for a Career Advisor for the Elizabeth City Center. Brandi Bragg asked if it was possible for staff to have office space further down the beach so customers from the Hatteras area do not have as far to drive. Michael Twiddy recommended the Fessenden Center which is in Buxton.
- Brief Reports from Center Managers: Center Manager, WV Yarbrough, reported the following on behalf of the Elizabeth City, Edenton, and Dare Career Centers: Workshops continue to be held virtually and in-person. The Business Roundtable went well and was a good opportunity to engage with economic developers and business and industry. Two economic developers and eight businesses participated. The Highway Construction Trades Academy also went very well. Five individuals completed the course and earned certifications. The expungement clinic was also a huge success with over 100 people participating. The center also hosted the Elizabeth City Fire Department to assess their cadets in reading and math. There has also been some challenges. The Elizabeth City Center has termites and the toilets have stopped working again. The landlord is addressing these issues. Also, a mouse was found in the Edenton Center.
- Dashboard Review: The committee reviewed the dashboard reports as included in the meeting packet. Richard Thorne asked how the closing of the Dare Center will affect the Dashboard. Director Whitmer stated that from perspective, the Dare Center would no longer be included in the Dashboard. Brandi asked how customers that visit Outposts are counted. Director Whitmer answered that customers who visit an Outpost are assigned to a Center in NCWorks. We will have to determine how to assign Dare customers after the center closes.

Minutes prepared by Dave Whitmer.

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



**Date:** 07 / 18 / 2022

NWDB Career Center Committee Meeting Minutes – April 2022

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**07 / 18 / 2022**

14:13:27 UTC-4

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**07 / 18 / 2022**

14:14:45 UTC-4

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COMPLETED

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The document has been completed.