

Western Maryland Workforce Development Board Meeting Minutes

September 25, 2019

In attendance: Parika Andreassen, Shawn Barncord, David Crouse, Tom Hendrickson, Lisa McIndoe, Elizabeth Morin, Edward Crowe, Stewart Czapski, Kim Durst, Charles Hunt, Amos McCoy, Duane Yoder, Kaitlyn Glotfelty, Sharon Plump, Julie Yoder, Debora Gilbert, Theresa Shank, Mary Keller, Paul Smith, Kimberly Connaughton, Brittany Himmler, Linda Spence, Melanie Hose for Rosalind Martin

1. Greeting and Introductions (WDB chair: Amos McCoy)
 2. Approval of previous meeting minutes as presented
 3. Old business
 - a. One Stop Operator RFP-

RFP was sent out in June 2019. One proposal was submitted by Hagerstown Community College. The committee reviewed the proposal and discussed the single response. The committee added some responsibilities including the coordinating the Core Partners meeting and working with the Executive Committee on initiatives and awarded the contract to HCC for a one year term with options to repeat.
 - b. Workforce Development Board Bi- laws
Chairman McCoy presented the changes to the current bi laws: Please see attached
 - c. Form new committees
 - i. Executive Committee: This committee will be allowed to conduct business and make decisions outside of the quarterly board meetings. Members include:
 1. Chair: Amos McCoy
 2. Vice Chair- Erin Morin- representing business
 3. Vice Chair- Shawn Barncord- representing business
 4. WIOA rep- Debora Gilbert
 5. Education rep- Julie Yoder
 1. Workforce rep- Ed Crowe- representing business
 - ii. Youth Committee- required in by laws. Charge: Identify resources for youth, (includes ages 16-24) both disconnected and in school and work with the existing Summer Youth Program. Seventy-five percent of funds needs to be spent on out of school youth but the board can reallocated these funds to 50/50 in/out of school youth. Kaitlyn Glotfelty, Kim Connaughton, and Sharon Plump have volunteered to be on this committee, Amos McCoy will find a chairperson.
 - iii. IT/Marketing- this committee with work with EDCS and school boards to gather and analyze labor market information as stated in the bylaws 4.07. Kim Durst is the chair and committee members include Linda Spence and Duane Yoder
- New Business
 - WCPS Grant- Student Services/Student Intervention Services

Deb Gilbert presented a grant proposal to support WCPS dropout prevention by providing additional support for WIOA eligible students to complete high school successfully. Funding

will be used for case managers and supportive services costs and incentives. The board approved this proposal.

- Cost effectiveness strategies- Deb Gilbert Western Maryland Consortium
An overview of the Christmas tree report was given noting that the Western Maryland Workforce Development Area exceeds 12 of the 14 standards such as employment rate; the two standards that “meet” standards of at least 90% are local adjusted earning for adults and local adjusted credential attainment for adults. Deb noted that lower wages were due to adults being layoff and obtaining employment at a lower pay rate and some dislocated workers left training (credential attainment) to enter employment. Deb also noted that the Summer Youth program served 198 youth this summer. WMC is also overseeing the Opioid grant and working with 36 clients, the HCCT grant thru Maryland Highway serving 22 clients and Career Pathways grant working with Adult Basic Education to serve 40 participants.
- Board Strategic Planning
 - Chairman McCoy proposed hiring someone to help create a strategic plan with the goal of becoming a high performing Board. This plan will used to identify opportunities for improvement through goals and timelines. Deb Gilbert noted that WIOA funds may be used for this purpose. Kim Durst suggested that each county request funds from Commissioners for this planning, Deb Gilbert and Linda Spence both agreed that Washington County could not contribute funds at this time.
- Using Zoom for future meetings
 - The One Stop Operator suggested using digital media and Zoom for the December board meeting. The three Western Maryland Community Colleges will host their local members and connect via Zoom with technology assistance from the Colleges. The board approved this digital meeting.
- Partners update or highlights
 - Paul Smith reported there are many rumors in regards to new ownership of the Verso paper mill that closed on April 30, 2019 leaving 700 employees without jobs. The American Job Center has been working with these dislocated workers to identify benefits including using Trade Act funds.
 - This was the first meeting that the One Stop Operator attempted to get Partners highlights sent to the board members prior to the meeting. Some partners were unable to provide highlights at this time but moving forward should be able to contribute.

Next Meeting: Wednesday, December 11, 2019

Western Maryland Core Partner Meeting, September 25, 2019

In attendance: Deb Gilbert, Amos McCoy, Paul Smith, Kaitlyn Glotfelty, Julie Oder, Mary Keller, Duane Yoder, Chap Richardson, Teresa Sprail, Mary Pat Vorreyer, bonnie Austin, Melissa Hose, Sharon Plump, Erin Shahan, Kim Connaughton, Charlie Hunt, Melanie Chapman, Brittany Himber, Theresa Shank

The focus of this meeting was to determine the goals of the partners and the responsibilities of the One Stop Operator.

There was discussion on the meetings versus convening. A convening happens twice a year and usually provides some training for all participants. Traditionally Core Partner meetings have been scheduled the same days as the Board meetings and are an opportunity for partners to share information.

The group decided to have a convening on November 6th at 10:00am at Allegany College to do a process mapping for referrals between partners. Partners are asked to identify what processes they have in place. Melanie will load the current referral form to the Google drive. More details to follow.

Partners also requested more information as to the Partners report that is sent to the WDB prior to the meeting. It was explained that the report should include highlights, upcoming events or initiatives that the agencies want the Board members to be informed about to help promote and support their efforts.

Following up on the importance of communication, there was discussion on supporting social media. Currently the Western Maryland Partners have a webpage (www.wmdworkforce.org) and a Facebook page. Should a Linked In page be added? The partners also discussed having a shared calendar to share information and post events on social media.

The group requested that the One Stop Operator resend partner descriptions to group.

Deb Gilbert reported that she is working on the MOU and RSA

Garrett Community Action reported it is providing services for the SNAP E&T program

AJC reported that Teresa Sprail will be conducting information meeting to define DVOP for partners.

- Cumberland- October 15 @ 10:00am
- Hagerstown- October 24 @ 2:30pm
- Garrett- TDB

Please contact Teresa for more information.

Next meeting at Allegany College on November 6 @10:00 to do referral mapping.