

**Southern Maryland Workforce Development Board
Tri-County Council for Southern Maryland
Leonardtown, MD
December 8, 2016**

Minutes

Members Present: Mike Benton (Chair), Edie McGreevy, Kelly Williams, Lisa Millikan, Suzie Miller, Marcia Keeth, Christi Lombardi, Larry Greenhill, Stephanie Witte, Stacey Cook,

Members Absent: Darlene Breck, Laurel James, Doris Cammack-Spencer, Francisco Kuidlan, Todd Leitch, Cindy Rauner, Raveen Taylor, Carrie Willmore, Robin Cullers,

Staff Present: Ruthy Davis, Pam Wilkerson, Norma Dorsett, Letitia Pinkney, Leonard Green, Rodney Giles, Mandela Gray, Melinda Bowling, and Lindsey Almond

Guests Present: Jobina Brown (Job Corp) and Shawn Salta (Direct Mail)

CALL TO ORDER

The meeting was called to order at 8:06 am by Mike Benton, Chairman.

WELCOME

Mike opened the meeting with a welcome and acknowledgment of the attendees. There was no quorum of members, so the business matters were moved to a later time in the agenda.

NEW STAFF INTRODUCED

Ruthy Davis introduced the newest workforce staff to the board and briefly highlighted their career experience. Mandela Gray, Resource Center Specialist to the St. Mary's County American Job Center; Rodney Giles, Discretionary Grants Navigator, working primarily on the MTC (Ready to Work Grant); and Letitia Pinkney, WIOA Career Counselor for Adult and Dislocated Workers for the Charles County American Job Center.

MISSION MOMENT- BUSINESS SERVICES

Shawn Salta, co-owner of Direct Mail, gave the Board an in-depth overview of his business, their workforce needs, and how his experience with Southern Maryland JobSource greatly assisted his hiring efforts. He explained to the board his previous, unsuccessful experience working with Manpower and the benefit of having Southern Maryland JobSource's Business Services team assist them during their busy recruitment season. Over the past few months, Mr. Salta hired over 75 workers in the Southern Maryland region. Transportation for his workers has always been an issue due to the lack of suitable transportation. The Business Service team referred Mr. Salta to the Tri-County Council's transportation program managers for assistance.

APPROVAL OF MINUTES AND CONSENT AGENDA

Once a quorum was reached, a motion to approve the minutes from the September 2016 Quarterly Full-Board Meeting was made at 8:31 am by Marcia Keeth, seconded by Christi Lombardi. A motion was then made by Kelly Williams at 8:34 am to approve the Consent Agenda documents, seconded by Edie McGreevy. Both motions passed.

WORKFORCE DEVELOPMENT BOARD (WDB) BUSINESS

Chairman Benton directed the Board's attention towards the next calendar year's meeting schedule. As it currently stands, the WDB meets the second Thursday of the last month of the respective quarter from 8:00am to 10:00am. With a motion made by Larry Greenhill and a second by Christi Lombardi, approval of the meeting schedule for the 2017 calendar year passed at 8:41am.

The Chairman informed the Board of two new WDB appointments that will need to be made in the near future, with the untimely passing of long-standing member and community partner Bill Scarafia of St. Mary's Chamber of Commerce, and the resignation of Cheri Swailes from her seat on the board.

Finally, the Chairman informed the board on TCCSMD's recent DLLR Fiscal Audit. No discrepancies were noted to which Mr. Benton gave formal recognition and appreciation to the Finance Director of TCCSMD Melinda Bowling. She, in turn, expressed her gratitude for the acknowledgement of her hard work.

GUEST SPEAKER

Ruthy Davis introduced guest speaker Jobina Brown of the Woodland Job Corp Center who was provided an introduction by Youth and Young Adult Program Manager Norma Dorsett. The Youth and Young Adult Program recently toured the Woodland Job Center and were provided a delicious lunch, compliments of the Job Corp's culinary training program. Jobina distributed outreach materials to the full board from the Woodland Job Corps Program and their other location in Woodstock, Maryland. She provided a program overview, including intake and program requirements through a Power Point Presentation and Career/Training Video. Ms. Brown explained the various training opportunities available to the participants, dorm style living provided, as well as other support services available for participants' success. She educated the Board on the eligibility criteria, reviewed the referral process and how it partners with workforce, and explained the connection with Maryland Transition Services- a program that provides transportation assistance for participants. The average cost per participant is \$35,000 and has many strenuous requirements. They are capable of assisting 300 students annually with long-term employment through Career Readiness training being the primary objective. Ms. Brown addressed the various misconceptions about the Job Corps program with the Board. For example, the program doesn't enroll convicted criminals.

Following the presentation, Jobina opened the floor for questioning. Marcia Keeth inquired as to whether or not Job Corps has a lot of participants from Southern Maryland to which Ms. Brown indicated that they did not. Recruitment and Outreach is the purpose behind the presentation given today with the goal being higher interest. Lisa Millikan gave Job Corps accolades for the success of one of her program participants dually enrolled in DORS. She was in the Electrician Apprenticeship Program and is doing extremely well. Edie McGreevy inquired, and Jobina confirmed, that as long as participants are 24 at the time of enrollment, they are eligible to receive services- unless they have an IEP from the public school system. In this case, the participation age increases.

WIOA PROGRAM UPDATES

Ruthy informed the Board that the Local Plan for our workforce area was submitted successfully and, by law, DLLR has 90 days to provide feedback to the Board. Additionally, Memorandums of Understanding (MOUs) will be forthcoming between TCCSMD and the various WIOA partners. They are to be completed prior to the end of the year.

Workforce Board Member Stacey Cook presented last night at the Governor's Workforce Development Board Meeting on behalf of the Southern Maryland Healthcare Industry Alliance's EARN Grant. She reported on the extraordinary opportunity to drive training for the industry and how it has positively impacted Southern Maryland's Healthcare Industry.

Workforce Accessibility Committee Chair Lisa Millikan reported updates to the Board from their last meeting held on November 16, 2016. Two committee members conducted an accessibility survey at the Waldorf Job Center. The survey indicates that a need for accessibility and diversity training is needed and has been given approval to be conducted in the spring of 2017. This is the first phase on ongoing staff trainings to be conducted. The next meeting is scheduled for January 25, 2017.

Youth and Young Adult Committee Chair Edie McGreevy reported to the Board that 111 participants successfully passed through the Summer Employment Program in 2016, and 17 of those individuals remain employed. The Work-based Learning program is ongoing with the goal of 50 participants being placed by the end of the program year in June 2017. Edie stated that Financial Literacy Workshops and Leadership and Development classes will begin in January 2017. Program Manager Norma Dorsett is scheduled to meet with Ellen Flowers-Fields of the College of Southern Maryland's Small Business and Development Center regarding an Entrepreneurship Program. Finally, Committee Chair McGreevy announced that the Youth and Young Adult program recently received an award for their work with the Tri-County Youth Services Bureau and Job Corp from the Charles County Board of Commissioners.

Marcia Keeth, Chair of the Strategic Business Engagement Committee, reported that the meetings had been put on hold pending the approval of the local plan from the State, as the Industries the Committee focuses on are outlined in the plan. Surveys will be distributed to the regional businesses and the Workforce Boards' encouragement of participation to their local contacts will be paramount. Additionally, sub-sectors will be identified in each Industry Sector selected in the local plan. The Committee is set to meet at the beginning of next year to follow-up and make recommendations to the business climate survey.

CALL TO ACTION

Mike prompted the Workforce Board to be forthcoming with information about Industry patterns and trends, certifications coming down the pike, and any additional information that will help the Board be on the forefront of economic change. Kelly Winters reported, in turn, that the trucking industry may be altering the amount of training hours required to sit for the certification. Additionally, Shawn Salta stated the push towards automation and robotics in within the logistics and manufacturing industry. Marcia Keeth added that a grocery store in Seattle is opening and is completely robotic. She went on to say that these innovations will be shifting the caliber of jobs we will see in the future, and that we, as a Workforce Board, will be forced to innovate as well.

Kelly Winters informed the Board of CSMD's Regional Campus's Grand Opening will be towards the end of April 2017. The transitioning of the training courses will begin in March of 2017.

Pam Wilkerson announced that a cohort of Dental Assisting trainees will be graduating December 21, 2016, and she invited all Board Members to attend. Additionally, the training program is pursuing an apprenticeship designation by the State of Maryland in partnership with local companies.

AJOURN

With no public present to comment, Marcia Keeth moved to adjourn the meeting, Christi Lombardi seconded, and the motion carried. The meeting was adjourned at 10:16 am.