

## Western Maryland Workforce Development Board Meeting

September 9, 2020

### In attendance:

Name	Organization	
Kim Durst	Garett County Economic Development	
Deb Gilbert	Director Western Maryland Consortium	
Michael Smith	Meritus Director Behavioral Health	
Teresa Spruill	Dept of Labor Regional Vet Rep	
Sharon Plump	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	
Stu Czapksi	Allegany Chamber Director	
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	
Erin Shanahan	DORS- Western Md. Counties	
Ken Ward	Garett Containers	
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	DSS Garrett Co.	
Jennifer Runkles	MD Labor - Apprenticeship	
Bill Walker	DSS – Allegany Co.	
Tom Hendrickson	Rocky Gap Casino	

## Agenda

1. Chair of the Western Maryland Workforce Development Board, Amos McCoy welcomed everyone to the meeting and presented the agenda.
2. The floor was motioned for the approval of draft meeting minutes with corrections as presented:
  - a. Addition of Chair name indicating Attendance
  - b. Spelling Correction for Kim Connaughton

Motion on the floor was made by Kim Durst and second by Tom Hendrickson. Minutes from June 11, 2020 were approved unanimously.
3. Updates on WIOA performance goals for adult and youth were provided. Deb stated that all 15 categories were met. Breakdown for category standards included 13 that exceeded standards and 2 categories were satisfactory, Youth and Adult wages.
4. WMC had requested a waiver for youth funding which is set at 75% of funding to be used on out of school youth and 25% to be used on in school youth. WMC requested this funding be 50/50 and it was accepted.
5. Deb talked about the support to WCPS for intervention specialist. Expenses of this program was discussed and pertain the specialist as well as the cost of participants. The increase in cost is approximately \$2,000 from year prior. Program is limited to 40 students and can be operational in a virtual environment as well. A motion was requested from the floor. Kim Durst motioned and Sharon Plump second the motion. The expenditure was approved on a unanimous vote.
6. In school youth funding to include apprenticeship.
7. The State of Maryland, in an effort to increase the number of training/educational institutions on the Eligible Training Provider List, requested waiver for data collection. This request would eliminate the requirement to collect completion and employment data from all participants in a training program and will only include the WIOA funded individuals.
8. Maryland was one of only four states to obtain grant funding to provide support for individuals affected by opioid crisis and the Western Maryland Consortium received a grant for \$500,000. Deb requested direction from the board members pertaining to ideas for use of the funding. Parameters of the grant were discussed briefly and suggestions were provided including:
  - a. Training for Businesses for hiring individuals reentering the workforce from recovery
  - b. Reeducation would be covered. WMC could provide hot spots for individuals and Chromebooks
  - c. WMC will investigate the addition of legal fines or supplemental items for vehicles to get back to work.
9. There is current grant funding for money to pay for cleaning staff for sanitization purposes. Guidelines are that it is a small business, non-profit, or school.

10. Discussion of unemployment was introduced and Charles Hunt provided a perspective of current unemployment operations within the COVID-19 pandemic guidelines.
  - a. Skilled professionals out of employment must be offered suitable work that is the same or equivalent to their prior position.
  - b. Individuals are not able to not return out of fear as they would no longer be eligible for unemployment benefits.
  - c. Guidelines are in place for individuals that are required to care for themselves or family members that are ill with COVID-19. A 14-day shelter in place would be requested.
  - d. Individuals that are offered the same or equivalent position at another company would not be eligible for unemployment compensation and risk the potential of being reported for fraud. This would require the reimbursement of funding received.
  - e. Individuals would not forfeit unemployment benefits from prior reporting time should a position be accepted.
  - f. An inability to access childcare would be a valid reason for a non-returning employee and additional reasons for not returning were reviewed by Charles Hunt for the attendees, including not returning due to an inability to wear a mask.
  - g. Supplementing funds for unemployment during COVID-19 is federal funding and will not affect the unemployment insurance of employers.
  
11. Work sharing information was presented to the attendees. Employees would be shared among employers and employees would not forfeit the extra unemployment compensation.
  
12. Theresa provided update for the board and attendees with regards to the Marketing and IT committee. Stated that the committee worked to refine the one-sheet informational page. The question was posed if one for each county should be explored to provide contact information. It was suggested that a page for each county be completed with an over-arching Western Maryland Workforce Alliance advertisement be completed for businesses. Direction was provided to describe the Western Maryland Alliance and compel them to join. Suggestions were made for a more of a business information page with testimonials outlining “What’s in it for them”. The committee will present the information at the December board meeting.
  
13. Deb stated that she sent out prior to the board meeting Ken Ward’s bio and reviewed it with the board as well as attendees prior to the nomination for the Garrett County chair position. Kim Durst provided the motion for the nomination and Julie Yoder second. The nomination was approved unanimously and will move forward with request of acceptance of the nomination.
  
14. Report of the youth committee included that the program was not as large as in years prior. Participation numbers included:
  - a. Garrett County: 1 hired
  - b. Allegany County: 1 hired
  - c. Washington County partnered with HCC to provide work study with \$600 stipend for completion: 40 participants and all completed the program; 2 youth hired.

Youth program experienced barriers with illness requiring participants to obtain COVID-19 testing prior to their return. Youth and sites were outfitted with PPE needs during the time of the program.

15. The Chair provided overview of the committees and their responsibilities. Youth committee members are requested to provide oversight and review the operations of the youth program. The committee will meet again to review the outcomes of the program along with the final report and set recommendations for FY21.
16. The marketing and IT committee was also reviewed. The Chair provided specifications of the committee to board members and attendees. Main goals are to increase marketing of the Western Maryland Workforce Alliance and increase this marketing to area businesses. It is also a responsibility of committee members to look for ways to market to businesses and local governmental agencies the resources of the Western Maryland Workforce Alliance group.
17. Kim Durst revisited the Workforce Committee and it was advised that this is part of the Marketing and IT committee.
18. A pandemic committee idea was visited and operational standards for this committee were outlined as supporting the local executive council to return to a normal operational status. It was deemed not feasible or necessary at this time.
19. Overall, FY21 goal is to increase communication standards within the Western Maryland Workforce Alliance.
20. Teresa Spruill provided update on lunch and learn that is upcoming and Lori will reach out to her for the information for distribution.

Motion to adjourn the meeting was made by Kim Durst and second was followed by Tom Hendrickson.

Adjournment: 11:32 a.m.