



New Bern Housing Authority and the City of New Bern

**CHOICE NEIGHBORHOODS PLANNING GRANT**  
**Trent Court/Craven Terrace/Greater Five Points Neighborhood**

**Workforce/Adult Education Task Force**  
**Meeting Minutes – April 28, 2015 at 10 am-12:10 pm**  
**Location: Craven Community College**

**Attendees: Monica Minus, Paul Mills, Tharesa Lee, Antonio Brown, Bruce Simmons, Mark Best, Lora Wilson, Vana Prewitt, Luis Miranda, Seana Spicer, Cheryl Reed, Pat Monroe, Joy Hudson**

- 1. Uptown Business and Professional Associations' Bruce Simmon provided information about their Pre-GED Literacy Program and the barriers faced by their clientele. Handout attached.**
- 2. Updated Occupational Trends data was disseminated. This data was provided by Bob Kehres of ECWDB and formatted by K. Carton in two categories: 1. Occupations with Greatest Number of Openings that require Post-Secondary Education and 2. Require On-the-Job-Training. The matrix was disseminated also and the group was asked to review both and begin to think about "potential partners" and "strategies" to be discussed after the tour. Handout Attached.**
- 3. The group was given a Craven Community College campus tour that highlighted programs of potential career interest of CNI community based upon the community survey. Jolie Huffman, CPhT, Program Coordinator for Pharmacy Technology presented on her program and stated that they have partnerships with CarolinaEast and Carteret Hospital. Entry level wage is between \$25K-\$28K and mid-level wage approximately \$31K annually. Patricia Batten, Cosmetology Instructor and Shelby Miller, Esthetics faculty member, spoke of their programs and how completers have obtained viable employment and start businesses. The group also toured the machining center and the advanced manufacturing classroom/workspace to view samples of student work and the various career programs available. Presenters also spoke of potential job opportunities in the area. Jim Millard, Dean of Career Programs and Ricky Meadows, Chair of Industrial, Transportation & Service Programs organized and facilitated the tour that was approximately 45 minutes long.**
- 4. After the tour, the group discussed the needs, partners and some strategies on the matrix. The first need (creating training/educational options for individual career needs) was agreed upon and funding for workforce classes was added to that section. It was agreed upon that Need 2 (Community Engagement) and Need 3 (Resources-Connecting People) were redundant, therefore, should be combined together. It was agreed that a Marketing Plan was a need that should be added to the matrix because all strategies and outcomes will not be successful without a comprehensive marketing plan on how to connect people to workforce and education services.**

5. The following partners were identified for the following needs (take into consideration the partners were identified before it was agreed upon to combine the original needs 2 and 3):  
**Need 1 Partners:** Uptown Professionals, Craven Community College-HRD and Basic Skills Programs, University of Mount Olive- New Bern Campus Enrollment Specialist  
**Need 2 Partners:** Call for CNI Volunteers from the Community, Local churches, Community Associations (Trent Court Residents Council, Craven Terrace Residents Council, NAACP local chapter, Duffyfield Residents Council), New Bern Parks and Recreations, Business Industries' Public Relations/HR Representatives (Walmart, Target, Moen, Weyerhaeuser, BSH Home Appliances, CarolinaEast)  
**Need 3 Partners:** ETA Dept. of Labor website O-Net, Workforce Solutions, EC Workforce Development Board
  
6. A few strategies were pulled from the discussion of the matrix and they are as follows:  
**Need 2 (Community Engagement & Resources Connecting People to Workforce/Educational Services) - Strategy 1//** Resource Fair for CNI residents. **Strategy 2//** Uptown Prof bring pre-GED clientele to CCC & UMO for tours based upon career interests. **Strategy 3//** Make ECWDB occupational trends data such as job availability, growth, and high wage easier accessible to residents to assist in their decision about local career opportunities. A long term strategy is a resource center webpage and a resource center facility.
  
7. The task force lead will update the matrix with new input and will email to all group members. The group was asked to provide additional partners and potential strategies on the needs identified.

**Next Meeting:** Monday, May 11 @ 10 am for tour of University of Mount Olive