

**Southern Maryland Workforce Investment Board
Tri-County Council for Southern Maryland
Waldorf, MD
September 10, 2015**

Minutes

Members Present: Mike Benton (Chair), Kelly Williams, Marcia Keeth, Debra Clark, Edie McGreevy, Brianna Bowling, Benjamin Bryan, Doris Cammack-Spencer, Stacey Cook, Robin Cullers, Larry Greenhill, Laurel James, Todd Leitch, Christi Lombardi, Bill Scarafia, Cheri Swailes, Raveen Taylor, Carrie Willmore, Stephanie Witte, Therese Wolf

Members Absent: Darlene Breck, Alan Crawley, John Hartline, Francisco Kuidlan, Cindy Rauner, Kelly Winters, James Yuhase, Todd Morgan

Staff Present: Ruthy Davis, Michelle DeSoto, Lindsey Almond, Melinda Bowling, Barbara DeHenzel, Norma Hurley, Leonard Greene

Mission Moment Guest: Beverly Brown

CALL TO ORDER

The meeting was called to order at 8:07 am by Mike Benton, Chairman

WELCOME

Mike Benton, Chairman, opened the meeting with an acknowledgment of the attendees, welcome of the new and first WIOA WDB Meeting.

MISSION MOMENT

Beverly Brown from Geo-Technology Associates, Inc. spoke about the recruitment services provided by JobSource. Working with first Hans Welch, MCC Coordinator, who directed her to Yvette Turner (BSR) out of the Waldorf offices. Yvette was able to find quality applicants that fit the company's needs based on the provided job description and set up interviews. From the recruitment program 5 individuals have been hired.

APPROVAL OF MINUTES

A motion to approve the September 10, 2015 SMWDB minutes was made by Christi Lombardi seconded by Robin Cullers and carried.

COMMITTEE REPORTS (CONSENT AGENDA)

The Board reviewed the consent agenda documents. Bill Scarafia questioned the WIA and Labor Exchange Performance QTR1 for the Youth. Why is the Youth performance failing? Mr. Scarafia reiterated that if the program is not meeting the goals, the Board needs to be made aware. Norma Hurley, Youth and Young Adult Program Manager, noted that one of the reasons for the failing marks is due to staff turnovers and not being able to enroll quality youth into the program. Staff are now in place to move the program forward to meeting goals.

A question was also brought up about the Executive Committee minutes from October 22, 2015 regarding the "Training Provider Nomination – Security Professional Development Institute" What is the status? Lindsey Almond noted that she spoke with the SMHEC about the need for security guard, currently in the State no official certification is needed making the Security Professional Development Institute not necessary for the area. Waiting on official statement.

A motion to approve the Committee Reports (Consent Agenda) was made by Briana Bowling seconded by Doris Cammack-Spencer and carried.

APPROVAL OF BYLAWS

Robin Cullers made a motion to approve the SMWDB Bylaws with the revision to Article IX, Section 5 – Attendance: “Members must attend a minimum of 50% of all annual Board activities to include full Board meetings, and the respective Standing Committees they join.”
Seconded by Briana Bowling and carried.

STANDING COMMITTEE

Mike Benton went over the Standing Committee Missions:

- Executive Committee: The mission of the Executive Committee is to assist with operational and other issues relating to the JobSource delivery system; review all program plans, reports, and other documents which the Board by law is required to review and act upon; and make recommendations concerning such items to the Board.
- Youth & Young Adult Advisory Committee: The mission of the Youth and Young Adult Advisory Committee is to provide information and assistance with the planning and operation of the delivery of services to youth and young adults within the Tri-County area.
- Strategic Business Engagement Committee: The mission of the Strategic Business Engagement Committee is to engage with local business and industry to:
 - Identify human capital needs and emerging employment opportunities, in order to
 - Effectively direct training resources to sector strategies and career pathways that result in a skilled Southern Maryland workforce, and
 - Create maximum economic value.
- Workforce Accessibility Committee: The mission of the Workforce Accessibility Committee is to:
 - Ensure programmatic and physical access to the services of the American Job Centers,
 - Provide appropriate training for staff, and
 - Enhance the ability of individuals with disabilities to obtain employment.

Chairs & Staff Support:

- Youth & Young Adult Advisory Committee: Chair: Edie McGreevy; Staff: Norma Hurley
- Strategic Business Engagement Committee: Chair: Marcia Keeth; Staff: Lindsey Almond
- Workforce Accessibility Committee: Chair: Debra Clark; Staff: Pamela Wilkerson

The Board broke into the Standing Committees they wish to be involved with to further discuss.

Next Standing Committee Meeting Dates:

- Workforce Accessibility Committee: January 12, 2016
- Strategic Business Engagement Committee: January 13, 2016
- Youth & Young Adult Advisory Committee: January 19, 2016

[Action Item: Ruthy Davis will send Standing Committee missions to the Board as well as Board contact information]

PUBLIC COMMENT

No Public Comments.

Next meeting for the SMWDB is scheduled for March 10, 2016. Location is TBD.

The meeting was adjourned at 10:04 a.m.