

North Carolina Internship Council Meeting Minutes

Friday, February 4, 2022, 10:00 a.m.

This Meeting was conducted remotely by Microsoft Teams

Ethics Statement: The State Government Ethics Act mandates that, at the beginning of any meeting, the Chair remind all members of their duty to avoid conflicts of interest and inquire as to whether any member knows of any conflict or potential conflict with respect to matters to come before the Council.

Members Present: *Dr. Susan McCracken (Chair), Bradley Merritt, Cha'ssem Anderson, Rosalynn Melissa Parks, Darren Miller, Shrikar Nunna, Bailey Recktenwald, Edwin Belton Moore, Evin Grant (Sec. Pamela Cashwell)*

Members Absent: *Jamie Stamey, Paul Worley, Dr. Monty Hickman, Andrew Munn*

Department of Administration (DOA), Council for Women & Youth Involvement (CFWYI) Staff & Invited Guest Present: *Candace Dudley, Danielle Carmen, Anaja McClinton, David Elliott, Stephanie Sellers, Jenni Owens, Catherine Chen, Katie Hall, Alexis Addison, Eliza Edwards*

Meeting was called to order by Chair Susan McCracken at 10:04 a.m.

Welcomes and Member Roll Call: Chair McCracken welcomed everyone who were present and read the Ethics Statement. No conflicts of interest were noted. Candace conducted the roll call and members state present as their names were called.

Approval of Minutes: Parks moved to approve the September 24, 2021; minutes as written. Merritt seconded. Members who were present approved the minutes, with the corrections of Cha'ssem Anderson and Shrikar Nunna spelling of name.

Council for Women & Youth Involvement Report: Carmen introduced the new Deputy Director, Ms. Charnessa Ridley.

Carmen mentioned a new grants management system is being created for the CFWYI. They are currently working on Phase 1 of the system to be used for the various grants (state/federal) that the office receives. Phase 2 will include an online system for the Internship Program. Carman mentioned the final Status of Women in NC report on Poverty & Opportunity will be released in March in conjunction with Women's History Month. Women's History Month events will consist of virtual Lunch and Learn Series.

Dudley gave an update on Youth Involvement. She stated that the Internship application went live on November 1, 2021. The application closed on January 3, 2022. This year we received 2,155 applications for 103 positions. After the basic review of the projects 825 were not approved and 1298 were approved to go to the Council. Interviews begin on February 21st. A special thanks was given to OSHR for assisting and setting up a more efficient way to review student applications. Also, the Lady Cardinal Mentorship Program is accepting applications until February 28, 2022. The Youth Involvement section is also working to start youth councils in various counties within North Carolina.

Members discussed the observation of an increased number of graduate students than undergraduate students this year and have seen the increase over the years. Also, there was a significant number of applications from students attending out-of-state colleges and universities. Several Council members stated that representation of applicants attending HBCU and Minority serving institutions was lower than we would like to see. The CFWYI office will think of ways to create more opportunities for students from HBCU and Minority serving institutions as well as students to understand more about the state government internship program.

State of the Department of Administration Report: Secretary Cashwell brought greetings and thanks to the council and announced that we finally have a budget! She gave an overview of the various departments of DOA and what each agency brings. Cashwell mentioned that improving systems and technology within DOA is a huge priority on her list as well as increasing salaries of DOA employees. It was also mentioned that she has been working with the Office of Strategic Partnerships to obtain a coordinator for internships (time-limited position). This person would reach out and develop a platform where all internship information can be housed. They will also research best practices. Feedback is welcomed. Kudos was given to the communications department for releasing 38 social media posts about the Internship Program. Cashwell mentioned that she felt the Internship Council was underutilized and that she wanted to explore avenues to better utilize the council.

Internship Findings Presentation: A presentation was given by Catherine Chen – Doctoral Associate – NC Office of Strategic Partnerships OSBM. See attached PowerPoint. Based on presentation given many questions/comments arose; Can we partner with surrounding universities to provide housing for interns? Could we work with student housing/apartments with private companies for housing? A suggestion to possibly create our own host family program. McCracken also mentioned resources that the NC Office of Strategic Partnership has and is available for everyone.

Based on the presentation, Dudley mentioned the struggle each year with providing interns with a placement in rural areas.

Old Business: Dudley reminded Council members of the Internship Manual and will send it out for council members.

New Business: Dudley announced the new meeting dates for 2022 & 2023 (Friday, September 23, Friday, February 3, 2023, and Friday, September 22, 2023). Students will be notified if they are offered an internship position by the end of March – early April. The review process for the 2022 Internship Program has changed this year. We have worked closely with OSHR (Office of State Human Resources) to make the process smoother for the Internship Council and supervisors. This year you all are reviewing via NEOGOV and also the supervisors. This year we have 44 projects funding fully, 13 projects funding partial and 64 with no funding. We are still working with agencies to see if funding will be provided.

Adjournment at 11:47 p.m. – Submitted by Candace Dudley
