

Western Maryland
Workforce Development Board
September 20, 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
Rosalind Martin
Miriam Daniel
Jason Rappaport
Charles Hunt
Troy Raines
Theresa Shank

Guests

Debora Gilbert
Gary Bockrath
Wilma Moore
James Marchinke
Paul Smith
Bill Walker
Bonita Austin
Lynn Hardesty
Carol Mowbray Brooks
Mary Ellen Branham
Matt Shipway
Kimberly Cannaughton

- **Greetings and Introductions** – Standing in for the Board Chair Person, Gary Bockrath from the Governor’s Workforce Development Board called the meeting to order and introductions of board members and guests were made.

- **New Members** - Gary Bockrath welcomed all new members to the Board and shared that the Board has been certified by the State of Maryland. He then elaborated on the mission, vision, goals and beliefs, etc. of the Western Maryland Workforce Development Board as defined by the State of Maryland.

- **By-Laws & Consortium Agreement** – Both the By-Laws of the Western Maryland Workforce Development Area Workforce Development Board and the Consortium Agreement were shared. Motion for approval of the By-Laws was made and seconded with no opposition.

- Deb Gilbert updated the Board as to the compliance of WIOA Federal Regulations. Western Maryland has all of its' Core Partners in place and has added the Continuing Education Department of the three local colleges as partners also. The Memorandum of Understanding between the CORE partners has been completed and the Resource Sharing Agreement is on track. The One Stop Operator Tiffany Allen, CEO of AEA Consulting firm has been hired. Deb introduced Tiffany Allen at this time. Tiffany welcomed the new members and revealed the new Website and Facebook page developed for Western Maryland which included all partners. Tiffany also informed the Board of upcoming "cross training" classes for first line staff in each agency. She feels this would allow us to understand the different roles of each partner thus, would allow us to better serve the shared customer's needs. Tiffany will also be sending out newsletters to all partners to keep everyone informed of all updates.
- Deb Gilbert reviewed the WIA/WIOA Funding Comparison chart with the Board. Above and beyond the WIOA funding, there were three (3) grants received from outside agencies totaling \$97,254 and one possible for the Health Care field in October 2017.
- The 2017 Summer Program report was reviewed and explained by Deb Gilbert reflecting the total number of participants and monies spent for Allegany, Garrett and Washington counties.
- Per compliance with Maryland's Governor's Workforce Development Board Policy Issuance 2017-42, all Maryland American Job Centers must be certified. This certification was reviewed by the Board and after thorough explanation from Deb Gilbert and Gary Bockrath, the Board requested periodic updates be made to ensure everyone remains in compliance. Once agreed upon by Deb Gilbert and Charles Hunt, motion was made to approve and seconded with no opposition.
- The Washington County Public School Grant Proposal of \$29,052 was submitted to the Board for approval. After several concerns as to whether this grant is necessary, and following the explanation given by Deb Gilbert, motion was made to approve and seconded with no opposition.
- Deb Gilbert requested the WMC Workforce Development Board Resolution of April 19, 2016 be updated. This resolution allows the Executive Director of the Western Maryland Consortium authority to transfer allotted funds between Title I Adult and Dislocated Worker programs on an as needed basis. Motion was made to approve and seconded with no opposition.

- Deb Gilbert requested the Board approve using funds to expand the supportive services for customers. This request included Second Hand Garage for assistance in purchasing a car, driver's education, child care, birth certificates and Maryland ID. After some discussion as to why this was necessary, the motion to approve was made and seconded with no opposition.
- Washington County Updates were presented by Deb Gilbert. A new Fiscal Manager for WMC has been hired along with the replacement of two Case Managers and a third Case Manager has been hired to assist customers who will be placed under the TCA grants and possible upcoming HCCT grant. Washington County is in the processing of wrapping up the 2017 Youth Summer Program and plans to continue with several of the youth in a Year Round Work Experience Program. Washington County is also working closely with ABC contractors in developing apprenticeship programs for interested and eligible customers.
- Allegany County Updates were presented by Paul Smith. Paul summarized the successful 2017 Summer Allegany program. There were fifty (50) participants in the program this year with a successful completion rate. Paul submitted to the Board, three new programs at Allegany College that he would like to submit to be added to our training approval list. The programs were Advanced Manufacturing/Industrial Maintenance, Nail Technician and Paralegal Certificate. Motion was made to approve and seconded with no opposition.
- Garrett County Updates were presented by Lynn Hardesty. Lynn reviewed the success of the summer program in Garrett County for 2017. She elaborated on the ease of working with customers with several core partners in the same location. Since the beginning of this fiscal year we have enrolled sixteen customers partnering with Garrett Adult Ed and another to begin in October. (12 Certified Clinical Medical Assistants, 1 Certified Clinical Administrative Assistant, 3 Certified Welding Program and 1 Medical Coding & Billing). When compared to the total (24) enrolled in training for 2016, it is obvious the Comprehensive Office theory is a success.

All business being completed at this time, meeting was adjourned. The next meeting of the Workforce Development Board is scheduled for December 13, 2017.