

DRAFT

ANNE ARUNDEL COUNTY WORKFORCE INVESTMENT BOARD
General Meeting

Anne Arundel Workforce Development Corporation

December 16, 2003

Attendees:

Penny Cantwell, Vice-Chairperson
William Borges (for David Croghan)
Jeff Clopein (for Sharon Julius)
Jason Groves
Steve Harrison
Todd Hollis
Vesta Kimble
Robert McGlotten
Russ Roeding
Grant Schmelzer
Mary Smith (for Michael Phennicie)

Staff:

Andrew Moser
Crystal Martin
Sallie Hayes

1. Welcome and Approval of Minutes

Penny Cantwell called the quarterly meeting to order at 8:36 a.m. For the good of the order, a brief round of introductions were made. The Board then unanimously approved the minutes from the meeting of September 30, 2003 following a motion by Steve Harrison and a second by Russ Roeding.

2. Other Business

No other business was introduced.

3. Executive Director's Report

Andrew Moser directed WIB members' attention to the handouts in the briefing packet that summarized the number of customers served in the first quarter of the fiscal year. AAWDC has increased the number of individuals served because of new one-stop satellite centers around the county. Several new Individual Training Accounts (ITAs) have been written with average amounts between \$1,300 and \$1,500. Mr. Moser anticipates that once the newer satellites become more established that several more customers will access services through them.

DRAFT

Responding to a question from Mr. Roeding about the Arundel Mills satellite office, Mr. Moser explained that a career consultant has been working there on a part-time basis only since September. The Skills Center historically has been underutilized because of the difficulty in locating it in the mall. The six customers served at the Skills Center are only the number of customers seen there who were WIA eligible. AAWDC is working with Anne Arundel Community College, which manages the Skills Center to develop marketing strategies to attract more customers to the facility.

IV. Fiscal Update

Mr. Moser presented an overview of the financial expenditures and agency budget tables, which were included in the briefing packets. WIB members were given time to review the tables and ask questions about the documents. Mr. Moser noted that the expenditures were through October 2003 and that the line item for training would increase in January and February due to the Nevamar layoffs. He also reported that AAWDC passed its audit and that the audit report was included in the briefing materials.

V. West County Job Fair

Crystal Martin, AAWDC Operations Manager, presented an overview of the West County Job Fair held on October 28, 2003. AAWDC in partnership with the Maryland Job Service sponsored the West County Job Fair at the Villages Commons Community Center at Waugh Chapel in Gambrills. Other participating agencies included the Anne Arundel County Department of Social Services and the Division of Rehabilitation Services. The West County Job Fair was the signature event to kick off AAWDC's outreach initiatives to bring employment and training services to traditionally underserved communities. County Executive Janet Owens attended the festivities to personally welcome participating employers and job seekers. Twenty employers from various sectors were present to recruit for their businesses and more than 135 job seekers and career changers attended the job fair.

VI. Maryland Business Works

Sallie Hayes, Maryland Business Works Program Coordinator for AAWDC, presented an overview of the program. Maryland Business Works was established by Governor Ehrlich to assist companies with their incumbent worker training needs. The program gives priority to small firms with less than 50 employees and healthcare-related employers. To date, AAWDC has had two training contracts approved for approximately \$10,000. Eleven contracts are in the pipeline and Ms. Hayes is pursuing eight to ten leads. The challenge in initiating contracts is that the program was launched in the late Fall after many companies have already committed their training budgets.

DRAFT

VII. Nevamar Transition Center Update

Mr. Moser reported that last October the Nevamar Company in Odenton announced its plans to lay off 360 production-line employees between November and March. The remaining 50 management employees would be laid off upon the sale of the plant. AAWDC immediately worked with the Maryland Job Service, Department of Social Services and Anne Arundel Community College to establish an on-site transition center for affected workers. AAWDC applied for and received a Rapid Response grant from the Department of Labor, Licensing and Regulation to provide additional services. At present, Nevamar management has not been open to allowing employees who have not been as yet laid off to attend any workshops on-site. However, Nevamar management provided AAWDC detailed job descriptions to assist with placing the dislocated workers. The job descriptions were offered to WIB members interested in possibly hiring any of the dislocated workers. Mr. Moser announced that individual resumes are forthcoming.

VIII. Rapid Response Update

Mr. Moser stated that since October 2003 AAWDC has responded to seven county employers in addition to Nevamar that have announced layoffs. These companies include Chico's, Citicorps Home Services, First Virginia Bank, Hometown Hardware, Fort Meade, the Naval Academy, and Office Depot. AAWDC in partnership with the Maryland Job Service and Department of Labor, Licensing and Regulation (DLLR) provided orientations held at each location for the dislocated workers. The orientations included information about how to access Unemployment Insurance benefits and other employment and training services. Affected workers have also taken advantage of on-site workshops for job search skills, were directed to local job fairs, and received other customized services. More than 1,500 workers have been affected by the recent layoffs. Mr. Moser thanked Robert McGlotten and Anne Arundel Economic Development Corporation for keeping AAWDC abreast of the layoffs and business expansions occurring in the county.

IX. Planning Committee Update

Ms. Cantwell presented an update on the recommendations of the Planning Committee. Since the start of the new fiscal year, the WIB Planning Committee has met twice on August 14th and December 4th to recommend short and long term goals and objectives for the WIB's consideration. The proposed goals included establishing a satellite office in the West County area and strengthening opportunities for incumbent worker training with local employers, which have already been accomplished. Other recommendations included creating a committee structure for the WIB and revising AAWDC's Workforce Investment Act Five-Year Plan. However, both of these recommendations were tabled since WIA Reauthorization has not yet occurred.

DRAFT

The Planning committee also strongly recommended that the WIB and Corporate Board better define and distinguish their roles and responsibilities. To achieve this goal, the Planning Committee suggested hiring a consultant with significant workforce development expertise for a half-day training session. The consultant would be an objective third party who could provide a joint training for WIB and Corporate Board about the history of employment and training, the workforce investment structure in Maryland, and options for consideration under federal reauthorization. The Planning Committee suggested that the half-day training session occur during the early part of the new year and be held at Anne Arundel Community College at Arundel Mills.

X. Glen Burnie One-Stop Update

Mr. Moser reported that plans to convert a movie theatre into a space for the One-Stop Career Center in the Glen Burnie Town Center have been cancelled. The County Executive pulled back the bill that would have provided the capital funds for the construction of the facility due to the lack of funds available in the budget. However, plans are still underway for moving the One-Stop to Glen Burnie in the District Court Building where many of the partners are already located. This plan will also require that AAWDC administrative staff split from One-Stop staff as required by the Workforce Investment Act. Currently, a career consultant sees customers in the Job Service space in the District Court Building on a part-time basis. It is imperative that the One-Stop Center move from Severna Park to cut costs since there will be no carry over funds in AAWDC'S budget in the next fiscal year.

XI. WIA Reauthorization

Mr. Moser informed the membership that there has been no movement on WIA Reauthorization as Congress is still in recess. The process of reauthorizing the Workforce Investment ACT (WIA) began with a controversial proposal from the Department of Labor released in February that contained a block grant of several of WIA's funding streams, cuts and changes to youth programs, and changes to state and local administration and funding for the still developing employment services program, originally passed in 1998.

The House of Representatives passed a bill (H.R. 1261) in May that reflected the Administration's plan in some respects. In addition to a block grant of adult, dislocated, and employment services funding streams, the House bill also contains a provision to fund the infrastructure of WIA's One-Stop employment services at the discretion of governors. The House bill also eliminates the requirement for One-Stop partner programs to have seats on local workforce investment boards, eliminates the requirement for local youth councils, and limits to only 30 percent the amount of funds for youth programs that can be targeted towards in-school youth. The Senate passed its version of reauthorization legislation (S. 1627) in

DRAFT

November. The Senate version does not contain a block grant of funding streams, and allows up to 60 percent of youth funds to be targeted towards in-school youth (but also eliminates the requirement for youth councils and makes them optional). Differences between the two bills now need to be worked out between both chambers in conference, which will likely occur sometime after Congress' return to work in January.

XI. Wagner-Peyser and WIA Merger

Steve Harrison reported that the Department of Labor, Licensing and Regulation is planning to merge the offices that oversee Wagner-Peyser (Job Service) with WIA-funded programs. Labor Market Information (LMI) may also be included in this merger. In the field Wagner-Peyser and local workforce investment areas will combine whereby the Job Service will fall under AAWDC. In anticipation of this merger, plans are in the works to cross train AAWDC and Job Service staffs so that clients can more easily access services.

Mr. Roeding reported that the Maryland Apprenticeship and Training Council has also moved into the Office of Employment and Training Division at DLLR. The move reflects MATC's expanded focus from rules enforcement to employment and training.

XII. Other Business

In reviewing AAWDC's performance for the past fiscal year, Mr. Moser reported that overall the agency did fairly well. Anne Arundel County like many other jurisdictions, however, missed the older youth performance measure. The Youth Council is considering terminating the contract with the current out-of-school youth service provider and may reissue the RFP. Currently, AAWDC receives \$273,000 in youth funds under WIA, which will probably be held level under next year's appropriation.

XIII. Meeting Schedule for 2004

The WIB decided on the following meeting schedule for the next calendar year:

- March 9, 2004 (Host: Anne Arundel Economic Development Corporation)
- June 8, 2004 (Host: Department of Social Services)
- September 14, 2004 (Location: TBD)
- December 14, 2004 (Host: Independent Electrical Contractors)

XIV. Adjournment

With no other business, the WIB meeting adjourned at 10:05 a.m.