



## **Meeting Notes - NCWorks Committee**

Dec 10, 2015 10am

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**Committee Members Present:** Kim Bell, Jane Blackburn, Jennie Harpold, Tom Hughes, Dr. Terry Rawls, Melissa Soto, and Debbie Woodard. By phone: Mike Birkmire and Stacy Sears

**HCWDB Staff Present:** Misty Bishop-Price, Don Sherrill, and Adrian Tait.

### **Career Center Analysis/Performance Overview**

The committee received an overview of all High Country career centers including existing locations, costs, staffing, partners, and any current plans for improvements. The committee also reviewed an initial comprehensive performance report for each center for July-September 2015. This report included services for customers and employers.

### **Request Funding Approval for Upgrades**

The committee considered a staff request to invest \$10,000 for improvements to the NCWorks Career Center located in Spruce Pine at the main campus of Mayland Community College. The funding will be used for furnishings and remodeling for a design to be completed Winter 2016 with assistance from the Appalachian State Interior Design Program. The request was approved by committee vote. A motion was made by Melissa Soto and seconded by Dr. Terry Rawls. The motion passed.

***Next NCWorks Committee Meeting: February 11, 2016***

## **Meeting Notes - Employer Service Committee**

Dec 10, 2015 3pm

**Committee Members Present:** Jason Carlton, Trasa Jones, Dan Little, and Anita Lowe

**HCWDB Staff Present:** Misty Bishop-Price, Rebecca Bloomquist, Don Sherrill, and Adrian Tait

### **Career Center Business Services Performance Overview**

HCWDB staff had compiled an inclusive report of business services entered by staff and organized the data by region and by individual center. The report was reviewed with the committee and suggestions taken as to how to make the report better. The general consensus by board staff and committee members was that staff is under-reporting business service activity (see attached report).

Center staff have been provided new local area policy with a cheat sheet and both have been discussed at staff meetings. Reports will be run again in January to review the second quarter of PY 2015 to see if stronger communications/corrective measures need to be addressed with center staff. Committee members asked board staff to encourage center staff to be more proactive with the keying of data.

### **Sector Partnerships**

An overview was provided about sector partnerships which included the following handouts: [Sector Strategy Implementation Framework](#); [Sector Strategies Organizational Self-Assessment](#); and [The Road to Sector Success: A Guide for Workforce Boards](#).

This will be an on-going process for the committee of the next few months. Some factors that will be taken into account will include the following: determination of the size of the group or region; labor market information; and the initiative should be led by industry.

The first action item is to complete an inventory of existing industry sector efforts within the region. The board staff will develop a tool for committee members to use to gather respective county initiatives.

***Next Employer Services Committee meeting: February 11, 2016***