

Career Center Committee (CCC) Minutes

Meeting Date and Location: March 7, 2018 at 2:30pm at the Albemarle Commission and via gotomeeting

Present: Michael Twiddy (Chairman), Tameka Gibbs, Sean Lavin, Kenny Kee (staff), Nannette Turner-Williams (staff), Dave Whitmer (staff), Emily Nicholson (staff), Randy Foreman (staff)

Absent with notice: Larry Donley, Vernon Brinkley

Absent without notice: None

1. Chairman Twiddy called the meeting to order.
2. Approval of Minutes from February meeting: Chairman Twiddy asked for a motion to approve the minutes for the February 2018 meeting. A motion was made to approve the minutes from the February 2018 meeting by Vernon Brinkley. The motion was seconded by Larry Donley and approved unanimously.
3. Center Manager Reports:
 - Nannette Turner-Williams, Career Center Manager, Elizabeth City and Edenton, reported that she and her staff and partners were planning an after-hours event for employers. Sean Lavin recommended that she partner with the EC Chamber of Commerce and the Currituck Chamber of Commerce and use their services to help with this event. Nannette then reported that she and her staff were trying to increase center traffic and have been utilizing social media and participating in job fairs. She then reported that she and her staff have been working on the dashboard goals.
 - Kenny Kee, Career Center Manager, Nags Head, reported that a Veterans stand-down was held at his center in January. He then reported numerous other items/events.
4. Review/revise approved trainings list: Director Whitmer reported that the Committee is required to review and make any needed adjustments to the approved trainings list annually. Staff had recently review the list and mad the recommendation to include Aviation training which was approved by the board. Sean Lavin also reviewed the list and made some recommendations as well. Director Whitmer informed the committee to let him know if there were any other recommendations.
5. Customer Satisfaction Survey: Director Whitmer showed the committee the Customer Satisfaction survey that is currently being conducted of center customers (businesses and job seekers) statewide.
6. Review/revise Committee Work Plan: Chairman Twiddy stated that the committee will need to have their work plan completed in time to present at the July board meeting. After discussion, the committee decided to include a work session during their May meeting.

7. A motion was made to adjourn by Sean Lavin. The motion was seconded by Rex Anderson and carried unanimously.

Minutes prepared by Dave Whitmer.

Approved by: _____

Michael Twiddy

Date: _____

4-9-18