

Western Maryland  
Workforce Development Board  
April 25, 2018 Meeting

The Western Maryland Workforce Development Board met at the American Job Center in Cumberland, Maryland.

Members

Melanie Chapman  
Alexander Morris  
Duane Yoder  
Sandi Glessner  
Amos McCoy  
David Crouse  
Charles Hunt  
Kim Durst  
Adele Connolly  
Elizabeth Morin  
Theresa Shank  
Rosalind Martin

Guests

Debora Gilbert  
Wilma Moore  
Paul Smith  
Bonita Austin  
Tiffany Allen

- **Greetings and Introductions** – The meeting was called to order by Board Chair Amos McCoy. As there were no new members present, introductions were inessential.
- **Approval of December 13, 2017 Minutes** – The minutes of the December 2017 meeting were reviewed. Motion to approve the minutes was made by Kim Durst and 2<sup>nd</sup> by Bonita Austin. All in favor and minutes were unanimously approved.
- **Chair Nominations** – A vote for a Chairperson to represent Allegany County will be addressed in the near future as there were no representatives from Allegany present.
- **OJT Approval** – Deb Gilbert presented the Board with three OJT contracts for approval as they each are over \$5,000. Blind Industries and Services of Maryland, Ring Containers and Pinnacle Foods Group. Ms. Gilbert also informed the Board that Western Maryland Consortium has its own Business Services Representative and then went on to share the OJT report showing the success of the program. Motion to approve was made by Theresa Shank and 2<sup>nd</sup> by Rosalind Martin. All in favor and the OJT contracts were unanimously approved.

- **Request to Modify Training Cap** – Deb Gilbert requested the training cap for participants be raised from \$4500 to \$5000 and also from 12 to 18 months as needed per individual. This dollar amount was requested to continue to fund classes thru the rising cost of training. The request for extended time period was to accommodate for spring breaks and such which may not allow a class to be completed on one year. Charles Hunt suggested we raise the cap not to \$5000 but to \$5500 to give WMC clients even more choices of classes they would like to attend. Chair Amos McCoy asked for a motion for approval. Motion was made by Sandy Glessner and 2<sup>nd</sup> by Theresa Shank. All in favor and motion unanimously approved.
- **WIOA Program Status Report and Performance** - Deb Gilbert shared Western Maryland Consortium's PY'2017 Quarter 2 performance report developed by the state of Maryland. She also presented the Board with WMC's Program Status Report for the first 3 months of the fiscal year showing the number of enrollments and exits per county. Charles Hunt presented the performance numbers for both the American Job Center and for the Veteran Program. It was suggested by Amos McCoy that the performance report from the state, although impressive, is not very clear to the Board members who do not use this on a daily basis. He asked that Deb put together a mini "crash course" for the next meeting explaining how the performance numbers are achieved and what they mean. It was agreed this would be completed by the next meeting.
- **Summer Work Experience** - Deb Gilbert shared the comparison of the 2017 and 2018 Summer Work Experience Programs. The charts revealed a drop of 20 participants in special grants programs and 8 actual WIOA participants.
- **State Plan – Executive Summary & Overview of State Plan Revisions** – A copy of the new WIOA State Plan 2018 Executive Summary was distributed by Deb Gilbert. The summary includes the new Benchmarks of Success that are built around five major strategic goals. These five goals will allow partners to think systematically about how workforce services are delivered, whether services are reaching priority populations, and where to eliminate existing gaps to build a more prepared, responsive workforce for Maryland's businesses. This plan instructs WIOA to add new CORE partners. These new partners are to be on board by September and include the Community Service Block Grant Program, HUD/Housing, Unemployment Insurance and Senior Community Service Employment Program (SCESP). It was suggested by Theresa Shank that each county develop a local strategic plan by a committee from each individual county. Amos McCoy suggested the Board research any available grants to cover such things as advertising which is not available under WIOA law. Theresa Shank also suggested the Board members reach out to all known businesses to inform them of just how helpful the workforce system can be.

- **County Updates** – Kane Logistics will be closing their doors effective May 22 of this year. A Rapid Response was held on Friday, March 16 at their location. A list of 52 employees (23 Maryland) was given to Deb Gilbert at that time. Bon Ton also closed in Hagerstown but they refused any assistance at that time. Deb Gilbert has applied for the EARN grant to assist in offering Health Care training in all three counties.

Paul Smith reported the Bon Ton in Cumberland will also be closing which will affect 70 employees. He is in the process of scheduling a Rapid Response meeting. The DORS summer program is also starting in Allegany County. The goal is to place 15 youth this year. The Allegany County Partner Summit was held April 11, 2018 and was a huge success. Paul went onto let the Board know that there will soon be several graduates from the CNC class who are most likely guaranteed jobs at the Northrop Grumman plant in nearby West Virginia.

Garrett County will be hosting the Partner Summit on May 16. The summit held in Allegany County will be used as a model for Garrett County. Kim Durst shared with the Board that the hospital will be expanding to include specialists from WVU.

The One Stop Operator, Tiffany Allen shared the 2018 First Quarter Report. Highlights included: coordinating the Quarterly Partners and Quarterly Business Services meetings. She created and shared the quarterly newsletter and maintains the social media accounts. Tiffany also facilitated and ensured cross-training center staff. There was some discussion about improving the social media pages which included sharing success stories of the clients. Tiffany asked for any suggestions for improvements to be submitted to her.

Charles Hunt gave an update on the American Job Center by sharing the client flow through the centers utilizing the various grants and resources such as UI workshops, DVOP, SCESP, etc. Allegany County hosted a job fair on April 24 with a total of 50 employers in attendance. A teen job fair is scheduled for April 30 and a manufacturing job fair will be held on May 11 of this year.

- **Member Update** - Theresa Shank announced Deb Gilbert was made an ex-officio member of the Washington County Economic Development Commission on April 9, 2018.

Amos McCoy announced the next meeting of the Workforce Development Board will be held June 20, 2018.

At this time, Amos McCoy asked for a motion to adjourn the meeting. Motion to adjourn was made by both Rosalind Martin and Theresa Shank simultaneously and 2<sup>nd</sup> by Charles Hunt. Meeting adjourned.