

**Southern Maryland Workforce Development Board Meeting
Via Microsoft TEAMS Meeting
September 8, 2022**

Minutes

Members Present: Michelle Nicholson, Kelly Williams, Robin Cullers, Patti Meszaros, Carrie Akins, Marcia Chase, Alan Crawley, Brian Miller, Dr. Maureen Murphy, Tami Radisch, Cindy Rauner, Mike Scott, Stephanie Witte, Michael Young

Members Absent: Michelle Stewart, Dr. Christine L. Bergmark, Stacey M. Cook, Pennie Drinkard, Seth Erlin, Michael Ghosh, Christy Lombardi

Guests Present: Michael Digiacomio, Governor's Workforce Development Board, Ken Lemberg, Governor's Workforce Development Board

Staff Present: John Hartline, Ruthy Davis, Melinda Bowling, Belinda Denton, Sandy Faucheux, Greg Holtz, Ashley Raley, Terri Wright

CALL TO ORDER

The meeting was called to order at 9:00 am by Michelle Nicholson, Chair.

WELCOME AND ROLL CALL

Michelle Nicholson opened the meeting with a warm welcome and introduction of attendees.

MISSION MOMENT

Daryl Rice introduced and shared the Mission Moment videos of 3 participants who successfully completed this year's Summer Youth Program.

BUSINESS

- A quorum was established.
- A motion to approve the minutes from the June 9, 2022, was made by Robin Cullers, seconded by Patti Meszaros, and carried.
- A motion to approve the consent agenda documents was made by Dr. Maureen Murphy, seconded by Alan Crawley, and carried.

Staff Updates

Ruthy Davis shared the current Tri-County Council for Southern Maryland workforce org chart and provided an update on newly hired staff and current vacancies.

WIOA COMPLAINTS UPDATES

WIOA Bi-Annual Performance Negotiations

Ruthy Davis provided information on WIOA performance negotiations that are required by law. Every two years, the Maryland Department of Labor negotiates state performance with the US Department of Labor and in return, the Maryland Department of Labor proposes performance negotiations to the local areas. This year, as expected, the goals increased. The performance levels for negotiation are:

1. Employment Rate 2nd Quarter after exit
2. Employment Rate 4th Quarter after exit
3. Median Earnings 2nd Quarter after exit

4. Credential Attainment within 4 Quarters after exit
5. Measurable Skills Gains

We accepted the state's proposal on August 5th.

Board Recertification

Recertification of the Board was completed and accepted on August 11th by the Governor's Workforce Development Board. By law, all boards must be recertified every two years. The documentation requested included a complete list of the local board members and:

- Evidence that a majority of members are business representatives.
- Evidence that, at a minimum, twenty (20) percent of members are representative of workforce within the local area.
- Evidence that the members of the local area board are representative of diverse geographical locations within the local area.

ESTONIA DELEGATION TOUR

Ruthy Davis provided information on a recent meeting with a delegation from Estonia. Pärnu County in Estonia has a relationship with St. Mary's County, and a delegation from Pärnu County traveled to St. Mary's County for five days of tours and discussions. Ruthy participated in a workforce discussion with the delegation. The meeting brought to light two pain points we share: individuals lacking soft skills and finding and engaging opportunity youth.

PROGRAM UPDATES

Adult & Dislocated Workers

Ashley Raley provided an update on the WIOA Adult/DW Program. Due to funding cuts, they have had some downtime in enrollment and have utilized that time to strategize on revamping upcoming workshops, training staff, updating space at the Waldorf AJC and co-enrolling with the ARPA Program.

Summer Youth Employment Program (SYEP) Update

Greg provided an update on the program. The program concluded prior to the school year starting with a 100% completion rate. Two participants early on were not able to continue with the program due to medical issues and were replaced. Ninety-five out of the ninety-seven participants have completed the program thus far with the remaining two finishing soon. So far, there have been two employment offers with one participant accepting and one who is indecisive at this point.

The Youth Team plans to stand up a Fall Employment program utilizing RMPIF funds to provide the program to 29 participants, 13 in each county. This will be offered to 18–24-year old's and will not interfere with school. Plans are to begin mid-October, with incentives of \$1,200 for successful completion of the program.

Business Engagement

Belinda Denton provided a preview to this year's hybrid Regional Hiring event. The event will be held on October 5, 2022; 10am-1pm in person at the Waldorf West Library and from 1pm-4pm virtually. Outreach for the event will be shared on social media platforms with plans to explore more local outreach such as road signage, commuter buses and radio ads. The event will include job postings announced prior to the event, prescreening, on the spot interviews and an accelerated outreach effort thirty days prior to the event.

The Business Engagement Team will begin a podcast at the end of the month, "Let's Get the Job

Southern Maryland.” The goal is to create twelve podcasts over the next year. Podcasts will be available on platforms such as Spotify, iHeart Radio, etc. and will showcase interviews with staff and others that jobseekers will benefit from. Topics to be covered include resume help, interviewing, how to find that hidden job, etc.

ARPA Grant Year One Recap

Ashley Raley provided a recap on the successful first year of the ARPA program. July 2021 through June 30, 2022, there was engagement with over eight hundred individuals, of which 107 have been enrolled.

Eighty-two participants chose the training track and twenty-one chose the employment track. Four are currently co-enrolled in WIOA Title I and are benefiting from the supportive services ARPA provides.

The breakdown of participants in the training track:

- 20 Construction
- 18 IT
- 13 Other
- 16 Undecided
- 11 Healthcare
- 2 Retail/Hospitality
- 2 Apprenticeship at Harry Lundenburg School

There is significant interest in obtaining CDL licenses. 30 participants have obtained credentials, 21 gained employment, 25 are still in training, and a few are undecided. An ARPA Job Developer was recently hired to assist participants with securing employment.

To date the county breakdown is: 14 participants in Calvert County, 48 participants in Charles County and 90 participants in St. Mary’s County.

We are now offering training to First Responders in the area as they are automatically eligible. We have had 40 participants so far through the Calvert County Sheriff’s Office and the Mechanicsville Volunteer Fire Department.

ATLAS SYSTEM PREVIEW

Ashley Raley provided information on the new platform TCCSMD will be procuring to migrate to paperless files. The platform will provide a vast variety of much needed support to our clients and workforce staff while saving valuable staff time. A sampling of the capabilities of the platform:

- allows for a paperless environment including paperless participant files
- paperless case management that can be seamlessly managed remotely
- clients can easily, conveniently, and securely upload required documentation
- AI (artificial intelligence) built into the applications provides more efficient service for individuals
- SMS/MMS Portal automatically sends email and txt message reminders to participants while engaged in services and during post exit follow up
- Integrated Customizable Form Builder
- Audit Interface
- One Stop Operator Portal providing referrals/tracking with partners

Atlas was showcased at the NAWDP conference this year. Other workforce areas are utilizing Atlas currently and we have spoken with them to ensure the platform has met their expectations. All workforce areas we spoke with are very satisfied with Atlas.

DECEMBER FULL BOARD MEETING

Ruthy Davis provided details on the December Full Board Meeting. The meeting will be held virtually and will focus on Board training, similar to what was presented to the board in 2018. MaryAnn Lawrence with PowerNotes, LLC will be providing the board training again.

Announcements:

Mr. Hartline announced that Commissioner Todd Morgan, Chair of TCCSMD board and WDB CLEO will no longer be Chair as he is running for Delegate. He has been a vital part of TCCSMD/WDB and was key in getting the Lexington Park AJC open. We sincerely appreciate all of his support.

Public Comment & Announcements:

There was no public comment

Adjournment:

A motion to adjourn was made by Michael Young, seconded by Kelly Williams, and passed. The meeting adjourned at 10:18 am.