

**Western Maryland Consortium  
Workforce Development Board  
June 11, 2020 Meeting**

Members

Amos McCoy  
Kim Durst  
Sharon Plump  
Charles Hunt  
Shawn Barncord  
Duane Yoder  
Julie Yoder  
Sandi Glessner  
Ken Ward  
Edward Crowe  
Kaitlyn Glotfelty

Guests

Deb Gilbert  
Michael Smith  
Teresa Spruill  
Parika Anderson  
Paul Smith  
Kim Conninghton  
Stu Czapksi  
Erin Shanan  
Mary Keller  
Lori Kendall  
Theresa Shank

- Greetings and Introduction – Meeting was called to order by Board Chair Amos McCoy. New attendees were introduced (Michael Smith, Meritus Health).
- The Board approved meeting minutes from December 2019. It was approved on an unanimously approved.
- The Board reviewed the Executive Committee approvals that included a letter of support for Allegany College’s manufacturing machine tooling program to be added to the WIOA Eligible Training Provider list. This was approved on a unanimous vote.
- Board members approved appointment dates starting January 1, 2020. Outlined in the motion board terms will begin in 2020 and using the first board member meeting date, all terms will be staggered. The motion was approved unanimously.
- Deb Gilbert, Western Maryland Consortium (WMC), provided updates on state approved extensions for the American Job Center and RSA and Costs remain in place until June 30, 2021.

- The One-Stop-Operator agreement was discussed by the board with the intention of extending the existing contract. Current contract ends June 30, 2020; however, the Board discussed the extension of this contract until June 30, 2021. There was discussion of additional areas of responsibilities including some administrative tasks and discontinuing support for the Western Maryland Workforce webpage. After discussion, motion was made by Kim Durst to extend the contract as it stands until June 30, 2021 and seconded by Sharon Plumb. The motion was approved by a unanimous vote by the Board.
- An overview of areas of responsibilities was provided by Chairman, Amos McCoy. During the brief description of the structure, an overview of the areas of responsibilities with the Workforce Development Board was provided. Each section of the workforce was reviewed including:
  - Executive Council – composed of the County Commissioners and County Board Member from Business in each county. Their area of responsibility is the monitor and provide approval for financial/budgeting for Western Maryland Consortium.
  - Workforce Development Board - a group of local businesses and organizations from Garrett, Allegany, and Washington Counties who meet quarterly and provide oversight of policy for the workforce development agencies.
  - Executive Committee – consists of the Chairperson of the Board, chairs from each county and the director of the WMC. This group can approve procedures and authorize funding in between board meetings to provide a continuity of service. The group also sets the agenda for the Board meetings.
  - One-Stop-Operator – a contractual position and provides communication between the partners and the Board.
- Discussion of the website <http://wmdworkforce.org> and social media was discussed. Deb Gilbert, WMC, shared that the workforce website is underutilized with public traffic as partners maintain personal agency websites with program information. It was determined that the social media, Facebook page, would be maintained and an investigation would be conducted to alter the webpage to an internal composition.
  - Current Facebook statistics:
    - 542 Followers up from 470
    - Receiving messages requesting information on local resources
- Operations during the pandemic has agencies working remotely and working to offer face-to-face appointments.

- Western Maryland Consortium reported on 2021 Fiscal Year allocations including reduction in funding by 7.8% or \$169,949 less than last year. New grants have been received including National Dislocated Grant for \$125,000 and the Rapid Response Grant for \$150,000. Additional funding has been received from Garrett County and Washington County's local management boards for out of school youth and work experience.
- The Summer Youth program operation will be different in response to the global pandemic and National health crisis. Participants will receive some virtual job readiness training and work in crews with supervisors.
- Committees were discussed and progress from Youth Committee was shared. Youth Committee met in March with 2 individual volunteers and resulted in an agreement that recruiting would need to occur for this committee. This committee is tasked with providing oversight to the youth programming. Additional members were engaged and will meet soon.
- IT/Marketing Committee has not met yet as their meeting would have occurred at the start of the national health crisis. It was suggested that this committee be tasked with assisting the recruitment of new board members.
- Deb Gilbert, WMC, stated that there is a current need to fill the vacant chair position for Garrett County. Ken Ward, new board member expressed some interest, but shared that he is new to the organization. After discussions with Ken, if necessary, Deb will work with Kim Durst to identify potential members.
- Stu Czpasi stated that businesses need help identifying new employees and upskilling current employees. Discussion identified that Garrett College developed a business to survey to gauge needs. Struggles currently reside with additional unemployment monetary supplements that are discouraging some to return to the workforce.