

**Southern Maryland Workforce Development Board Meeting
College of Southern Maryland
Prince Frederick Campus, MD
December 12, 2019**

Minutes

Members Present: Michelle Nicholson, Kelly Williams, Robin Cullers, Marcia Keeth, Suzie Miller, Patti Meszaros, Dr. Rich Fleming, Michael Ghosh, Christy Lombardi, Dr. Maureen Murphy, Cindy Rauner, and Stephanie Witte

Members Absent: Marcia Chase, Stacey Cook, Alan Crawley, Pennie Drinkard, Seth Erlin, Larry Greenhill, Tracy Latham, Daniel Palliparambil, Mike Scott, Doris Cammack-Spencer, and Therese Wolf,

Staff Present: Ruthy Davis, Belinda Denton, Pam Wilkerson, Rodney Giles, Sandy Faucheux, Ashley Raley, Lamont Downs, Candace Gains, Daryl Rice, Sandra Spence, Karol Knox

PRE-MEETING COMMITTEE WORK

The Workforce Development Board Committees held separate working meetings from 9:00 to 10:15am to discuss their work plans. Meetings were led by Committee Charis.

CALL TO ORDER

The meeting was called to order at 10:34 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.

BUSINESS

- A quorum was established.
- A motion to approve the minutes from the September 12, 2019 meeting was made by Kelly Williams, seconded by Suzie Miller and carried.
- A motion to approve the consent agenda documents was made by Dr. Maureen Murphy, seconded by Christy Lombardi and carried.

WORKFORCE STAFFING UPDATES

Ruthy Davis reviewed the current Title I organizational chart and discussed the new hires and 2 current vacancies.

- Rochell Ashton was hired as Lexington Park's AJC Administrative Assistant
- Rochelle Edwards was hired as Career Counselor at the Waldorf AJC.
- Wendy Tayman was hired as the Prince Frederick AJC Administrative Assistant/Resource Center Specialist
- Youth Services Specialists recently hired: Lamont Downs, Candace Gaines and Daryl Rice

Vacancies:

- Youth Program Manager position is currently vacant, Sandy Faucheux is Acting Youth Program Manager until vacancy is filled.
- Business Engagement Specialist vacancy in Calvert County.

COMMITTEE WORK OF THE BOARD

Ruthy Davis discussed the reconvening this morning of the Committees after a hiatus due to staffing vacancies within the committees. She also briefly explained the Full Board has 10 or 12 major responsibilities via WIOA Law and gave examples of some of those responsibilities:

- Local Plan-review and approve every 4 years with a mid-course selection if State deems necessary.
- MOU between WIOA required & core partners along with the RSA, requires board vote every year.
- Policies & Procedures-update, review and approve by board every four years
- Budget-draft budget is in place in the spring, reviewed and approved by the Workforce Board first and then the TCCSMD board in June
- Committees- to ensure the goals and plans of the board are being fulfilled. Focus every day, year-round with the board as guidance. Ruthy reminded attendees that Committees are chaired by board members, however, committee members are not required to be board members.

COMMITTEE UPDATES

Marcia Keeth, Chair of Business Engagement Committee:

Marcia reported the following initiatives:

- Launching survey to address business needs relating to cyber security
- Mission statement will be revised
- Next committee meeting will be planned via an online platform with focus on “What can we do next as a committee?”

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

Patricia reported the following initiatives:

- Revisit the Mission of the committee and ensure committee is implementing the mission
- WBL (Work Based Learning) Program-will be marketing and recruiting employers to partner with as well as youth participants
- SYEP (Summer Youth Employment Program)- will be marketing & recruiting employers to partner with as well as youth participants
- Cohort training is in development as well

Suzie Miller, Chair of Special Populations Committee:

Suzie reported the following initiatives:

- Support & expand ex-offender program by increasing collaboration with the community

- Develop a program specific to ex-offenders with such elements as work readiness, legal aid, parenting, mentoring, budgeting, physical & mental health needs, local training partnering with local employers to assist in the process
- TANF/WEX program (Work Experience)-provide a WEX program for TANF participants
- ADA compliance at all AJCs

Robin Cullers, Chair of Quality Assurance Committee:

Robin reported the following initiatives:

- Reviewed Mission Statement, tasks & goals
- Dashboard to be updated to capture more detailed metrics, funding sources & performance
- Will reach out to alumni of the committee for representation on the committee

Public Comment & Announcements:

There were no public comments or announcements.

Adjournment:

A motion to adjourn was made by Robin Cullers, seconded by Marcia Keeth and passed. The meeting was adjourned at 11:15 am.