

## Western Maryland Workforce Development Board Meeting

### December 11, 2019 Meeting locations:

- Hagerstown Community College Learning Resource Center room 257
- Allegany College of Maryland- Continuing Education Building room 8
- Garrett College- STEM Building room 211

In attendance at:

**HCC:** Amos McCoy, Deb Gilbert, Dave Crouse, Sandi Glessner, Theresa Shank

**Allegany:** Melanie Chapman, Paul Smith, Charles Hunt, Kim Connaughton, Tom Hendrixson, Ed Crowe, Parika Andreassen, Shawn Barncord, Erin Shahan, Stewart Czapski

**Garrett:** Mary Keller, Julie Yoder, Kim Durst, Ken Ward

Agenda:

- Greeting and Introductions (WDB chair: Amos McCoy)
  - Ken Ward of Garrett Container Systems, Inc. was introduced. Ken will be taking Liz Morin's seat on the WFD board. Liz was the Garrett County the Garrett County executive committee member. Need to determine new chair from Garrett.
- Approval of previous meeting minutes: approved with corrections to September minutes in reference to proof reading errors.

Old business

- Workforce Development Board By- laws
  - Correction to #3, 3.II- should read: Board member must notify One Stop Operator of any designee attending in their place and indicate that the proxy has been assigned full member voting rights; Member may send a proxy more to a maximum of two meetings per year.

Assign committees charges/definitions- Amos

1. Executive Committee:
  - a. Members: Amos McCoy, Liz Morin, Shawn Barncord, Deb Gilbert, Julie Yoder and Ed Crowe
  - b. Charge: Operates as the Board during non-meeting months to vote and make forward progress on initiatives and projects. Any approvals would be brought to next full board meeting for final vote. The Executive Committee also sets the agenda for Board meetings
2. Youth committee

- a. Members: Kaitlyn Fike (chair), Kim Connaughton, Sharon Plum
  - b. Charge: oversight of Summer Youth program that currently exist
  - c. Brainstorming additional ways to connect with youth.
  - d. Could meet 4 times a year but definitely pre- and post- summer sessions
3. IT/Marketing
- a. Members: New One Stop Operator ( Lori Kendal), Sandi Glessner, Melanie Chapman, Theresa Shank and Deb Gilbert
  - b. Charge: research new ways to utilize technology to reach new markets and audiences. The committee will also determine if we need to form a taskforce to recruit new Board members
4. Other Ad Hoc committees
- a. Members: TBD
  - b. Charge: Take on opportunities identified by the Workforce Development

**Discussion:** Kim Durst brought up that at the September meeting, that Kim, Duane Yoder and Linda Spence volunteered to be on the Marketing Committee. At the September meeting, they were asked to work with EDCS and school boards to gather and analyze labor market information. This charge may fall under the It/Marketing Committee. More guidance is needed.

*Action Item: One Stop Operator will schedule meetings for all committees*

Questions about Partners update or highlights- Deb Gilbert

The Western Maryland Consortium received an Opioid grant, which provides funding until March 2020. The State of Maryland is seeking additional funding and has highlighted the WMC project in their report to the Feds.

Discussion of the Definition and responsibilities of Board members- Amos

The group discussed the responsibilities of board members to attend meetings and also provide information to the community about the services of the workforce development agencies. Board members need more information about each agency and their services. More discussion is needed

5. Adjourn @ 10:55am

Next Meeting: Wednesday, March 18, 2020 via digital meeting