

Western Maryland
Workforce Development Board
December 13, 2017 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
Stu Czapski
Kim Durst
Charles Hunt
Adele Connolly
Shawn Barncord
Liz Morin

Guests

Debora Gilbert
Wilma Moore
Paul Smith
Lynn Hardesty
Bonita Austin
Matt Shipway
Kimble Lee
Jeff Kirk
Tiffany Allen

- **Greetings and Introductions** – Both Board Chair Kristi Durst and Vice Chair Persons James Cannon not being in attendance, Vice Chair Person, Liz Morin called the meeting to order and introductions of board members and guests were made.
- **Approval of September 2017 Minutes** – The minutes of the September 2017 meeting were reviewed. Charles Hunt made the motion to approve the minutes and it was 2nd by Kim. Durst.
- **Chair Nominations** – Deb Gilbert informed the Board of Kristy Dust’s resignation as Board Chair Person. Deb Gilbert asked for volunteers for this open position. Both Amos McCoy and Alexander Morris volunteered. Voting ballots will be circulated via email with a short bio of each volunteer.
- Deb Gilbert shared Western Maryland Consortium’s PY2017 Quarter 1 performance report developed by the state of Maryland. She also presented the board with Program Status Report for the first 5 months of the fiscal year showing the number of enrollments and exits per county. Charles Hunt then presented the performance numbers for the American Job Center thru November 2017 which included not only clients but also job orders. Next the regional Veterans Representative,

Kimble Lee shared the status report for the Veteran Program thru November 2017 also. He also told the Board about a combined hiring event for the 3 western counties in early 2018.

- Charles Hunt presented the State's compliance timeline and informed the Board of just what has been completed and the estimated completion dates of any compliance issues that have yet to be met. Some of the issues remaining were completion of the Network Board and working closely with DORS to assure all accessibility issues are met in all three counties of Western Maryland. Also there will be a Career Pathway Summit held in Hagerstown in March 2018 to allow all "frontline" staff to become not only acquainted with each other but also to be familiar with what each agency does specifically and that we are following the guidelines of the MOU's in place. At this time, Duane Yoder, Garrett Co. CAC requested the 2nd tier partners be provided with a copy of the current MOU's in order to allow them to be kept up to date on exactly what is expected of each agency. Deb Gilbert informed him they will receive a copy.
- Deb Gilbert asked the Board for approval to increase, in certain instances, the minimum wage for the Adult Work Experience Program. She explained that the success rate may be higher if our wage was comparable to the regular employees. After a lengthy discussion involving many opinions and an agreement to track the benchmarks for placement, a motion was made by Amos McCoy to approve and 2nd by Kim Durst. All in favor and motion was approved.
- Approval for using funds for Incumbent Workers was requested by Deb Gilbert. These funds would allow WMC to assist employers to increase the skill levels of employees so they can be promoted within thus creating backfill opportunities for the employers. It was felt that by utilizing this program, this was a way to "get the word out" to other business that the Western Maryland Consortium is here to not only assist the job seekers but also employers as well. Jeff Kirk, Dean of Continuing Education at Allegany College of Maryland said he would promote this at his next Business Round Table meeting and suggested the other colleges do the same. Motion for approval was made by Sandi Glessner and 2nd by Charles Hunt. All in favor and motion was approved.
- Deb Gilbert presented the Board the State of Maryland Policy Issuance 2017-09 which specifically outlines Maryland's Eligible Training Provider List for WIOA training. After a quick explanation and review, Deb Gilbert requested adding Hagerstown Community College's Construction Equipment Operator training to this list. All felt it was a program worth adding. Amos McCoy praised the program and made the motion to approve, 2nd by Sandi Glessner. All in favor and motion approved. The class will be submitted to DLLR to be posted for a 30 day public comment period.
- County updates being the next item on the agenda; Deb Gilbert began by discussing the present closings in Washington County. The Bon Ton will close February 22, 2018 affecting 47 employees.

The US Census Bureau office in Hagerstown is in the processing of closing affecting 147 workers. There will be a Rapid Response meeting scheduled for the Census Bureau in early January. Also the Board was informed that Volvo has been officially certified for TRADE after 15 months.

The Western Maryland Consortium along with Thomas P Miller of the Labor Management Board recently held a disconnected youth round table. Surveys were distributed locally and on social medial to determine what the youth are looking for and what barriers they may be encountering. A total of 12 youth and some parents attended this first discussion.

Western Maryland has recently received Maryland HCCT grant allowing us to work with the corrections facilities to continue with their apprenticeship programs already in place for inmates to be released within 180 days.

The Career Pathways grant is also in the beginning stages. This is a 2 year grant involving several agencies to support participants. Thus far, WMC has received 22 letters of support for this grant.

Ring Containers is a new business to Western Maryland. This company has already held one job fair at HCC and there are plans for another in the near future to be held at the American Job Center in Hagerstown.

The American Job Center and the Washington County Public Schools are working closely with the Governor's office to promote and initiate the new Pre Apprenticeship being offered to 11th and 12th graders in Washington County. This program will hopefully steer students toward the STEM programs. A navigator is in the process of being hired to assist with this program.

Washington County will also now have a Justice Involved Navigator to assist clients with legal issues clearing the way for employment.

Paul Smith began his presentation for Allegany County by sharing a brochure giving a brief synopsis of each partner and co-partner. This was praised by all member of the Board. Paul then gave a short overview of what was happening in Allegany County. CSX has recently laid off more employees and he has been working with the Shop Stewards to assist the employees of their options. Macy's is currently hiring seasonal and busing employees to Martinsburg. This has been such a success that Macy's has already leased the building for Christmas 2018. Hopefully this has added a small boost to the economy in Allegany County. Paul also shared a newspaper article about the successful Wild West themed Chamber Expo which informed the public about local services offered in the county. Paul shared with all that the Industrial Maintenance Program combined with the CNC program at ACM which was approved by the state will most likely lead to guaranteed employment with Northrop Grumman which took over the Orbital ATK in Rocket Center, WV. Paul was excited to announce that Brandon Butler, currently Deputy Assistant Secretary for Maryland's Department of Labor, Licensing and Regulations Division of Workforce

Development and Adult Learning will be the new Allegany County Administrator beginning in March 2018.

Charles Hunt then shared the One Maryland for Jobs project available in Allegany County. An attorney from legal aid, Kimberly Cannaughton is stationed in the AJC and assists client with removing barriers they have in obtaining employment. The 1M4J is funded by the Maryland Legal Services Corp.

New On-the-Job Training employers were one of the highlights Lynn Hardesty shared with the Board. Garrett Orthopedic Physical Therapy is one of the newest contracts. Oakland Rehab & Nursing and Atlas Home Care are also new employers working with the Garrett Office in placing clients not only OJT but also Adult work Experience. WMC is also working with the hospital to pay for CNC training combined with the Adult Work Experience. Lynn also announced that Tom Rosser from Garrett County DSS is retiring. She also has a Job Fair scheduled in April 2018.

- One Stop Operator Tiffany Allen, CEO of AEA Consulting firm is working with the BOSS team in developing a summit for the partners in the near future. She is also currently working with the regional business representative to develop an intake form for employers. She expressed how the Western Maryland American Job Center Network Facebook page is growing and asked that all members spread the word to continue to share the page and to invite any employers they may know to post on our page. Tiffany then requested any email address from employers the Board may be aware of so she can add to her newsletter mailing list and make more employers aware of us.
- Deb Gilbert announced to the Board that this year's Raising the Bar will be held April 19 & 20, 2018 in Turf Valley. The conference is now open for registration and any employer wishing to sign up is welcome. She supplied the Board with information about the Credential Engine which is a web based service to find, understand and compare information about credentials. Deb also distributed and explained Maryland's WIOA Title I Impact Analysis which stresses WIOA keep their funds. Maryland's Unemployment Rate by county was then shared with the Board by Deb Gilbert. After a brief discussion concerning how Western Maryland fares compares statewide, a motion was made by Melanie Chapman to adjourn, 2nd by Adele Connolly. All in favor, motion approved.

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