

**Southern Maryland Workforce Development Board Meeting
Tri-County Council for Southern Maryland
Board Room
Hughesville, MD
Thursday, March 8, 2018**

Minutes

Members Present: Mike Benton Chair, Kelly Williams, Vice Chair, Marcia Keeth, Edie McGreevy, Marcia Chase, Stacey Cook, Alan Crawley, Pennie Drinkard, Seth Erlin, (representative), Rich Fleming, Michael Ghosh, Larry Greenhill, Doris Cammack-Spencer, Suzie Miller, Marcia Keeth, Christy Lombardi, Cindi Rauner, Michelle Nicholson, Daniel Palliparambil, Mike Scott, Mark Wilding, Stephanie Witte, Todd Morgan-CLEO, John Hartline-Ex-Officio

Members Absent: Therese Wolfe, Robin Cullers.

Staff Present: Ruthy Davis, Pamela Wilkerson, Lindsey Almond, Norma Dorsett, Leonard Greene, Melinda Bowling, Alexandra Alexis, Candace Gaines, Melody Allen

The meeting was called to order at 9:09am by Mike Benton, Chair

Welcome and Introductions

Mike Benton opened the meeting with a welcome and acknowledgement of the new Board members and thanked them for coming on-board. He briefly discussed the purpose of the orientation meeting and expected outcomes for the day.

Todd Morgan-Chief Locally Elected Official addressed the Board regarding the vision and mission of the Workforce Development in Southern Maryland. He thanked them for accepting their positions and expressed the importance of supporting the critical work that the JobSource staff does every day at the American Job Centers.

Election of Officers

A slate of officer nominees was presented:

Chair – Mike Benton

Vice Chair – Kelly Williams

Secretary – Robin Cullers

Nominations from the floor were requested and none were offered. Larry Greenhill moved to accept the slate as presented, Marcia Keeth seconded, and the motion carried.

Approval of Minutes from September 14, 2017 Meeting

Doris Commack- Spencer moved to approve the minutes as written, Marcia Keeth seconded, and the motion carried.

Introduction of Mary Ann Lawrence, President & CEO, PowerNotes LLC

Ruthy Davis spoke briefly regarding the process of re-engineering the Southern Maryland Workforce Development Board to align with WIOA and the Local Integrated Plan. She expressed her optimism that the work of the new Board would have a significant impact on furthering the Board's mission – to guide the Southern Maryland workforce delivery system in developing a skilled workforce that meets the needs of businesses and strengthens the local economy. Mary Ann Lawrence was then introduced. Mary Ann serves as Chair of the National Association of Workforce Development Professionals (NAWDP) and was contracted to provide consulting services for the Board re-engineering process.

Board Member Orientation Presentation by Mary Ann Lawrence

- Orientation binder presented to Board members
- Meet the Leadership Team
- Meet the Core Program Partners
- WIOA Fundamentals
- Board Membership
- Board Member Roles and Responsibilities
- Bylaws (Approved by Board)
- Organizational Chart
- Southern Maryland Integrated Plan
- Board Member Commitment (Advocates and Ambassadors)
- Structure of Future Meetings
- Conflict of Interest (Forms signed by Board members)
- Board Committees
- Committee break-out sessions overview

Public Comment

No public comment.

Call to Action

Mike Benton re-visited the Board commitment and importance of each member bringing their individual expertise to the work of the Board. He asked all to share information on their websites and social media platforms and with colleagues, friends and neighbors. He asked the Board members to become and remain engaged in the work, and thanked staff for the work they are doing.

Adjournment

Larry Greenhill moved to adjourn the meeting, Dr. Maureen Murphy seconded, and the motion carried. The meeting adjourned at 11:13 am.

Committee Breakouts

Board members moved to Committee Breakout sessions. Sessions concluded at 12:00pm.