

North Carolina Internship Council Meeting Minutes

Friday, September 23, 2022, 10:00 a.m.

Microsoft Teams

Members Present: *Acting Chair Paul Worley, Rosalynn Melissa Parks, Dr. Britt Davis, Avery Staley, Darren Miller, Dr. Monty Hickman, Shrikar Nunna, Bailey Recktenwald, Evin Grant (Designee for Secretary Pamela Cashwell)*

Members Absent: *Bradley Merritt, Cha'ssem Anderson, Cheryl Hicks, Jamie Stamey, Andrew Munn*

Department of Administration (DOA), Council for Women & Youth Involvement (CFWYI) Staff: *Candace Settle, Anaja McClinton, Danielle Carman, Judge Damion McCullers*

Meeting was called to order by Acting Chair Paul Worley at 10:00 a.m.

Welcome and Ethics Reminder was given by Paul Worley along with the reading of the ethics statement. There was no known conflict of interest or potential conflict by any members.

Virtual Roll Call & Approval of Minutes: Acting Chair asked each council member present introduced themselves and briefly state the organization/school and position they are associated with. Candace gave regrets for those who could not attend. Acting Chair Worley sought approval for the Friday, February 4, 2021, meeting minutes. Minutes were approved.

Introduction of New Members & Oaths of office was given by Judge Damion McCullers. The following members were sworn in: Dr. Britt Davis and Avery Staley.

CFW&YI Update: Danielle Carman (CFWYI Executive Director) brought greetings on behalf of the Department of Administration and the N.C. Council for Women and Youth Involvement. She spoke about the various programs the office administers. Danielle mentioned we distributed 104 DV contracts and 99 SA contracts to agencies. Additionally, our Family Violence Prevention Services Act (FVPSA) program now has 4 strands of funding to awarded grantees that they will be distributing. Danielle was happy to report that our office now has a new grants management system that will help streamline the grants process from start to finish. Our office is as well working to fill the various vacant positions.

Internship Program Report: Summer 2022 we were excited to welcome 83 interns. The interns were placed throughout the state and worked hybrid, virtual and in person. We were able to have a couple enhancement activities for the interns to participate in (a scavenger hunt at the museum of Natural Sciences, and tour of the Aquarium at Pine Knoll Shores). We were happy to conclude the summer with our annual Internship Reception at the Governor's Mansion. Each board member received evaluation from interns and supervisors. Based on the evaluations of the interns and supervisors it was a successful summer. Council members inquired about housing options for interns. The Internship Coordinator mentioned that our office does not coordinate housing however, some projects have housing options for students. Other council members inquired about how the information for the program is sent to students. Information is sent to students by a press release, information sent to past interns, social media. A council member mentioned that her university sends information to their students via a newsletter, website, etc. to get the word out. A question will be added to the application for students to apply to ask how they heard about the program.

Internship Dashboard: Letea Bryant, DOA Engagement Coordinator, presented about the work she is doing to house all internships within State Government in one place. The hopes are that this will make it simple for students to apply for

State Government internships. It was discussed that many students were confused on where to find internships within the state.

New Business

2022-2023 Internship Program Calendar: The council reviewed the proposed 2022-2023 Internship calendar. Council approved. Candace reviewed important dates for the 2022-2023 internship calendar.

Meeting Dates – The next council meetings scheduled for Friday, February 3, 2023, which we will be approving student applications and Friday, September 22, 2023, where project proposals will be approved for Summer 2024. The next meeting will be in person in February. More information will be forthcoming.

2023 Project Proposal Profiles: Received 104 project proposals received requesting 106 interns. We are currently still receiving project proposals. The General Assembly has still appropriated funds for the internship program. The wages for the interns have increased to \$12/hr in the past year. Access to SharePoint has been sent to all council members to approve project proposals. A link with the evaluation will be sent by the close of day. Deadline review all project proposals is Monday, October 3.

The meeting adjourned at 10:56 a.m.

Minutes Submitted by: Candace Settle, Internship Coordinator
