

Dwayne Myers, Chair
Dynamic Automotive

Dr. Philip Brown
Phoenix Mecano

Mike Dickson, Youth Committee Chair
Seed of Life Nurseries

M.C. Keegan-Ayer
Frederick County Council

Ramenta Cottrell
City of Frederick
Department of Housing and Human
Services

Molly Coughlan
Country Meadows Retirement
Communities

Richard Griffin
City of Frederick
Department of Economic Development

Joyce Bouchard
Maryland Department of Labor

Christine Cambareri-Kay
Citizens Services Division

Monica Kolbay
ArachnidWorks, Inc.

Patti Maluchnik
Georgetown Insurance Service

Jennifer Szabo
Adult Education & Family Literacy/FCC

Dr. Molly Carlson
Frederick Community College

Susan Pacific
Frederick Regional Health System

Anne Paxton
Frederick County Public Schools

Sharon Plump
Division of Rehabilitation Services

Katie Stevens
Office of Economic Development

Justin Saltzman
Verita Real Estate Advisors

Jackie Byerly
Department of Social Services

Workforce Development Board



Investing in People

“A Frederick County where every person has the opportunity to maximize his or her career potential and all local employers have the human resources they need to grow and prosper and Frederick’s workforce system is the “go to” for businesses who need skilled employees.”

Frederick County Workforce Development Board
December 9, 2022
8:30am

Board Members Present: Dwayne Myers, Dr. Philip Brown, Joyce Bouchard, Jackie Byerly, Molly Carlson, Molly Coughlan, Richard Griffin, M.C. Keegan-Ayer, Monica Kolbay, Patti Maluchnik, Dr. Molly Carlson, Sharon Plump, Anne Paxton, Justin Saltzman, Katie Stevens, Jennifer Szabo

Board Members Absent: Christine Cambareri Kay, Ramenta Cottrell, Susan Pacific

Staff Present: Bob Gunter, Kara Fritz, Michelle Day, Jessica Mills

Guests Present: Dani Adams, Julie Hunter, Dr. Kristine Pearl, Emily Snyder

8:30am Welcome and Introductions and thanks

Dwayne Myers, Board Chair welcomed everyone and called the meeting to order.

FCC Adult Ed & ESOL Program and Successes

Julie Hunter, Adult Ed and ESOL Transition Specialist shared information regarding FCC’s Adult Ed/ESOL programs.

ABE/GED (Adult Basic Education and GED classes): The Adult Basic Education grant-funded program consists of reading, writing and math for adult students who need to develop skills for their jobs, continuing education or prepare for the GED test.

ESOL: Consists of Basic ESL, Targeted ESL and Academic ESOL for adults who want to improve their English Language skills to improve their ability to speak, write, listen and read in English.

- Basic program is grant funded and is geared towards those who speak little to no English or have had little training in English. Classes are tailored to the needs and goals of the students.
- Bridge to Careers courses focus on on career training for in-demand careers and industries such as Healthcare, Business, CDL-B. These courses are geared towards adults with an ESL background.

- Targeted ESL program offers targeted instruction and designed to improve oral fluency to transition students from Basic ESL to formal English for professional or academic purposes.
- Academic ESOL program offers instruction in academic reading, writing, grammar, listening and speaking for those who are interested in pursuing a college degree or certificate.

Dani asked if the basic courses is fundamental enough for some students? Julie shared students complete testing that would assist in determining where they should start.

Justin asked if most students go into one type of career program? Julie shared that most go into Healthcare but there has been an increase in culinary, CDL-B and IT. Julie also shared that IT tends to be a challenge for the limited english speakers and FCC often refers these students to FCWS's Skill Up online learning platform to start the process.

Dwayne asked what the capacity is of the program? Julie and Jennifer stated they are unsure at this time as there is currently a waiting list due to funding, instructors and space.

Dwayne also asked how they get employers involved? Julie shared they attempt to connect to employers and also collaborate with FCWS however, they would like to have more employer partnerships to understand what skills employers are looking for.

Sharon asked if they offer Deaf ESL classes? It was shared that Adult Ed is working with FCC's Disability Services but each students is different so it's a challenge to meet everyones needs in one type of class.

Dani asked if there are additional services that these students can use if there are additional barriers besides language? Julie shared they refer to other community resources in addition to FCWS for assistance. Michelle shared that with the partnership, FCWS may be able to assist with supportive services.

Youth Scholarship Fundraising Plan

Monica presented the board with Youth Scholarship fundraising ideas including:

- City and County Office of Economic Development newsletters.
- Leadership Frederick County and the Chamber of Commerce
- The goal is to begin marketing in January 2023

Monica asked the Board members to assist in making connections to the industries and be ambassadors to promote the growth of this fund.

Monica highlighted the idea of renaming the fund to Catalyst Young Adult Scholarship program. The renaming will assist with branding the scholarship. She shared marketing materials geared towards the applicants and business community (for fundraising) with the new branding.

Dani asked if the scholarships can go to the employers to fund training in their fields? Patti stated that she would ask the Community Foundation as she sits on their board.

Dwayne requested that the board share the success stories received from the community foundation to be able to show donors how their donations assist.

Updates on Blueprint for Maryland's Future

Michelle and Dr. Pearl shared some background on the Blueprint Legislation to the Board. Michelle shared updates on the College and Career Readiness portion of the legislation that will require each County to provide career counseling beginning in the 2023-2024 school year. Michelle shared that FCWS is working with Dr. Pearl (Frederick County Public Schools) and Frederick Community College to solidify a draft Memorandum of Understanding to outline how these individualized career counseling services will be provided to middle and high schoolers.

Sharon asked if there is a possibility to start with just a few grades such as 6th through 8th? Michelle shared that this is something that does need to be decided and outlined in an MOU.

Dwayne asked Michelle if there are any staffing concerns? Michelle shared that there is and the discussion on who would hire, train and place the counselors is part of the ongoing discussion.

Dr. Pearl shared the career counselor positions need to be differentiated from guidance counselors. She also shared the new Frederick County Board of Education has been updated about Blueprint.

Membership Nomination

Dani Adams has expressed interest in joining the board and submitted a letter of interest and her resume for consideration.

Dwayne asked for a motion to approve Dani's nomination.

Richard **motioned** for approval, Patti **seconded**.

Approved unanimously.

Approval of September 2022 meeting minutes

The Board was presented with the minutes from the September 2022 Workforce Development Board meeting.

Monica **motioned** for approval, Patti **seconded**.

Approved unanimously.

Approval of proposed 2023 Board meeting dates

The Board was presented with dates for the 2023 Workforce Development Board meetings.

Patti **motioned** for approval, Monica **seconded**.

Approved unanimously.

With no further business to discuss Richard **motioned** for the meeting the be adjourned. Katie **seconded**. Meeting **adjourned** at 9:45 am.

DRAFT

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