



Anne Arundel County Local Workforce Development Board

June 29, 2017

MINUTES

Members Present

Deborah Albert
Grant Dopheide
Judith Emmel
Kathy Hall
Faith Harland-White
Steve Heise
Andre James

Tim Kingston
Julie McGovern
Thomas Pfundstein
Sarah Purdum
Michelle Stewart
Walt Townshend
Ron Vogt
Dale Waldroff
Carnitra White

Members Absent

Franchaun Armstead
Brian Cavey
Chris Haslinger
Tom Huesman

Christine Laffey
Bishop Shanklin
James Weaver

AAWDC Staff

Ernestine Chambers
Shauna Donahue
Jeffrey Dufresne
Milena Kornyl
Bekki Leonard
Louise Lynch

Kamita Marbury
Kirkland Murray
Susan Ross
Bonnie Speedy
Jeff Trice

Guests

Mary Ellen Branham
Brandon Butler, Esq.

Meeting Location

Anne Arundel Community College, CADE Building, Room 219

MEETING CALLED TO ORDER & INTRODUCTIONS

Mr. Townshend welcomed everyone to the meeting and asked that all introduce themselves.

Mr. Murray announced that this would be Mr. Trice's last meeting. Mr. Murray thanked Mr. Trice for his service to AAWDC and personally thanked him for his contribution to business in Anne Arundel County.

Mr. Townshend reminded all present to read and sign the Conflict of Interest Statement and give to Louise Lynch when completed.

APPROVAL OF MINUTES

Mr. Townshend requested a motion to approve the April 13th Combined Board Retreat Meeting minutes. Mr. Waldroff motioned to approve the minutes as written. Ms. McGovern seconded the motion. The minutes of the April 13th Combined Board Retreat we so approved as written.

GUEST SPEAKER & DISCUSSION

Mr. Murray introduced Mr. Brandon Butler, Deputy Assistant Secretary, Division of Workforce Development & Adult Learning, Department of Labor, Licensing, & Regulation. Mr. Butler presented an overview of "Benchmarks for Success for Maryland's Workforce System". Mr. Butler explained the Benchmarks for Success and the history of the document, how it was organized and finalized for the local and regional areas, and the timeline for the finalization of the document. Mr. Butler explained that the local Workforce Boards set the vision for the local areas, the Resource Sharing Agreement monetized the relationships that were built, and the Memorandum of Understanding explained everything.

Mr. Murray referred all to the Benchmarks for Success document in their packets that listed Maryland's Vision and listed the 5 Strategic Goals. Mr. Murray requested that all review the 5 goals and consider how this board can move the strategic goals forward and adopt this philosophy for Anne Arundel County. Mr. Murray indicated that no vote was necessary at today's meeting, however encouraged all to think about the 5 Strategic Goals and consider bringing the Goals to the LWDB for a vote at future meetings.

Mr. Townshend thanked Mr. Butler for his presentation and all his diligent work in helping the LWDB with the One Stop Project.

LOCAL DIRECTORS REPORT

Mr. Murray gave an overall update on where workforce has been, where workforce is going, and indicated that FY17 was a very busy year for Local Directors. Mr. Murray thanked all the LWDB members for putting the Local Plans in to place and indicated that the Regional Plan has been completed with the help of all the counties. Mr. Murray

reviewed other projects that were completed in FY17: completion of an Memorandum of Understanding working with system partners, Resource Sharing Agreement- all partners came together to get the RSA completed and finalized, completed the PY16 Program Compliance Review Monitoring with minor findings that will be fixed (see Draft copy of the report in meeting packet), Review of our One Stop Center to provide an objective evaluation of the system and its preparedness for the WIOA transition as of July 1st (See the Workforce System Follow-Up Report of June 2017 by Mary Ann Lawrence, President, Power Notes in meeting packet), Fiscal Monitoring or Audit was conducted by DLLR which found that AAWDC met its objective in providing financial support under the WIOA and EARN Program (See the DLLR report in the meeting packet).

Mr. Townshend indicated that the Local Plan included a statement that will require a review of the One Stop Center for WIOA Compliance every year as a benchmark for continuous improvement.

Mr. Murray gave a brief PowerPoint presentation and overview of the new Anne Arundel County Career Center and indicated that a lease was signed one month ago. The new Career Center is on track to be opened and functional by mid-September. A grand opening and ribbon cutting event will be scheduled for some time in November.

Mr. Murray discussed the idea of getting businesses involved in some sort of sponsorship with the new Career Center and naming rights to training rooms and or conference rooms. The group discussed the pros and cons of such naming rights. Mr. McGovern suggested reaching out to foundations for some guidelines on naming and sponsorship for the new Career Center.

Mr. Murray discussed the need to establish our logo, get the word out to all Anne Arundel County residence regarding the services AAWDC offers and what we do. Mr. Murray indicated that branding will be a major focus for the coming year.

Mr. Murray gave an overview of where workforce is going in FY18 and explained that WIOA requires that we be more demand driven which is noted in our Local Plan. As an organization, we need to be responsive to businesses and their workforce needs, use data to place job seekers in training for where the jobs are, and tell the story regarding our economic impact on Anne Arundel County. The focus needs to be on moving job seekers up to middle skilled jobs and higher, removing barriers to employment, solving transportation issues, and concentrating on the HITCH Industries (Healthcare, IT, Transportation, Construction & Hospitality), and meeting businesses demands and building a job seeker pipeline for businesses now.

Mr. Murray reviewed the Industry Sector Training Model and the use of HITCH Industry Roundtables to support the Industry Sector Training Model in partnership with businesses

and their job training needs. Mr. Murray encouraged all board members to engage with the Industry Sector Training Model and become ambassadors for the workforce system. Ms. Ross presented a PowerPoint regarding Career Pathways and Career Development which explained how workforce is shifting its focus with clients and businesses and how youth are starting careers, transitioning careers and advancing careers. The focus is to get youth in and advance their careers.

Mr. Murray highlighted the FY18 WIOA Budget and explained that with the drop in unemployment there was a drop in WIOA money allotted which was passed down to the locals. Mr. Murray indicated that we lost 10% (approximately \$80,000) in WIOA funding for FY18; however, we've experienced steady growth with serving youth and adults over the past two years. Mr. Murray explained that the workforce system will be able to adapt by focusing on our new plan and align our budget to be consistent with our grantors. Mr. Murray reviewed all infrastructure and direct costs for the organization and the staffing needs for the coming year specifically investing in a vendor to do out-of-school Youth Services training instead of using AAWDC staff which will be an overall savings. Mr. Murray indicated that AAWDC will be looking to hire a consultant who will focus on working with the LWDB to develop projects regarding industry sector partnerships and business engagement and also work on training business-facing staff.

BOARD APPROVALS

Mr. Townshend indicated that the Board called for a motion to approve the following:

- AAWDC's FY18 Budget: Carnitra White motioned to approve the FY18 Budget, Dale Waldroff seconded the motion, and all were in favor. The AAWDC FY18 Budget was so approved
- Approval of Policies: The Board approved the following Policies as written: Personal Identifiable Information Policy, Equal Opportunity and Nondiscrimination Policy Motion, etc.
- Approval of Resource Sharing Agreement: Andre James reviewed the document and explained the alignment and WIOA requirements for the MOU/RSA with in the Local Plan for all partners in the new Anne Arundel County Career Center. Andre referred all to the American Job Center document in their packets which demonstrated all costs for all partners. Andre thanked Milena for all her hard work in getting the RSA completed and indicated that the LWDB Alignment Committee had approved the RSA. All board members were in favor of approving the RSA as written with none opposed. Motions, etc.

- Approval of One Stop Operator Agreement: Mr. Townshend requested a motion to approve the One Stop Operator Agreement as written. Dale Waldroff motioned to approve the One Stop Operator Agreement and Steve Heise seconded the motion. Without further discussion the One Stop Operator Agreement was approved as written.
- Approval of Youth RFP: Mr. Townshend explained the Youth RFP and the resolution adopted by the Youth Sub-Committee (see resolution in meeting packet): *RESOLVED*, the Board authorizes the Youth Sub-Committee to select the vendor on the Board's behalf and authorized the Executive Director (or his designee) to negotiate the final contract up to \$400,000. Mr. Townshend stated that Anne Arundel Workforce Development Corporation intends to distribute a Request for Proposal (RFP) on July 14, 2017 to hire a vendor to provide services for WIOA out-of-school youth. The proposals will be due on August 1, 2017. All board members voted in favor of the Resolution and the distribution of the Request for Proposal. Motions, etc.

COMMITTEE UPDATES

Due to time constraints, Mr. Townshend instructed all to read the LWDC Committee reports in their meeting packets.

NEW BUSINESS

Anne Arundel County Local Workforce Development Board Logo: Mr. Townshend explained that the LWDB will need to select a logo for the Board. Ms. Leonard has developed three choices which will be sent to the Board members for the members to vote their choice.

Mr. Heise shared that Maryland Live! will have 500 new construction jobs in the coming year and requested that AAWDC help out with their hiring.

MEETING ADJOURNMENT

Mr. Townshend motioned that the meeting be adjourned, all in favor and the meeting was adjourned at 11:10 am.