



NSA

131 National Business Parkway, Boeing Building, Room 220

Thursday, January 30, 2020

8:30 am – 9:00 am Breakfast Light Fare/Networking

9:00 am – 11:00 am

AGENDA

- | | | |
|-------|---|--|
| I. | Welcome to NSA and Introductions | Walt Townshend & Judi Emmel |
| II. | Approval of Agenda and Minutes | Walt Townshend |
| III. | Approval of Policy: Privacy and Data Security | Walt Townshend |
| IV. | Perkins Presentation | Nick Keckley, Kathleen Spain,
Tashera Gale, Akashi Kaul |
| V. | NSA Overview | Sgt. Harris, NSA |
| VI. | State and Local Affairs Overview | Judi Emmel |
| VII. | LWDB Meeting Adjournment | Walt Townshend |
| VII. | Group Picture, Badging by Security, Board Bus Tour | Security |
| VIII. | Travel to NSA East Campus, Windshield Tour
(LWDB Members Only) | Judi Emmel |
| IX. | East Campus Briefing/Tour
(LWDB Members Only) | Chief of MILCON |
| X. | Transport Back to Boeing Building and Parking Lot | |



**Anne Arundel County
Local Workforce Development Board
Anne Arundel County Career Center
Patapsco River Training Room**

October 31, 2019

MINUTES

Members Present

Cajudoy, Ray
Dewling, Anita
Dopheide, Grant
Emmel, Judi
James, Andre
Jones, Sandy
Keckley, Nick
Killeen, Tom

Laffey, Christie
McGovern, Julie
Murray, Kirkland
Myshko, Nancy
Pfundstein, Tom
Ross, Jason
Stewart, Michelle
Waldroff, Dale
White, Carnitra

Members Absent

Akers, Mike
Armstead, Franchaun
Oliver, Nicole

Townshend, Walt
Weaver, Jim

AAWDC Staff

Brooks, Tracey
Ching, JC
Kushinsky, Carl
Leonard, Bekki
Lynch, Louise

Norgard, Brandy
Papanikolas, Jason
Stallybrass, Samantha
Stanton, LaToya

Guests

Cook, Chuck
Gunter, Bob
Seleznov, Eric

Spain, Kathleen
Walker, Carolina
Williams, Venus

WELCOME AND INTRODUCTIONS

Ms. McGovern welcomed all to the meeting and introduced the new member of the Local Workforce Development Board, Nick Keckley, Coordinator, Career & Tech Ed. AACPS. Ms. McGovern requested that all present introduce themselves state their organization or company, and how long they've served on the AACo Local Workforce Development Board.

APPROVAL OF MINUTES AND AGENDA

Ms. McGovern requested a motion to approve the October 31, 2019 Local Workforce Development Board Agenda and the minutes from the June 27, 2019 AACo Local Workforce Development Board Meeting. Mr. Waldroff made a motion to approve the October 31st meeting agenda and the June 27th LWDB meeting minutes. Mr. Ross seconded the motion to approve the October 31st meeting agenda and the June 27th LWDB meeting minutes. With no objections and all in favor, the October 31st LWDB meeting agenda and the June 27 LWDB meeting minutes were approved as written.

THINK TANK PRESENTATION

Mr. Murray introduced Mr. Eric Seleznow, Senior Advisor, JFF Center for Apprenticeships & Work-Based Learning. Mr. Seleznow presented "*Creating Opportunities for Students, Workers, and Employers*". Mr. Seleznow discussed the history of apprenticeship programs and the changes that have occurred over the last 5 years. Mr. Seleznow shared that the best apprenticeship programs have been developed over the years and indicated that Community Colleges have the most success with apprenticeship programs and produce a 94% retention rate for most apprenticeship program participants. Mr. Seleznow explained about how the American labor market is broken. Our rapidly changing economy demands skilled and adaptable workers, but many people lack the education and training employers require. Mr. Seleznow indicated that JFF is transforming the workforce and education systems to accelerate economic advancement for all by ensuring equality in economic advancement, meeting employer needs, and preparing for the future of workforce. Mr. Seleznow discussed the solution to provide apprenticeships and work-based learning as a way eliminate secondary education costs for youth who can not afford to pay for a secondary education. Mr. Seleznow discussed the following regarding apprenticeships:

- Labor programs and partnerships with businesses and how they develop apprenticeship programs and work-based learning to meet the businesses needs
- The need in a diverse economy to serve the HITCH industries (Healthcare, IT, Transportation, Constructions, & Hospitality)
- The advantages of job shadowing, job sharing, and work-based learning and the ability to begin earning while working
- Overview of Federal and State Registered Apprenticeship Programs as the standard for all apprenticeship programs

- Strategies to get employers on board and get youth engaged in order to create a pipeline of competent, trained, and skilled employees to meet their employment needs
- Grant opportunities in the County for apprenticeships and the need to have government officials and industry leaders on board

In summary Mr. Seleznow recommended that board members explore what Maryland and other states are doing regarding apprenticeships and indicated the JFF will support the board’s efforts to learn more.

CAREER & TECHNOLOGY EDUCATION NEEDS

Ms. McGovern introduced Mr. Nick Keckley, Coordinator of Career Tech Education and Kathleen Spain, Perkins Local Coordinator, AACC. Ms. Spain presented “*Perkins and Career Technical Education (CTE)*”. Ms. Spain explained Perkins and what it is about, and its purpose as follows:

- Federal funding awarded by the US Department of Education and administered by the Maryland State Department of Education (MDSE)
- It was reauthorized in 2018 as the Strengthening and Career and Technical Education for the 21st Century Act, aka “Perkins V”
- The purpose of Perkins V is to “more fully the academic knowledge and technical and employability skills of secondary education students and postsecondary education students who elect to enroll in CTE programs and programs of study”.

Mr. Keckley explained Career Technical Education (CTE) including the purpose and vision:

- Preparing students for the workforce and postsecondary study
- MDSE’s Vision: Each student has access and the opportunity to engage in career programs of study that:
 - Align to high-skill, high-wage, and/or in-demand careers
 - Lead to earning industry-recognized and/or postsecondary credentials that will allow entrance and/or advancement in a specific career cluster
 - Provide career-based learning experiences that require the application of academic, and technical knowledge and skills in a work setting

Ms. Spain explained that the law requires that a joint Local Advisory Council (LAC) is established in each county receiving federal support for CTE programs. The LAC is responsible for advising the overall system of CTE. The Anne Arundel County Local Workforce Development Board serves as the LAC. Ms. Spain explained the new requirement under Perkins V which is to implement a CTE local needs assessment (CLNA) so support data informed decisions that improve CTE systems and programs of study. Ms. Spain explained that the overall purpose of CLNA is to support identifying areas of promise and opportunities for growth in CTE, to encourage continuous improvement cycles that will support student success in CTE, and to reinforce Maryland’s vision for CTE.

The CLNA will include:

- Analysis of pre-populated state-collected participant enrollment and concentrator performance data
- Assessment if CTE programs of study are sufficient in size, scope, and quality to meet the needs of all students served by local school systems or community colleges
- Evaluate the progress towards implementing CTE programs of study
- Develop a list of needs/gaps to be addressed in the annual Local Application for Perkins Funding

Next Steps:

- Identify members of the CTE Comprehensive Local Needs Assessment Team
- Recruit an external consultant to facilitate the CLNA process
- Present key findings at the January 30, 2020 LWDB meeting to solicit feedback
- Incorporate edits into the final CLNA and align with FY21 Perkins Local Application for Funding

Mr. Murray recommended that when the LWDB convenes at the January 30th board meeting that they brainstorm on how to address what is needed for the needs assessment and how to fill the gaps identified.

EXECUTIVE DIRECTOR REPORT

Mr. Murray introduced Mr. Chuck Cook, Maryland State & DC AFL-CIO Legislative & Political Director and new member of AAWDC's Corporate Board of Directors. Mr. Murray, with the Local Board's permission, would like to establish an advisory committee for apprenticeships and solicit LWDB members to serve on the Apprenticeship Committee and include the Community College on the Committee. The Local Board members were so in agreement of forming an Apprenticeship Committee. Committee membership and meeting dates will be established once membership is confirmed.

Mr. Murray gave the following highlights for the Executive Director Report:

Update on MOU/RSA: Mr. Murray indicated that the MOU/RSA has been approved by the Maryland Department of Labor and that the signature process is underway.

One-Stop Operator:

Mr. Murray shared that a new One-Stop Operator, BlueOps, Inc. has been selected. The new One-Stop Operator is Mr. Bob Gunter who will be the main point of contact going forward. Mr. Murray introduced Mr. Gunter, President, BlueOps, Inc. Mr. Murray indicated that Mr. Gunter started as the One-Stop Operator in mid-July and to date there has been a large improvement from the previous One-Stop Operator. Mr. Murray referred all to Mr. Gunter's full FY20 Q1 report in the back of their packets and requested that all review the report.

Filling Board Vacancies:

Mr. Murray explained that there are still 4 Board vacancies that we are working with the County Executive to fill. The current vacancies are:

- Business: Transportation & Logistics, Construction
- Labor: representative for Apprenticeships

- Community representative

Mr. Murray reminded all that this is the County’s board and they appoint all members. Mr. Murray announced that there are currently 2 new LWDB Members: Mike Akers, AFSCME Local 582, and Nick Keckley, Coordinator, Career & Tech Ed, AACPS.

NEW BUSINESS

Approval of Revised Fy20 WIOA Budget

Mr. Murray explained the adjustments to the Anne Arundel WIOA Title 1 Initiatives Revenue & Budgeted Expenditures by Account for Fiscal Year 2020. Mr. Murray indicated that adjustments were made to address new money that came in from WIOA and “carry over money” from FY19.

Mr. Murray reviewed and highlighted the following:

- Total Budget for Adult & Dislocated Workers \$1,452,529
- Total Youth Budget \$ 903,492
- Total WIOA Budget \$2,356,021

Mr. Murray highlighted total costs for each area including: salaries & fringes, travel, facilities, contracting, customer training, other expenses, and direct & indirect admin costs.

Following the update on the FY20 WIOA Budget the FY20 WIOA Budget was approved with adjustments with no objections.

Approval of Policies

Mr. Murray requested approval of the following policies as distributed in the Board packets for review prior to the LWDB meeting:

- Equal Opportunity and Nondiscrimination Policy: Policy was updated
- Quality Assurance Guidelines: Policy was updated
- Policy Development and Review: new Policy

Mr. Murray indicated that the LWDB Governance Committee reviewed and approved these policies as written at their October Governance Committee meeting and made a motion to approve the Policies as written. Mr. Waldroff seconded the motion to approve the Policies as written. With no objections, the Policies were approved as written and will go to Mr. Townshend for his signature.

LWDB COMMITTEE UPDATES

Mr. Murray explained the LWDB 2 Year Goals and the LWDB 5 Year Priorities. Mr. Murray and Mr. Townshend met with each LWDB Committee Chair to review the 2 Year Goals and Priorities and determine and develop which Goals & Outcomes were most appropriate for their Committee. Following their meeting with the Committee Chairs, the Committee Chairs met with their Committee members to develop strategies to meet their 2 Year Goals and Outcomes.

Mr. Murray explained and discussed the following for the following 5 goals, which Committee choose which Goal, what their objectives are and the 2-year outcomes for the goals:

- Goal #1: Creat resources for businesses to **(attract & retain)** their employees. All in favor of edit: attract & retain and adding this to goal #1.

- Committee: Business & Industry Engagement
- Goal #2: Increase the pipeline of candidates that have the skills & attributes to meet business needs.
 - Committee: Business & Industry Engagement
- Goal #3: Ensure the workforce system has the infrastructure, policies, and procedures needed to be an efficient and aligned system.
 - Committee: Governance and Alignment
- Goal #4: Have a strong referral and connection system amongst partners that allows for easy referral into and across the workforce system.
 - Committee: Targeted Populations and Alignment
- Goal #5: Ensure the workforce system in Anne Arundel County has innovative solutions to address the employment barriers faced by selected targeted populations.
 - Committee: Targeted Populations, Business Industry & Engagement, and Alignment

Mr. Murray recommended that the LWDB Committees continue to meet to develop strategies to move the workforce system forward for the next 2 years.

ANNOUNCEMENTS

- Mr. Kushinsky announced the United Way Walk a Mile Event will be held on November 8th from 10:30 am – 12:30 pm. Mr. Kushinsky explained the details of the event.
- Ms. McGovern announced that the tour of NSA and their buildings will be held on November 14th from 10:00 am – 12:30 pm
- Ms. McGovern shared information on the recent Talent Pipeline Conference
- Ms. McGovern reminded all that the Board Holiday Luncheon will be held on December 18th from 11:30 am – 2:00 pm at Live! Casino & Hotel

MEETING ADJOURNEMENT

With no further business on the Agenda, the LWDB meeting was adjourned at 10:59 am.



Policy Memorandum 2020-11

Privacy and Data Security – Effective February 1, 2020

INTENDED AUDIENCE: All members of the Anne Arundel County Local Workforce Development Board, board members and staff of Anne Arundel Workforce Development Corporation (AAWDC), and partner staff at the Anne Arundel County Career Center

SUBJECT: Staff Responsibility Related to Privacy and the Protection of Personally Identifiable Information (PII) and other sensitive information

LAST REVIEWED/UPDATED: November 2019

RESPONSIBLE OFFICE: Office of Compliance

POLICY CONTACT: Compliance Manager

CANCELLATIONS

PPM 2017-10 – Personally Identifiable Information

STANDARD OPERATING PROCEDURES

None

FORMS

None

Approvals

President and CEO, AAWDC _____

Chair, Local Workforce Development Board _____

Introduction

The Anne Arundel County Local Workforce Development Board (Local Board) recognizes that partners within the workforce development system handle a vast amount of information about our customers and clients. Release of this information (intentional or otherwise) can be damaging if disclosed to the wrong individual or misused by staff. Personally Identifiable Information (PII) is collected on current and prospective registrants and participants, past participants, employees, Board members, etc. Additionally, partners may also collect PII on youth participants that requires additional consideration and special handling. In general, PII is protected by the following laws:

- Privacy Act of 1974
- Family Educational Rights and Privacy Act (FERPA)
- Gramm-Leach-Bliley Act (FTC Information Safeguarding Rule)
- Health Insurance Portability and Accountability Act (HIPAA)
- Children's Online Privacy Protection Act
- Maryland Confidentiality of Information Act
- Maryland Social Security Number Privacy Act
- Maryland Personal Information Protection Act

Policy Statement

AAWDC shall follow all federal, state, and local requirements to protect PII and sensitive information about an individual (including jobseekers, participants in AAWDC initiatives, business customers, and employees). While the goal of this policy is to prevent a security breach, AAWDC shall promptly respond to a breach (whether real or perceived) and act to contain and minimize loss as a result of the breach to the extent practicable and as required by law.

General

The Local Board oversees Anne Arundel County's workforce development system. Partners in the system collect participant-level demographic data as required by the programs the partners administer. This data collection allows the partners to:

- Determine eligibility for participation in various program and benefits administered by the partners
- Determine eligibility for inclusion on state or local eligible training provider lists
- Determine barriers to employment and provide supportive services, where applicable
- Track and ensure that programs are assisting clients and customers as they are supposed to do
- Track outcome and performance metrics
- Track program co-enrollment
- Track any follow-up requirements with clients and customers
- Collect demographic data on various population characteristics (such as disability and homelessness)
- Assist the Local Board in understanding the local workforce development system
- Assist the partners in applying for and obtaining grants

This data is collected in a variety of means, both in electronic and physical formats.

Data Access

Per Maryland Policy Issuance 2019-04, partner agencies are required to execute Data Sharing Memorandums of Understanding (MOUs), listing the specific data elements the agency can access and what purpose the data will be used for. There are four steps to gain data access:

1. *Information Release Form* – The agency must have the participant sign an Information Release Form. The form will acknowledge that the participant understands that certain data will be shared between partner agencies to support the participant's success in gaining meaningful employment.
2. *Data Sharing MOU* – The agency must have a data sharing agreement with the Local Board and its Administrative and Fiscal entity, AAWDC.

3. *Clear Understanding of Staff Responsibilities* – The agency must have a privacy and data security policy in place which clearly defines staff confidentiality and provides a Standard Operating Procedure for gaining access to confidential information and for restricting or deactivating staff access.
4. *Staff Training* – All staff with access to a data collection system must receive training from the parent agency within 30 days of being granted access. Additionally, the agency must provide annual training on privacy and data security.

Data Security

AAWDC, on behalf of the Local Board, has established the following standards for data security.

Physical file data must be protected by the following means:

- Reduce the volume of collected physical data to the minimum necessary to fulfill the reporting requirements of the data element or case management service.
- Access to physical file data is limited to staff who require access to perform necessary job functions (called “need to know” access).
- Files must be physically stored in a central location that can be secured.
- From employment records, equal opportunity and medical data should be stored separately from employee personnel file (see 29 CFR Part 38.41 for more information).
- For participant records, medical data should be stored separately from the participant’s master file.
- Files should be secured (i.e., put away in a locking drawer) before leaving for an extended period.
- Due diligence monitoring of subgrantees and vendors should be conducted on a regular schedule.
- Files should be labeled utilizing a unique identifier (such as MWE State ID) that is not protected PII.
- Files should be disposed of through confidential recycling.

Electronic file data must be protected by the following means:

- Access to electronic records should be limited to staff who require access to perform necessary job functions. Access should be restricted to read only where a staff’s necessary job functions does not require data entry or data validation job functions.
- Electronic files should utilize encryption and strong authentication procedures to make information unusable to unauthorized users.
- Data containing Protected PII should not be transmitted through electronic means, such as e-mail, unless encrypted (whenever possible) and shall not be transmitted through temporary memory devices (such as USB drives).
- Logging out of electronic data collections systems, such as MWE, when leaving the computer unattended.
- Use of aggregated data whenever possible.

Records Retention

Agencies must typically retain participant files and corresponding electronic data for a period of three years after the grant closeout date. For formula grants, the guideline is three years after participant’s exit cohort close date. Fiscal data must be retained for seven years after the grant closeout date. These are de minimum standards. If an agency has requirements that differ from these standards, it is incumbent upon staff to be aware of those standards.

Definitions

Exit Cohort – An exit cohort is all exiters between July 1st and June 30th of a Program or Fiscal Year. The close date is July 1 of the next program year.

Personally Identifiable Information (PII) is any information pertaining to an individual that can be used to distinguish or trace a person’s identity, on its own or in combination with other information that is linkable to that individual.

PII comes in many forms as indicated in the table below:

Type of Data	Definition	Examples
Protected PII	Information that, if disclosed, could result in harm to the individual whose identity is linked to that information.	<ul style="list-style-type: none"> • Social Security Numbers • Credit card numbers • Home telephone numbers • Age and/or birth date • Marital status and/or spouse name • Educational history • Biometric identifiers (i.e., fingerprints) • Medical history • Financial information • Computer passwords
Non-sensitive PII	Information that, if disclosed, by itself, could not reasonably be expected to result in personal harm. It is stand-alone information that is not linked or closely associated with any protected or unprotected PII.	<ul style="list-style-type: none"> • First and last names • E-mail addresses • Business addresses and/or phone numbers • General education credentials • Gender • Race

Record is the original or any copy of a document, regardless of form or medium, that is created, received, and maintained by AAWDC in pursuance of its legal obligations or in the transaction of business.

Related Policies and Other Resources

- Federal, state, or local policies
 - *TEGL 39-11* – Guidance on the Handling and Protection of Personally Identifiable Information (PII), dated June 28, 2012
 - *TEGL 07-16* – Data Matching to Facilitate WIOA Performance Reporting, dated August 23, 2016
 - *TEGL 05-08* – Policy for Collection and Use of Workforce System Participants’ Social Security Numbers, dated November 13, 2008
 - *Office of Management and Budget Memorandum 07-16* – Safeguarding Against and Responding to the Breach of Personally Identifiable Information, date May 22, 2007
 - *Policy Issuance 2019-04* – Privacy and Data Security, dated March 28, 2019
 - *AAWDC Policy Memorandum 2020-04* – Incident Reporting, dated October 1, 2019
 - *AAWDC Privacy and Data Security Essentials Training*

Revision History

<u>Policy Number</u>	<u>Date of Revision</u>	<u>Significant Change</u>
2017-10 – Personally Identifiable Information	1/1/2017	Initial Policy



Anne Arundel County Local Workforce Director Report January 2020

So far FY20 has been very successful as we continue to meet the needs of Anne Arundel County businesses and residents. Looking forward to the rest of the fiscal year there are a lot of projects and items I want the board to be aware of.

State WIOA Plan - The state is in the process of putting together the draft State Plan which will be released for public comment on January 29th. AAWDC staff will review the draft and bring any concerns to the appropriate LWDB committees of the full board if needed. The final State Plan will be submitted to U.S. DOL on April 1, 2020.

MOU/RSA - The FY21 MOU/RSA process will start in February with the alignment committee. A draft of the RSA must be submitted to the state in April.

Government Hiring Event - AAWDC and MD Labor are partnering with Alderwomen Pindell-Charles and the City of Annapolis to hold a government hiring event in the spring. This hiring event will bring local, state, and federal government agencies together in an effort to help fill their many open positions. This event will be held in Annapolis in the Spring.

Jobs for the Future Technical Assistance - Following last board meeting AAWDC has applied for technical assistance to build youth apprenticeships. The application was submitted in December and we are waiting to hear who will be selected.

WARN – In 2019 Anne Arundel County saw an increase in notices of site/plant closures and mass layoffs. There was a total of 13 notices affecting 1,252 employees filed in 2019, this is the largest amount of notices and affected employees over the past five years. For each notice MD Labor and AAWDC provide Rapid Response Services for employees.

Summer YouthWorks! – The application for the Summer YouthWork! 2020 Program will go live in February. Summer YouthWorks! provides young adults age 16-21 with 6-week paid work experience over the summer with businesses in Anne Arundel County. Any business interested in hosting an intern can contact Lisa Dunaway at ldunaway@aawdc.org.

BMC Barriers Report – The Baltimore Metropolitan Council release the results of their 2019 survey of job seekers. The Barriers to Employment Opportunity in the Baltimore Region report surveys job seekers in the Baltimore region, including Anne Arundel County, and highlights the largest issues individuals face when finding employment.

Business Solutions

75

Businesses Engaged

41

Hiring Events

3

Incumbent Workers Trained

Job Seeker Services

1,727

Individuals Receiving Staff Assisted Services

6,804

Staff Assisted Services Provided

115

Staff Assisted Career Planning

490

Attended RESEA / ROW

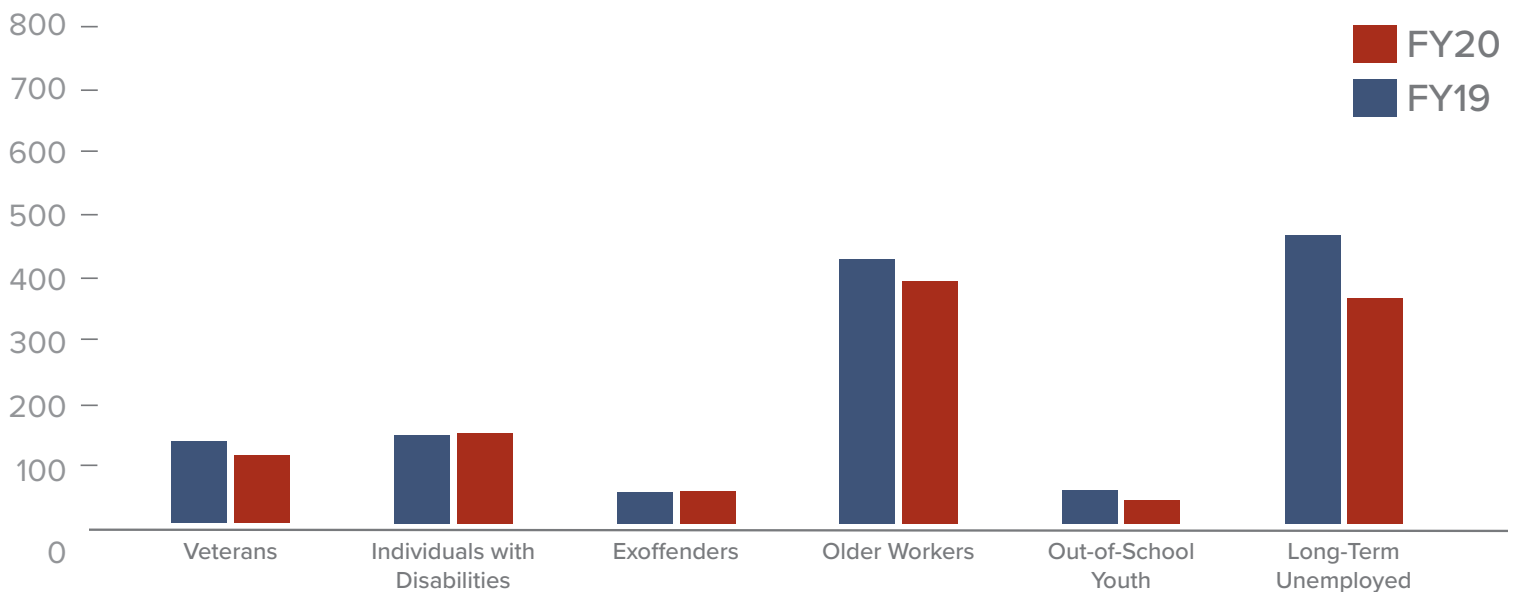
427

Attended Workshops

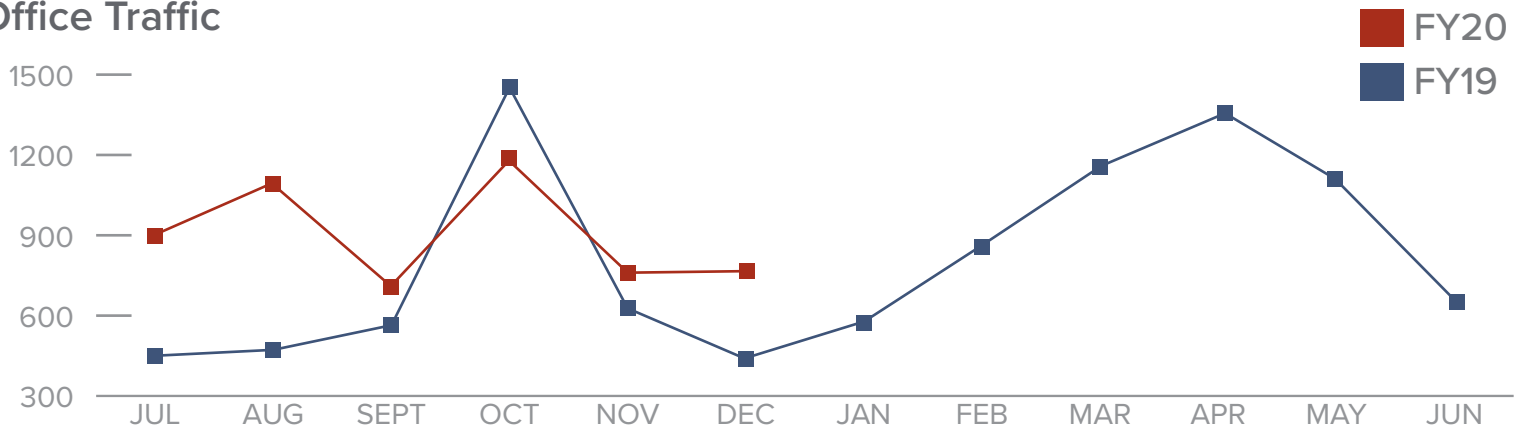
332

Used the Resource Center

Targeted Populations Served Q2



Office Traffic



Average Score

	Oct	Nov	Dec	Average
Number of Surveys Answered	29	14	33	76
I was greeted in a friendly manner upon arrival	5	4.9	4.9	4.9
I was treated in a professional and respectful manner by other Career Center team members	5	4.7	5	4.9
The Career Center staff was knowledgeable about their services and information.	5	4.5	5	4.9
How would you rate the overall quality of Career Center services received?	5	4.7	5	4.9
How likely is it that you would recommend our services to another person?	5	4.9	5	5.0

Rating Scale: 5 - Excellent 4 - Very Good 3 - Good 2 - Fair 1 - Unacceptable

Comments:

Ms. Adams is awesome. She's extremely professional and knowledgeable as it relates to my career's profession. She's also very present when listening and very respectful and professional with responses. The only I will schedule with for assistance.

Marcy was wonderful. She was very informative and knowledgeable, nice & friendly and was able to point me in the right direction in terms jobs, job fairs & services provided on websites.

Career Center staff should be mindful of clients waiting in lobby behind their schedule time to see stuff.

Gina was able to help me last minute at the end of the day and Tracey was extremely nice and helped me at over the phone a previous time.

Excellent experience! Cathy & Ms. Johnson Spritely are phenomenal! It's good to have access to their knowledge, expertise and dedication. Thank you

Ms. Adams is awesome. She's extremely professional and knowledgeable as it relates to my career's profession. She's also very present when listening and very respectful and professional with responses. The only I will schedule with for assistance.

My visit with Mr. Norman Smith was tremendously helpful and encouraging towards my path to career development opportunities within the state of Maryland. He is an excellent advocate for veterans/individuals who entered this Job Center.

This place is amazing. It is a GPS to a new career moving forward. Thanks for all that you do.

Latest resource utilized was a resume review with workforce specialist Val Lewis who was very knowledgeable and offered excellent suggestions, resume examples for my field and current approached for interviews. All the programs at the Anne Arundel County Career Center are spot on as well!

This is by far the best career center I've seen. The multiple doors provide levels of safety. Neat & clean & modern & bright, sufficient resources & plenty of seating & light.

Lavern-Front Desk, Tracy-Front Desk, and Lorraine-Resource Room. These 3 ladies are special! They took the time teach and talked to me and helped me get what I needed to do. I commend the three of them!!!

WIOA Title I Performance Indicators

Adult

73.9%

Individuals were employed in the 2nd QTR after they ended the program
(Goal - 75%)

\$27,328

Annual MEDIAN Earnings
(Goal - \$24,800)

54.2%

Of those who went into training Earned Credential/s
(Goal - 58%)

74.4%

Individuals were employed in the 4th QTR after they ended the program
(Goal - 71%)

47.2%

Of individuals in training or education had measurable skills gains
(Goal - n/a)

Dislocated Worker

81.8%

Individuals were employed in the 2nd QTR after they ended the program
(Goal - 75%)

\$39,524

Annual MEDIAN Earnings
(Goal - \$33,600)

47.2%

Of those who went into training Earned Credential/s
(Goal - 55%)

80.0%

Individuals were employed in the 4th QTR after they ended the program
(Goal - 76%)

76.9%

Of individuals in training or education had measurable skills gains
(Goal - n/a)

Youth

63.9%

Individuals were employed in the 2nd QTR after they ended the program
(Goal - 67%)

\$17,608

Annual MEDIAN Earnings
(Goal - n/a)

62.2%

Of those who went into training Earned Credential/s
(Goal - 65%)

71.4%

Individuals were employed in the 4th QTR after they ended the program
(Goal - 61%)

49.6%

Of individuals in training or education had measurable skills gains
(Goal - n/a)

WIOA Performance Report | FY20 Q2

WIOA Adult/Dislocated Worker

Performance Outcomes	Q2 Actual	YTD
Newly Enrolled	15	55
Total Served		134
Started Occupational Training	7	33
Successfully Completed Occupational Training	27	36
Received Credential(s)	5	17
Placed in Work and Learn	0	0
Became Job Ready	21	40
Gained Employment	24	31

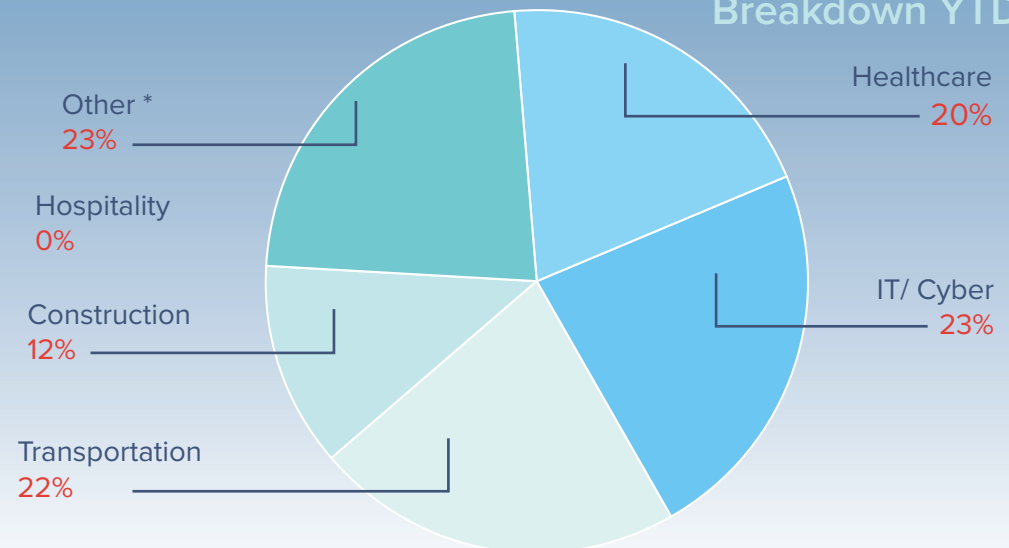
WIOA Youth

Performance Outcomes	Q2 Actual	YTD
Newly Enrolled	3	20
Total Served		53
Started Occupational Training	9	12
Successfully Completed Occupational Training	6	12
Received Credential(s)	4	8
Placed in Work and Learn	1	6
Became Job Ready	0	16
Gained Employment	7	23

WIOA Business Solutions

Performance Outcomes	Q2 Actual	YTD
Business Visits	31	74
Businesses Engaged	75	125
Services Provided	254	437
Hiring Events Held	41	91
Open Positions Filled	219	339
Pre-screened Candidates Receiving Interviews	57	106
Customer Satisfaction	90%	

Occupational Training Breakdown YTD



*Other trainings include professional & administrative occupations that cross multiple industries



Committee Reports FY20 Q2

Business and Industry Engagement Committee – Julie McGovern, Committee Chair

The Business and Industry Engagement Committee is comprised of representatives of the five HITCH Councils. In the previous quarter, the committee met in person and by phone with the purpose of assessing current state, establishing goals and identifying specific activities for the coming year.

At this point, each of the HITCH Councils are operating and have established goals, based on where they are in development stage. In November, several members of the B&I E Committee attended the TPM conference in DC.

At the January meeting, the committee had a presentation from Samantha Stallybrass, WIB staff regarding the Talent Pipeline Management (TPM) process and discussed the merits of adopting the formal TPM process. The committee noted that some of the TPM process is already being utilized such as we have 5 established HITCH councils, we use analytics to drive direction and results, we have close relationships with local colleges, ect. After a thorough discussion, the committee endorsed adopting the TPM process formally. This will benefit the HITCH Councils and the WIB staff by applying a formal process that has been vetted nationally and is proven to get results. By utilizing TPM, committees will have access to national experts, information about what other councils are doing nationally and access to the data being collected by TPM from its members. It will also help maintain consistency of approach when committee and staff members change over time.

Working with the WIB staff, the B&I E Committee will be sponsoring business roundtables to help local businesses with key issues such as recruitment and retention. In addition, the B&I E committee wants to develop resources to help businesses by providing resource guides on topics of interest such as child care, transportation and helping with employment of special populations like veterans, the disabled and ex-offenders. The first round table will be hosted in February 2020 with a focus on retention. Several local businesses from varied industries will present their winning strategies. Each of the HITCH Councils wants to expand business participation. It is hoped that the roundtables will bring new participants to the councils.

Upcoming activities.

Over the coming months, the B&I E Committee will be doing the following:

- Prioritize obtaining new membership through outreach.

- Supporting the roundtables through participation and encouraging members and non-members to attend the sessions.
- Brainstorming topics for the education resources for businesses.
- Come to the April meeting prepared to share one project or initiative that is working. The goal is to be more deliberate in helping the other HITCH Council with ideas they can adopt.
- The WIB staff will evaluate each of the five HITCH Councils to assess where they are along the TPM continuum and present to the B&I E Committee at the April meeting.

Alignment Committee, Andre James, Committee Chair

- We had ongoing conversations regarding board objectives
- We had a briefing/presentation from the County's Office of Transportation regarding the various transportation options available to workers and job seekers.
- We have begun the conversation around the Resource Sharing Agreement
- We began planning the upcoming Spring Convening for center and partner staff.
- Selected staff will begin to meet with regards to building a new referral system

Governance Committee, Walt Townshend, Committee Chair

- The Committee reviewed the “Christmas Tree” Report and details about how the information is gathered, formatted and presented. The Anne Arundel report had only one “red” area, with the balance in green. We learned that the red area is related to the “credential rate” of those clients entering programs in Jan-March of 2018. Because the data is a “rolling” average over a 12-month period, this red will go off in the Q2 report for 2020. The Committee stated that the full board receive the report so that it is aware of the numbers—and may ask questions for anything they wish to better understand. However, it falls to the GC to be the “watchdog” for these numbers.
- Maryland is underway with its State Plan for Workforce Development, but is running a bit behind, as it was slated for release to the LWDBs for review on 13 January 2020. Stakeholders will have from 29 Jan to 12 February for comments. To date, the LWDB has received no guidance for developing a local plan, which we also must do. The final plan is due in 2021.
 - Board Vacancies: The GC discussed the current Board vacancies, Mr. Murray advised all to be on the “lookout” for good Board members. In the BUSINESS category Mr. Murray and Mr. Townshend will be meeting with a candidate on 4 February, who is involved in transportation/logistics as a prime contractor for Amazon. In LABOR we are looking for a representative heavily invested in apprenticeship programs. In COMMUNITY, we are looking for a faith-based representative who is also working significantly with the Hispanic Community and believe we have identified a possible candidate.
 - The GC reviewed and discussed the rapid-response or WARN (Work Adjustment and Retraining Notification) program, along with an historical overview of significant layoffs in AA County. In 2019 we had the highest number of such lay-offs (1252) due to Shopper’s Food Warehouse, A. C. Moore, and Chesapeake Candle, among others. In some cases, a substantial number of laid-off employees are hired by other, and sometimes successor, companies.

- The GC reviewed the Privacy and Data Security policy for all employees, and it is was approved.
- RSA Negotiations for 2021. Mr. Murray advised that he was asking Mr. Gunther, the current One Stop Operator, to handle the Regional Sharing Agreement negotiations on behalf of the LWDB. Kirk allowed that the document now on the County Executive’s desk for signature.
- Responsibilities of LWDB Board Members. The GC reviewed and approved a document which outlines the responsibilities of local board members, which will be presented to current and future members of the Board.

Targeted Populations Committee, Carnitra White, Committee Chair

The Targeted Populations Committee and the Youth Subcommittee choose the following Goals and Priorities at their combined meeting on October 15, 2019:

- **Goals:**
 - #4 Have a strong referral and connections system amongst partners that allow for easy referral into an across the workforce system.
 - #5 Ensure the workforce development system in Anne Arundel County has innovative solutions to address the employment barriers faced by selected targeted populations.

- **Priorities:**
 - #4 Ensuring that Anne Arundel County’s most vulnerable residents receive the services they need to start on a career pathway that leads to self-sufficiency.
 - #5 Ensure the workforce development system in Anne Arundel County has innovative solutions to address the employment barriers faced by selected targeted populations.

The Committee discussed the goals and priorities and approved chosen goals and priorities for the Targeted Populations Committee and the Youth Sub-Committee.

The Committee identified 3 targeted populations to focus on (includes focus for the Youth Subcommittee):

- Ex-Offenders and those re-entering from prison
- Homeless populations
- Disconnected youth – youth 18 -24 years of age, not in school, not working, and youth transitioning from high school to the workforce without direction

The Committee developed objectives and strategies for each goal. The Committee will continue to develop the 2-year outcomes for the goals.