

**Southern Maryland Workforce Development Board Meeting**  
**Via Microsoft TEAMS Meeting**  
**June 11, 2020**

**Minutes**

**Members Present:** Michelle Nicholson, Kelly Williams, Marcia Keeth, Michelle Stewart, Patti Meszaros, Marcia Chase, Alan Crawley, Pennie Drinkard, Seth Erlin, Dr. Rich Fleming, Michael Ghosh, Tracey Latham, Christy Lombardi, Dr. Maureen Murphy, Cindy Rauner, Therese Wolf

**Members Absent:** Robin Cullers, Stacey Cook, Larry Greenhill, Daniel Palliparambil, Mike Scott, Doris Cammack-Spencer, Stephanie Witte

**Guests Present:** Ken Lemberg, Governor's Workforce Development Board, Ellen Flower-Fields, CSM, Joe Alteri, Metrix Learning

**Staff Present:** John Hartline, Ruthy Davis, Pam Wilkerson, Belinda Denton, Sandy Fauchaux, Rodney Giles, Greg Holtz, Ashley Raley

**CALL TO ORDER**

The meeting was called to order at 9:01am 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.

**BUSINESS**

- A quorum was established.
- A motion to approve the minutes from the December 12, 2019 meeting was made by Christy Lombardi, was seconded by Suzie Miller and carried.
- A motion to approve the minutes from the March 12, 2019 meeting was made by Patti Meszaros, was seconded by Marcia Keeth and carried.
- A motion to approve the consent agenda documents was made by Kelly Williams, seconded by Patti Meszaros and carried.

**WORKFORCE STAFFING UPDATES**

Ruthy Davis informed the group Greg Holtz was promoted to Youth Program Manager in April 2020 and reviewed the org chart.

**COVID-19 UPDATES-WHAT ARE WE DOING TO CONTINUE PROVIDING SERVICES TO THE REGION?**

Ruthy Davis reported on some of the services that are currently occurring during the Covid-19 crisis:

- **Email Campaign**-email blasts are being sent out every Monday
  - Emails have gone out 9 times thus far
  - Includes all MWE registered users in the last year, all unemployed registered prior to COVID-19 and all unemployed registered during COVID-19
    - Over 4,500 emails are being sent out every week
    - One third open rate
    - 10% click through links
  - Contains list of "hot jobs" available in Southern Maryland for the week

- Dedicated staff member to answer & assist with resolving all inquiries and forwarding to appropriate career counselor
  - 99% of the requests are regarding unemployment
- **Job Clubs**-virtual job clubs are being conducted weekly and sometimes twice weekly
  - Conducted by Adult & Dislocated counselors
  - Conducted by Youth & Young Adult counselors
- **Motivation Mondays**-implemented by Pam and her team as outreach to participants
- **Virtual Recruitments** – conducted with local businesses by the Business Services Team
- **Youth AJC Relocation** – relocation of the Youth AJC is complete

### **SKILLUP SOUTHERN MARYLAND**

Joe Alteri with Metrix Learning (SkillUp America) provided a presentation on this web-based platform focused on providing workforce participants training for skills needed for job placement and advancement. This platform will be implemented and launched for our area in the name of SkillUp Southern Maryland and funded thanks to a grant by the Rural Maryland Council.

### **GETTING SOUTHERN MARYLAND BACK TO WORK**

Ellen Flowers-Fields, Associate VP Continuing Education & Workforce Development, CSM, presented to the group this regional collaboration of leveraging resources to assist Southern Maryland citizens in obtaining work and working towards stackable credentials. Those involved will include, but not limited to; CSM, TCCSMD, Economic Development, Chambers of Commerce and businesses. Beneficiaries of this initiative will include businesses, the local community, local economy, underemployed citizens as well as those changing careers.

### **WHAT'S HAPPENING IN WORKFORCE**

Ruthy Davis provided an update on:

- **Regional Hiring Event** – was schedule for May has been postponed due to COVID-19. Will revisit having an in-person fair the end of the year or early next spring.
- **Summer Youth Program** – Funded by the Governor along with this year, Charles and Calvert Counties. Due to COVID-19 the challenge this summer is placing participants due to safety of the participants. Plan to place as many young people as possible in virtual positions. Staff time will be spent providing as many youth as possible with basic skills in preparation for the workplace.

### **VIRTUAL TOUR OF THE YOUTH OFFICE**

Greg Holtz, Youth Program Manager, provided a virtual tour of the relocated Youth & Young Adult American Job Center.

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

There were no public comments or announcements.

### **Adjournment:**

A motion to adjourn was made by Marcia Keeth, seconded by Alan Crawley and passed. The meeting was adjourned at 10:03 am.