

Western Maryland Workforce Development Board Meeting

December 9, 2020

In attendance:

Name	Organization	
Kim Durst	Garett County Economic Development	
Deb Gilbert	Director Western Maryland Consortium	
Ken Lenberg		
Paul Smith	Dept of Labor Regional Vet Rep	
Brian Grimm	Regional Director, DORs	
Charles Hunt	Dept. of Labor, Regional Labor Exchange Administrator	
Parika Anderson	Manager of Hampton Inns Allegany County	
Paul Smith	Western Maryland Consortium Allegany County	
Kim Connaughton	MD Legal Aid	
James Marchinken		
Shawn Barncord	ACT Personnel Services	
Duane Yoder	Garett County Community Action Council	
Julie Yoder	Dean of Continuing Education and Workforce Solutions Garrett College	
Sandi Glessner	Manpower	
Ed Crowe	Western Md American Job Center	
Mary Keller	WMC supervisor Garett County	
Kaitlyn Glotfelty	Adult Ed Garett College	
Lori Kendall	One Stop Operator	
Theresa Shank	Dean Workforce Solutions and Continuing Education- Hagerstown Community College	
Amos McCoy	ABC and the Western Maryland Workforce Alliance Board Chair	
Emily Bauer	Dept Of Social Services – Garrett County	
Jennifer Runkles	Western MD Apprenticeship & Training Navigator	
Bridget Forbes	HRDC – Allegany County	
Tom Hendrickson	Rocky Gap Casino	
Dawn Schoenberger	HCC Adult Basic Education	

Agenda

1. Theresa Shank facilitated introductions in place of the Chair of the Western Maryland Workforce Development Board, Amos McCoy until he could join the meeting.
2. Shawn Barncord called the meeting to order at 10:05 a.m. and Amos McCoy, Chair of the Western Maryland Workforce Development Board proceeded to progress through the meeting.
3. The floor was motioned for the approval of draft meeting minutes with corrections as presented:
 - a. Item 4: should read MD requested waiver for youth, approved by U.S. Department of Labor

Motion on the floor was made by Charles Hunt and second by Kim Durst. Minutes from September 9, 2020 were approved unanimously.
4. Lori provided website analytics and included Western Maryland Consortium. Amos opened the floor for discussion of the website.
 - a. It was determined that the Western Maryland Consortium is required to place meeting minutes and information on their website.
 - b. Discussion around removing the website and maintaining the current URL.
 - c. Question was posed to redesign the website for use as an intranet; however, this action does not seem possible. Amos suggested moving domain to intranet. It would allow board members to access information.
 - d. Lori will unpublish the website upon motion and board approval.
5. Amos requested a motion to unpublish the website and stop current updates. Motion made to the floor by Charles Hunt and second by Sandi Glessner.

Motion was approved unanimously, no opposition.
6. Sandi Glessner has been instrumental in reaching business for the board. It was determined during the Executive Committee meeting that a Business Recruitment committee will be formed to assist with business participation during the Western MD Workforce board meetings. This will assist in guiding initiatives that support community workforces. Amos stated that the committee will meet after the first of the year and committee will be chaired by Shawn Barncord. The committee will have the following members:
 - a. Shawn Barncord
 - b. Angie Dietrich
 - c. Sheryl Stern
 - d. Melissa Margraff
 - e. Amos McCoy
 - f. Sandi Glessner
 - g. Angela Moon
7. Amos stated that new training for board members and possible training for current board members may occur.

8. Amos stated that the goal for 2021 is to increase business representation and to groom new members. Overview of board membership responsibilities was provided to attendees. It was requested that 10 questions be sent to current board participants that can be sent businesses.
9. Lori stated that there are no current updates at the moment; however, the need exists to appoint individuals to current committees.
 - a. Marketing/IT
 - b. Youth
 - c. Business Recruitment

Goals is to have committees operate on their own and report to executive committee of needs. Executive Committee reports to board on actions and activities. Deb provided overview of the committee membership and requested involvement with committees.

10. Discussion of Local Planning, RSA, and MOU occurred. Deb discussed the 4-year local plan and outlined responsibilities as well as current direction. RSA provided oversight and a template will be provided to the board as well. Amos stressed the importance of all required pieces and all participants should assist with the development.
11. It was suggested that core partners meet and develop two goals that drive plans. Businesses should be included and the state plan must be available and included in the local plan. Charles Hunt will research for an abbreviated state plan. It is a benchmark for success and how it is measured. Meeting of Core Partners is to occur the second week of January and meet again during fourth week for plan development. The plan must be approved by the board; therefore, it is necessary to move the board meeting to February instead of the current March date.
12. Amos opened the floor for questions of Partner reports that were supplied to the board. No questions were posed.
13. Other News:
 - a. Josh Bond is currently at Washington County DSS.
 - b. Charles Hunt stated that unemployment is currently hiring adjudicators for customer service in efforts to relieve strains on system.
 - c. Deb congratulated Kim Durst on current promotion.
 - d. Deb expressed condolences for the passing of Bill Walker.
14. Amos requested motion for adjournment.
Motion to adjourn the meeting was made by Kim Durst and second was followed by Julie Yoder.

Adjournment: 11:15 a.m.