

**Southern Maryland Workforce Development Board Meeting**  
**College of Southern Maryland**  
**Leonardtown Campus, MD**  
**March 12, 2020**

**Minutes**

**Members Present:** Michelle Nicholson, Kelly Williams, Suzie Miller, Patti Meszaros, Stacy Cook, Alan Crawley, Tracey Latham, Dr. Maureen Murphy, Mike Scott, Doris Cammack-Spencer, Therese Wolf

**Members Absent:** Robin Cullers, Marcia Keeth, Marcia Chase, Pennie Drinkard, Seth Erlin, Dr. Rich Fleming, Michael Ghosh, Larry Greenhill, Christy Lombardi, Daniel Palliparambil, Cindy Rauner, and Stephanie Witte

**Staff Present:** John Hartline, Ruthy Davis, Pam Wilkerson, Selorm Agbley, Jackie Chembars, Belinda Denton, Lamont Downs, Sandy Faucheux, Candace Gaines, Rodney Giles, Karol Knox, Ashley Raley, Daryl Rice and Yvette Turner,

**PRE-MEETING COMMITTEE WORK**

The Workforce Development Board Committees held separate working meetings from 8:45-9:00am to discuss their work plans. Meetings were led by Committee Charis.

**CALL TO ORDER**

The meeting was called to order at 10:14 am by Michelle Nicholson, Chair.

**WELCOME AND INTRODUCTIONS** Michelle opened the meeting with a warm welcome and acknowledgement of attendees. Introductions were made among all attendees.

**MISSION MOMENT- WORK BASED LEARNING**

TCCSMD Youth Service Specialist-*Candace Gaines*, TCCSMD Business Engagement Specialist- *Yvette Turner* and WBL Participant-*Jose Palmer* provided an overview of the Work Based Learning Program from the vantage point of the TCCSMD Youth Team, a business representative and WBL participant. This is a year round program offered to any business that is interested in providing employment to a youth or young adult at no cost to the business-similar to a paid internship, with the anticipation of the business hiring them after the program is over.

**BUSINESS**

- A quorum was not established, therefore, the minutes from Dec. 12, 2019's meeting were not approved.

## COMMITTEE UPDATES

### **Belinda Denton, TCCSMD Staff of Business Engagement Committee:**

Belinda reported the following initiatives:

- Plan to have one central location for resources
- Currently there are 2 Groups: Integrated Group vs. Committee
- Next Steps- inviting members of the committee to attend the next Integrated Business Engagement Network meeting for better understanding the strategies of the group and how the two groups can work together.

### **Patricia Meszaros, Chair of Youth & Young Adult Advisory Committee:**

Patricia reported the following initiatives:

- Committee is continuing work on a Resource Mapping to provide information on what the committee members/organizations do, how they serve the youth and including a bio on the organization along with contact information.
- Entrepreneurial Fair-the committee moved forward with more planning on the fair that they hope to hold in the summer.

### **Suzie Miller, Chair of Special Populations Committee:**

Suzie reported the following initiatives:

- Support & expand the Re-entry program at the Calvert County detention center by building curriculum for participants
- Plan to expand the program into Charles and St. Mary's Counties
- Increase funding for enrollment
- Currently working with already released individuals, plans to work with pre-release individuals
- Create manual for the program

### **Ashley Raley, Staff to the Quality Assurance Committee:**

Ashley reported the following initiatives:

- Currently revising the Dashboard, provided metrics to the committee

## PERFORMANCE

Ashley Raley provided an in-depth review of the 2<sup>nd</sup> Quarter PY19 Performance Report, also known as the "Christmas Tree Report". Ashley explained the data on the report is from 1 year to 18 months prior-for this report it was data from Jan. 2018-Dec. 2018. She also explained the Dashboard is currently being revised and will help with forecasting what the performance will look like in the future.

## WHAT'S HAPPENING IN WORKFORCE

Ruthy Davis provided an update on:

- Youth Program Manager interviews-have been conducted, decision to be made soon.
- Youth Office Relocation – 50 Post Office Road, Waldorf. Plans to move in the first half of April.
- Lexington Park AJC- Lease expires March of 2021- plan to relocate.

- St. Mary's County Navigator Positions - Rewarded the grant for the positions, waiting to receive the contract from St. Mary's with the details of the reward. Navigators positions are to provided outreach to opportunity youth in St. Mary's.
- Youth Summer Employment Program Funding – We anticipate receiving the Governor's funding as well as Department of Labor's. We have also been given a verbal notice that Charles County plans to provide funding for 30 youth for the summer, \$91,500. Calvert County has agreed to provide funding for additional 5 youth. St. Mary's has also reached out and indicated interest in contributing.
- Hiring Event - Scheduled for May 13<sup>th</sup> at the Capital Clubhouse. We plan to have 80 businesses, currently 35 are registered. Same app as last year is being used. Registration is now open to Job Seekers as well. Have contracted the Southern Maryland radio (T-Bone and Heather) to be on site as well as advertising in advance.
- Project Open Doors – Again funded with a grant from the RMC-RMPIF fund. The program was created 4 or 5 years ago. Next round is to begin in April in collaboration with TCCSMD & CSM-Small Business Development Center. It will allow 10 participants to attend the 10-week boot camp and workshops. It's open to any and everyone.

#### **Public Comment & Announcements:**

There were no public comments or announcements.

#### **Adjournment:**

A motion to adjourn was made by Kelly Williams, seconded by Alan Crawley and passed. The meeting was adjourned at 11:15 am.