

Western Maryland
Local Workforce Development Board
August 17, 2016 Meeting

The Washington County Local workforce Development Board met at the Western Maryland Consortium office in Hagerstown, Maryland.

Members

Jef Bohn
James Cannon
Will Seilhammer
Charles Hunt

Ex-Officio

Rosalind Martin
Theresa Shank
Carol Costello

Guests

Debora Gilbert
Wilma Moore
Patrick Baker
Petrick Peto
Greg Adams
Mary Pat Vorreyer

- Greetings and Introductions, Jim Cannon, Chair
 Chairperson, Jim Cannon called the meeting to order and introductions of guests were made.

- Approval of Minutes – May 16, 2016
 Minutes of the May 16, 2016 meeting were not discussed as they were unable to be found.

- End of Year Performance Report
 The end of year performance was presented by the chairperson showing Western Maryland met all and exceeded all but two performance measures. Jim Cannon congratulated the staff on this accomplishment.

- Fiscal Updates
 The following status of fiscal updates was presented to the board:
 - * Smith Elliott Kearns & Company, LLC has been awarded monitoring contract
 - * FY 15 monitoring is complete, FY 16 still in progress
 - * New Health Insurance contract has been approved
 - * Drawdown for funds will be made bi-weekly beginning September 2016
 - * Payroll and Accounts Payable, including summer youth, are up to date.

- 2015 Program Compliance Review Monitoring Report-Ballot
 The Compliance Report including all findings and recommendations for future compliance was

presented by Greg Adams, Program Monitor, DLLR Monitoring and Compliance . The approved training ballot was also presented and will be added to the upcoming local plan. Greg also had concerns regarding the disability resources at the One Stop were dated and limited. Charles informed the group that “Purple Communications” will be offered in the near future which is dedicated to delivering the highest-quality and most innovative communications services to meet the needs of Deaf and hard of hearing individuals.

- Activity Updates

Consortium participation in local activities was presented such as the Housing Authority All Day Fair, the Mega Job Fair and the Job Hunter’s Expo.

- Garrett Community College - LWIB Approval

Garrett Community College requested LWIB approval for the following training classes.

- * Certified Clinical Medical Assistant (CCMA)
- * Certified Medical Administrative Assistant
- * Medical Billing and Coding
- * Medical Office Administrative Assistant

The motion from approval was made by Charles Hunt and second by Jef Bohn.

- Local Workforce Development Board Members Proposed Reappointments

Reappointment of member was discussed as Jef Bohn and Will Seilhammer will be retiring at the end of this term. It was also suggested that Dawn Scheneburger become a voting member to represent the Adult Education in Washington County. Debora Gilbert will look into appointing additional members.

Motion for suggestions for new appointees was made by Jeff Bohn and second by Will Seilhammer.

- WIOA Plan – Role and Purpose of the Local workforce Development Boards

Patrick Baker of pkbconsulting.com shared his background in operations and policy having had over 35 years’ experience with operations and policy. Many of those years having been with DLLR. Patrick informed the board that the local plan was now 90% complete and his vision of the plan is to show partner’s working together in a common way. The final plan will be posted for 30 day public comment on August 19, 2016.

- Monthly Labor Review

Debora Gilbert presented the local Monthly Labor Review pointing out the low (6.4) unemployment rate for Hagerstown. Jef Bohn suggested this may be attributed to job increases at a lower pay scale.

- Member Updates

Chairperson, Jim Cannon raised the next order of business of filling the executive director position as quickly as possible. Kristi Durst also expressed urgency in filling this position. It was suggested by Carol Costello that the salary be re-evaluated in order to broaden the

applicant pool. It was suggested by Jim Cannon that we include the County HR department to assistance. Charles Hunt suggested several professional websites in which to advertise.

- Charles Hunt suggested a meeting of all CORE partners in the near future in order to maintain a smooth flowing system.
- Teresa Shank discussed a new program bringing together both Continuing Education and Social Services to serve Food Stamps recipients which will be held at the Valley Mall. This will involve Work Keys screening prior to training.
- The next meeting is scheduled for November 16, 2016. Motion to adjourn was made and second.