

Career Center Committee (CCC) Minutes

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

Present: Michael Twiddy (Chairman), Larry Donley, Vernon Brinkley, Tameka Gibbs, Kenny Kee (staff), Nannette Turner-Williams (staff), Dave Whitmer (staff)

Absent with notice: Rex Anderson, Sean Lavin

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. Performance Dashboard for Career Centers –Goal Development: After discussion the committee decided to have the Center Managers develop their on goals. Director Whitmer agreed to add to the dashboard, an average for the past three years and send this to the managers. The managers would then develop their goals based on that average. The Committee directed the managers to have the goals completed within the next 90 days and report their progress at each Career Center meeting.
4. Director Whitmer then informed the committee about the MOU that had been developed to be signed by workforce board Directors and the Regional Operations Directors. This MOU was provided with the meeting packet. Director Whitmer stated that he wanted the committee to be aware of it as it describes they system in which we work. It describes the role of the Center Mangers, functional vs formal supervision, and the roles of DWS, ROD's and Board Directors. Director Whitmer then informed the committee of the customer satisfaction survey that was being conducted of Career Center Customers. He stated that he would review this survey with them at the next meeting.
5. A motion was made to adjourn by Vernon Brinkley. The motion was seconded by Tameka Gibbs and carried unanimously.

Minutes prepared by Dave Whitmer.

Approved by: Michael Twiddy Date: 5-15-2018