

Western Maryland  
Workforce Development Board  
June 20, 2018 Meeting

The Western Maryland Workforce Development Board meeting was held at the American Job Center in Cumberland, Maryland.

Members

Melanie Chapman  
Alexander Morris  
Duane Yoder  
Sandi Glessner  
Amos McCoy  
David Crouse  
Charles Hunt  
Kim Durst  
Adele Connolly  
Rosalind Martin  
Troy Raines  
Stewart Czapski  
Edward Crowe

Guests

Debora Gilbert  
Wilma Moore  
Paul Smith  
Tiffany Allen  
Lynn Hardesty

- **Greetings and Introductions** – The meeting was called to order by Board Chair Amos McCoy. As there were no new members present, introductions were inessential.
- **Approval of April 25, 2018 Minutes** – The minutes of the April 25, 2018 meeting were reviewed.
- **New Members** – Tony Warner of Blind Industries & Services of MD (BISM) and Dwight Brown, HR Director of Pinnacle Foods expressed an interest in becoming Board members. It was suggested Deb invite them to the next meeting to be held in September of this year. This was agreed upon by the members present.
- **Chair Nominations** – The nomination of Shawn Barncord of Act Personnel was put before the Board for president of the Allegany County Board. When asked for a vote of approval, Melanie Chapman was reluctant as he was not present. Deb pointed out his BIO in the meeting package. Motion to approve was made by Charles Hunt and 2<sup>nd</sup> by Stuart Czapski. All in favor, motion passed.

The next vote was for Amos McCoy as the Washington County Board president and Chairperson for the combined Board. Motion to approve was made by Sandi Glessner and 2<sup>nd</sup> by Kim Durst. All members in favor, motion passed.

- **Quarterly Statistics & Performance** – Deb Gilbert presented the Board with the quarterly statics and WIOA performance reports. Amos reviewed each report with the Board and explained just what each report revealed and how the outcomes were attained. He also shared a glossary of terms to help the Board understand the reports. Melanie Chapman was pleased with the report but

suggested a report be presented which shows the dollars invested per client on training activities. Amos and Deb assured her this is something we could create and share.

Next Deb shared the State Performance and Monitoring Review report. She pointed out the fact there were no findings and only very few concerns. Some of which have already been corrected.

- **County Updates**

Paul Smith updated the Board with the latest in the Bon Ton closing which affected 70 employees. A Rapid Response meeting was held on June 8, 2018. This meeting consisted of 11 employees. The official last day for the employees will be August 31, 2018. Paul gave them information on the upcoming Job Fairs as well as what our office has to offer. Paul then updated the Board about the CSX layoff effective 5/18/2018. One Hundred employees were affected. CSX had no interest in a Rapid Response, but Paul was able to contact 30 affected workers on May 21 and informed them of the Job Fair scheduled June 14 at Allegany College which consisted of 36 Employers. Of the 30 contacted, 20 were from Maryland, 2 from Pennsylvania and 8 from West Virginia.

Charles Hunt gave an update on the American Job Center by sharing the client flow through the centers utilizing the various grants and resources such as UI workshops, DVOP, SCESP, etc. Allegany County had 1,991 pas through the office this month and Washington County had 1,022. He stressed these numbers are lower than usual. Currently DLLR is looking to hire one contract employee in the Washington County office as a Re-Entry Navigator for the prison. This person's focus will be to remove barriers and get the clients ready to go the American Job Centers to seek employment.

As Kimble Lee was not in attendance, Charles presented the veteran numbers reflected from January 1 thru 5/31, 2018. DVOP supplied 201 services to 16 veterans and LEVR supplied 110 services to 51 businesses.

Kim Durst suggested to Charles that DLLR bring workshops and Legal Aide to Garrett County. Charles informed the Board that Kim Cannaughton of Maryland Legal Aide from One For Maryland already travels to Garrett County every Friday. He also was happy to inform us that Kim has been funded for another year. Charles assured Kim Durst that DLLR would be happy to workshops upon request in Garrett County.

Deb Gilbert updated the Board on the HCCT grant to the fact that it is now operating in all three Western Maryland Counties. This is a state funded grant geared toward occupational training while the client is still incarcerated and then assistance with barrier removal and supportive services to enable the client to obtain employment at release or begin training.

Melanie Chapman reported that of 275 students enrolled in Allegany County's Adult Education, 18 have graduated. Allegany College is also integrating two new programs. These programs are CNA and Pharmacy Tech. The college is also starting GED testing in the local jail.

Adele Connolly shared the numbers for the upcoming summer program. The DORS Summer WEX program has grown from 35 to 60 participants this year. Her office is currently working on hiring a support staff to assist this number of participants. The Cumberland/Hagerstown Supervisor position is now open, and it is hopeful the new person will be in place by August.

Rosalind Martin of DSS shared the date of the next Pro Bono night. This will take place July 19, 2018. Among the volunteering agencies will be Legal Aid, Maryland Volunteer Law and the Washington County Bar Membership. In the past, these meetings draw approximately 100 – 150 clients. You do not have to be a DSS client to attend.

Tiffany Allen shared the One Stop Operator Quarterly Report. She is working on developing the new website to include the changes suggested April 25 Board meeting. The new email address will be shortened to wmdworks.org once the new website is up and running. There are now 881 subscriptions to the quarterly newsletter. The Facebook page now has 310 likes and a 10.6% open rate.

- **Local Area Unemployment** – Deb shared the latest (April 2018) Local Area Unemployment Statistics by County supplied by DLLR. The rates were Allegany Co. – 5.7%, Garrett Co. – 5.5% and Washington Co. – 4.4%.

Sandi Glessner questioned as to why the employment rate so much higher for Hagerstown than some of the other select cities in Maryland. Deb and Paul both explained the fact that there are so many barriers to overcome before the majority of clientele are job ready. Such barriers include the opioid crisis in the area, the newly released offenders because of the prisons in western Maryland, single parents, etc. There are many jobs not being filled because they are high skilled jobs and the population for Western Maryland consists of low skilled clients. Stuart Czapowski said the Allegany County Chamber of Commerce is in the process of connecting business with schools. Sandi Glessner shared with the Board that only twenty people attended Youth Apprenticeship meeting that was held recently.

- **Integrated Service Delivery Area** - Deb passed out the Integrated Service Delivery Area toolkit to the Board. This explains the direction of which the AJC and WIOA are going to integrate all services. She asked that the Board review this toolkit and it will be discussed at the next meeting in September 2018.
- **Member Update** – Adele Connolly informed the board of her retirement as of the end August of this year but her actual last day will be July 27. Until her replacement is hired, her immediate supervisor, Jodie Boone will cover her duties.
- Amos McCoy announced the next meeting of the Workforce Development Board is scheduled for September 19, 2018. He also stated the meeting minutes will be sent out in advance for review. As there will now be individual county meetings prior to the full Board meeting, all future meetings will only be scheduled for approximately one hour.

At this time, Amos McCoy adjourned the meeting without motion