

## Career Center Committee (CCC) Minutes

**Meeting Date and Location:** June 13, 2018 at 2:00pm at the Albemarle Commission and via gotomeeting

**Present:** Michael Twiddy (Chairman), Tameka Gibbs, Larry Donley, Dave Whitmer (staff), Sean Lavin

**Absent with notice:** Vernon Brinkley, Rex Anderson

**Absent without notice:** None

1. Approval of Minutes from May meeting: Chairman Twiddy asked for a motion to approve the minutes for the May 2018 meeting. A motion was made to approve the minutes from the May 2018 meeting by Tamekia Gibbs. The motion was seconded by Larry Donley and carried unanimously.
2. Strategic Action Plan: The Committee reviewed the draft of the strategic action plan that was developed during their work session and included in the meeting packet. After discussion, a few edits and a timeline was agreed upon. The plan will be presented at the next NWDB meeting.
3. Performance Dashboard: Director Whitmer reviewed with the committee the additional goals the Center Managers were asked to develop that were not included on their first submission to include – OJT, IWG, Training Scholarships and Supportive Services. The Committee was in agreement with all of them other than the OJT goals. With the current emphasis on work-based learning and a new Business Engagement Coordinator hired to focus on OJT, the Committee believed the goals were too low. The Committee directed Director Whitmer to request that the Managers meet with the Business Engagement Coordinator and develop goals that they could both agree upon that indicate a focus on OJT.
4. Center Manager Recruitment: Larry Donley gave an update on the recruitment of the Career Center Manager for Elizabeth City and Edenton. He informed the Committee that the interview team would consist of himself, Dave Whitmer, Annette Barnes, and Tameka Gibbs.
5. Adjournment: Tameka Gibbs made a motion to adjourn, Sean Lavin seconded her motion.

Minutes prepared by Dave Whitmer.

Approved by: Michael Twiddy Date: 7-17-2018