

ANNE ARUNDEL COUNTY WORKFORCE INVESTMENT BOARD
General Meeting

Anne Arundel Workforce Development Corporation

September 30, 2003

Attendees:

Andy Moser, Penny Cantwell, Al Collins, David Croghan, Steve Harrison, Sharon Julius, Vesta Kimble, Michael Phennicie, Russ Roeding, Grant Schmelzer, Al Smith, Michael Wright

Guests:

Jeff Clopein, DORS
Sandy Kelley (AAWDC)

Recorder:

Deborah Gruen (AAWDC)

1. Welcome and Approval of Minutes

Jeff Clopein pointed out that his name had been recorded as "Michael Clopein" in the June 12 minutes, and requested that it be corrected. The Board then unanimously approved the minutes from the meeting of June 12, 2003, with that correction, following a motion by Penny Cantwell and a second by Michael Phennicie.

2. Other Business

Mr. Smith introduced new WIB member David Croghan from Anne Arundel Community College.

3. Executive Director's Report

Mr. Moser presented a Yearly Roll-up report on services, noting that there had been a significant increase in welfare clients served due to the opening of the satellite office at DSS in Annapolis, which utilized Welfare-to-Work (WtW) funds as well as WIA funds. He also presented a Quarterly Performance Report for the third quarter of FY03, noting that the report always lagged six months behind because it was based DLLR on wage-record data from six months

previous. This report is used by the Department of Labor to determine AAWDC's status and funding.

4. Review of FY04 Budget

Mr. Moser presented the agency's FY04 budget, noting that it had been approved by the corporate Board at its meeting on August 21. There were no questions on the budget.

5. New Initiatives

a. New Locations: Annapolis, West County, Arundel Mills, CIC

Mr. Moser explained that AAWDC had recently opened and staffed satellite offices at the Community Resource Center in Annapolis, at the West County YWCA Family Support Center, and at the Arundel Mills Skills Center. He also noted that he planned to have the Metro Tech program stationed at the Chesapeake Innovation Center in Annapolis, and that the Ft. Meade Transition Center, which would serve 200 dislocated workers from the Army base, would also include an AAWDC staff presence.

b. Maryland Business Works

Mr. Moser discussed the Maryland Business Works program, an initiative started by Governor Ehrlich with \$1M of Maryland's WIA discretionary funds. This program would provide money for businesses to train incumbent workers in skills specifically needed by that business or industry, in an effort to support existing Maryland businesses retain and grow their workforce. The program would encourage promotion, create job opportunities, and improve worker retention by increasing the skill level of Maryland's existing workforce. Ms. Sallie Hays, an AAWDC Career Consultant assigned to the program, presented background information and an outline of Maryland Business Works. She noted that the training would be done with a 50/50 match between the federal government and the businesses; the candidates must be full-time employees with benefits; training must be conducted in a six-month segment; and the businesses must be private, but may be profit or non-profit. She added that AAWDC had advertised the program in the Capital newspaper Business-to-Business section, and by presentations at area chambers. Ms. Hays shared that she was currently ready to take applications for the program.

c. West County Job Fair

Mr. Moser shared that AAWDC would host a West County Job Fair on October 28, from 9:30 a.m. to 3:00 p.m., at the Village Commons Community Center at Waugh Chapel in Gambrills. This job fair would target the Odenton and Pioneer Drive areas of Anne Arundel County. Mr. Moser had already received considerable interest from employers.

d. Fall Employer Breakfast

Mr. Moser shared that AAWDC would also be hosting a Fall Employer Breakfast on October 10, from 8:30 a.m. to 9:30 a.m., at the YWCA West County Family Support Center.

e. H1B Initiative

Mr. Moser explained that the H1B program was funded by companies that had hired non-US citizens on H1B visas. These businesses then had to pay the Department of Labor \$7K for each person hired, creating a current funding source of \$150M. This money would be used to train incumbent workers that are U.S. citizens.

The H1B program would also provide local WIBs with the opportunity to develop new relationships with businesses, which could help build a stronger, demand-led workforce investment system, and alleviate the potential impact of skill shortages in the area. Mr. Moser explained that AAWDC had created a consortium composed of Baltimore City, Anne Arundel, Howard, and Baltimore counties to compete for funding.

6. Glen Burnie One-Stop Update

Mr. Moser reviewed the floor plan for the new Glen Burnie One-Stop, noting that county had not yet received a cost estimate on the build-out. Proposed opening date for the Center is set for March 2004.

7. Results from Planning Committee Meeting and Next Steps

Mr. Moser pointed out that the minutes from the WIB Planning Committee Meeting on August 18 were included in the WIB package, as well as the operational guidelines for the WIB, which outlined the organization's mission, vision, and responsibilities. He noted that the committee had been tasked with four action items as a result of that meeting: 1) review the WIB's five-year plan; 2) circulate and review the committee's proposed goals and objectives; 3) review the roles of the corporate board and the WIB; and 4) establish a time for their next meeting. Mr. Moser shared that his Operations Manager, Crystal Martin, would be coordinating the date for the next Planning Committee meeting and invited

anyone interested in becoming a new member to e-mail Ms. Martin at cmartin@aawdc.org.

8. WIA Reauthorization Update

Mr. Moser was unsure when the WIA reauthorization would be finalized, but thought it should be no longer than a year. Mr. Collins requested a copy of the WIA reauthorization bill (S.B. 1627) for review, and also shared that this would be a good time for the WIB members to receive education on WIA legislation and the upcoming changes so they could play a more informed and active role.

Mr. Moser stated that the Planning Committee had discussed ideas on how to increase WIB education and involvement, such as utilizing WIB subcommittees, or hiring an outside facilitator to outline how a WIB functions and the possible changes to expect from the upcoming WIA reauthorization.

9. Update on Business Closures

Mr. Moser reported on numerous business closures and stated that he had submitted a proposal to the State for \$230,000 of additional Rapid Response funds.

10. Report on Rapid Response and One-Stop Services

Ms. Kelley reported the following:

Twelve area companies had experienced a reduction in force since July 1, 2003. In response, AAWDC had participated in all-day reemployment forums where they displayed available services to customers.

AAWDC was assisting in the set-up of a transition center at Ft. Meade to help laid-off individuals from the Ft. Meade Army Base move into civilian employment.

Four job-search workshops were offered on-site at Citicorp but, unfortunately, were not well attended.

AAWDC planned to assist the Naval Academy at the end of October with on-site training and workshops for laid-off facility management employees.

Plans were in progress to expand access to the *EmployOn* job bank system to the Department of Social Services, the Arundel Mills Skills Center, and other locations in West County.

11. Adjourn and Next Meeting Date & Location

There was agreement that the next meeting would be held the first or second week of December at Mr. Smith's office at Bank of America on Bestgate Road. Ms. Gruen was asked to send out several proposed dates for the meeting.

There being no further business the meeting was adjourned at 10:25 a.m., following a motion by Mr. Phennicie and a second by Mr. Croghan.