

ANNE ARUNDEL COUNTY WORKFORCE INVESTMENT BOARD
General Meeting

Anne Arundel Workforce Development Corporation

March 9, 2004

Attendees:

Penny Cantwell, Vice-Chairperson
David Croghan
Steve Harrison
Janis Harvey
Todd Hollis
Vesta Kimble
Robert McGlotten
Russell Roeding
Yvonne Kranitz

Staff:

Andrew Moser
Laura Ferguson
Kristin Lemmert
Crystal Martin
Lisa Stroman

I. Welcome and Approval of Minutes

Penny Cantwell called the quarterly meeting to order at 8:37 a.m. For the good of the order, a brief round of introductions were made. By voice vote, the Board approved the minutes from the meeting of December 16, 2003 following a motion by Russell Roeding and a second by Vesta Kimble.

II. Executive Director's Report

Andrew Moser summarized AAWDC's year-to-date service data. In the first half of the current fiscal year, AAWDC has served 6,873 individuals. This figure is more than four times the number that AAWDC served in all of FY 2003. AAWDC has also generated \$210,304 in Individual Training Accounts. The average ITA amount is \$1,535.

Mr. Moser also reported that the WAGES Program, which is AAWDC's dropout prevention program administered by the public school system, has spent nearly \$40,000 in youth services funds. The program has an exceptional record tracking and providing services to at-risk youth. The out-of-school youth program, which is administered by the Chesapeake Center for Youth Development, has received a notice of termination effective March 15, 2004. As previously shared with the

WIB via electronic communications, this program has been unable to meet the WIA performance standards.

In response to questions posed by WIB members concerning performance measures, Mr. Moser explained that WIA requires that UI Wage Records be used to determine employment retention and wage replacement. The problem for Anne Arundel County is that federal employers such as the National Security Agency and the District of Columbia government are not required to share their wage records. The problem is further exacerbated because employers can wait until the end of the year to pay their UI taxes. This will become a significant issue if WIA is not reauthorized because local areas will have to meet the 17 performance measures specified under WIA plus the Administration's eight common performance measures.

III. Fiscal Update

Laura Ferguson, AAWDC Finance Manager presented an overview of the financial expenditures and agency budget tables, which were included in the briefing packets. Ms. Ferguson explained that the expenditures for Facilities have significantly dropped because insurance payments were due at the end of the calendar year. Telephone expenses also declined between December and January. These expenses declined in part because the Finance Office issued calling codes for long distance phone calls and had allowed some of the cell phone contracts to expire.

IV. Activity Update

Mr. Moser provided a status report on the following activities:

- A. By the end of April, Nevamar expects to layoff 240 employees. AAWDC and its partners, which include the Job Service, Anne Arundel Community College, the Health Department and Department of Social Services, will staff a Transition Center to assist those in the next wave of layoffs. The Transition Center will be open four days a week. Scott Wallace, AAWDC Career Consultant, is the primary contact for affected employees at the Center. AAWDC will provide a variety of services including resume-writing workshops and will target the employees who are most employable for positions with other area businesses such as Under Armour.
- B. In a recent meeting with Andy Moser and Crystal Martin, Under Armour management was briefed on how AAWDC could assist with its recruitment efforts for its new Pasadena facility. Presently, AAWDC and Job Service are planning a job fair for Under Armour in April. The recruitment will be held at the Pasadena facility if the occupancy permit is

approved by then. The most immediate needs for Under Armour are industrial seamers and warehouse workers.

- C. Under contract with Senior Service America, AAWDC became the administrator of the Senior AIDES Program in February. Sharon Cager is the Program Director for Senior AIDES. Currently, there are 35 participants and the first placement occurred this month.
- D. In conjunction with the Department of Labor, Licensing and Regulation's Labor Market Information Office, AAWDC has produced a labor force statistics fact sheet. The fact sheet includes county-specific statistics on various segments of the labor force. For example, the fact sheet lists the largest occupations in healthcare or largest private sector industries. The fact sheet can be customized to include other labor force statistics most helpful to all workforce partners.
- E. The One-Stop Career Center will move to the Multi-Service Center in the Glen Burnie District Courthouse by approximately June 1, 2004. Minor construction on the current facility will begin on March 29th. Since the One-Stop is moving into Job Service space, there will not be a rent charge. The administrative offices will move to a separate facility, which has not yet been found. Mr. Moser is working with the Economic Development Corporation and the County to find suitable and affordable office space. Ideally, rent for the new administrative office space will be \$25,000-\$30,000 per year.
- F. Although DLLR has not yet received a WARN notice about the closing of the Crownsville Hospital Center, AAWDC expects that 100 non-clinical employees will be laid-off by July 1, 2004. Non-clinical employees are those involved in housekeeping, foodservice, grounds, and maintenance. The challenge for many of these employees is that due to having long tenure they are well paid, but low skilled. About 330 clinical employees will transfer to other state medical facilities.
- G. To date, AAWDC has obligated over \$64,000 in training contracts to local business for incumbent worker retraining under Maryland Business Works. Twenty-one local businesses have taken advantage of the program. MBW was originally created to primarily assist small firms and healthcare-related companies. Some of the types of businesses that have taken advantage of Maryland Business Works include childcare centers, landscaping firms, restaurants, retailers, and medical practices.
- H. AAWDC has significantly increased the number of MetroTech contracts generated since Lisa Stroman's hire as the program's coordinator. USDOL has recaptured some of the funds awarded to Northern Virginia that has gone unspent since the IT industry's decline, which may be used

to extend the program for another year. Ms. Stroman reported that she is averaging one or two new MetroTech contracts a month. She sends out 300 email messages monthly to employers as outreach and is planning radio and television spots to advertise the program. Anne Arundel County's MetroTech program has significantly improved its performance when compared to all other areas over the last six months. During this same period, MetroTech through employee wages has returned \$350,000 to the local economy.

V. Federal Updates

Mr. Moser informed the membership that there has been no movement on WIA reauthorization and that reauthorization is not likely to happen in this fiscal year. Currently, the House and Senate are still trying to determine who will serve on the Conference Committee. In the meantime, it is possible that local areas will have to meet the 17 performance measures required under WIA and the eight common measures developed by the Administration.

VI. WIB Training Session

Ms. Cantwell presented a brief overview of the WIB Training Session conducted by Dr. Keith Massey and Mr. James Callahan on February 26th. She reported that as a private industry representative, the training session was helpful in explaining the primary roles of the WIB as delineated under the Workforce Investment Act. From the training, she learned that there is much that the WIB could do to be more proactive. Ms. Cantwell suggested that the WIB establish one or two committees and look for additional opportunities to partner with Economic Development.

Mr. Roeding added that there should be a more direct connection between the WIB and AAWDC and with private-sector industries. Steve Harrison explained that the Maryland Job Service has business relationship representatives (BRRs) whose primary job function is to work with businesses to take job orders. He suggested that staff be prepared to discuss the range of employment and training services available. Mr. Croghan recommended that the WIB consider a professional development activity to introduce all of the partners represented on the board.

Mr. Hollis inquired if there were any way to identify and train individuals to bridge employment gaps in critical industries such as healthcare. Mr. Moser replied that it should be one of the responsibilities of the WIB and that AAWDC is attempting to do so by connecting dislocated Nevamar employees with UnderArmour opportunities. He added that the WIB committee structure could be the vehicle to further accomplish this goal. Two committees could be a Planning Committee responsible for coordinating events and a Monitoring,

Evaluation and Procurement Committee. All other WIBs in the state have a committee structure for accomplishing their work.

Mr. Croghan moved the motion to establish a Planning Committee under the WIB. Before the vote, Mr. McGlotten requested clarification about the role of the Planning Committee. Ms. Cantwell explained that the Planning Committee would be responsible for research and information gathering. With no other questions, Ms. Cantwell seconded the motion. The motion was passed by a voice vote of the WIB. The Planning Committee membership will include: Mr. McGlotten (chairman), Mr. Harrison (co-chairman), and Mr. Hollis.

Mr. Moser explained that currently the WIB does not participate in the creation or review of request for proposals (RFPs). The board's participation would be especially helpful when reviewing existing proposals and developing the bidders' list. Mr. McGlotten added that input from the members of the board could also be helpful when developing the RFPs. In response to a question regarding having the entire board involved in creating and reviewing RFPs, Mr. Moser explained that a committee could be more efficient since some members may have to excuse themselves because of conflicts of interest.

Ms. Kranitz moved the motion to establish a Monitoring, Evaluation and Procurement Committee, which was seconded by Ms. Harvey. The motion was approved by a voice vote. Ms. Kranitz and Ms. Harvey volunteered to serve on this committee.

VII. Announcements

Mr. McGlotten announced that the ribbon cutting ceremony for the Small Business Resource Center will be Thursday, March 11, 2004. Sallie Hayes, the Maryland Business Works Coordinator, has regular office hour at the SBRC. Ms. Cantwell reported that she has already referred would-be entrepreneurs to the Center.

Mr. Moser announced that GWIB and the Maryland Chamber of Commerce are hosting the Governor's Workforce Conference on May 19, 2004 at the Johns Hopkins Applied Physics Laboratory in Laurel. WIB members are encouraged to attend.

VIII. Adjournment

With no other business, the WIB meeting adjourned at 10:18 a.m.