

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

Teri Bisceglia  
Customer Representative

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

Helen Propheter  
Office of Economic Development

Justin Saltzman  
Verita Real Estate Advisors

Jackie Byerly  
Department of Social Services

Katrina Wyand-Yurish  
H.B. Restaurant Group

# 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

June 10, 2022

8:30am

**Board Members Present:** Dwayne Myers, Dr. Philip Brown, Jackie Byerly, Molly Carlson, Molly Coughlan, Joyce Bouchard, M.C. Keegan-Ayer, Monica Kolbay, Anne Paxton, Sharon Plump, Helen Propheter, Justin Saltzman, Jennifer Szabo, Katrina Wyand-Yurish

**Board Members Absent:** Teri Bisceglia, Ramenta Cottrell, Mike Dickson, Richard Griffin, Christine Cambareri Kay, Patti Maluchnik, Susan Pacific

**Staff Present:** Bob Gunter, Micha Hagans, Kara Fritz, Erin Inman, Michelle Day, Teresa King, Mae McDowell, Jessica Mills

**Guests Present:** James Marchinke, Emily Snyder

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### **8:30am Welcome and Introductions and thanks**

Dwayne Myers, Chair, welcomed everyone and called the meeting to order. He introduced new board members and guests.

Dwayne shared that Katrina and Helen would be transitioning off of the board and presented them with a certificate of appreciation for their dedication over their tenure as members. Michelle shared an additional note of thanks.

### **Approval of March 2022 meeting minutes**

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

Justin **motioned** for approval, Joyce **seconded**.

**Approved unanimously.**

### **Membership discussion**

Dwayne requested a motion to approve reappointment for Molly Coughlan and Dr. Philip Brown who have submitted requests to continue membership on the Workforce Development Board.

Monica **motioned**, Joyce **seconded**.

**Approved unanimously.**

Dwayne initiated discussion on the need of additional business representatives to join the Workforce Development Board with a desire to have representation from the following industries:

- Biotech/Healthcare
- IT
- Construction/Trades
- Logistics & Production

Members of the board identified several potential representatives from companies such as Bayne Bio, Ellume, Engage, Daly Computers, Kroger, FCBA, Warner and the field of agriculture.

Several board members have connections to these companies and shared they would be happy to make the connection to Michelle for further information.

### **One Stop Operator Updates**

Bob Gunter, Frederick County's One Stop Operator presented an overview of Frederick County's Workforce Development System, services offered at the American Job Center and additional updates.

System Framework:

- Federal Level- The Workforce Innovation and Opportunity Act (WIOA) was created by Congress and provides regulations and includes policy guidance from the U.S. Department of Labor and U.S. Department of Education.
- State Level- Guidance from the Governor's Workforce Development Board and Maryland Department of Labor via the State WIOA plan.
- Local Level- Frederick County Workforce Development Board, Local Workforce Development (WIOA) partners with collaboration on the Local WIOA plan, Memorandum of Understanding and Resource Sharing Agreement.

Local WIOA Partner agencies:

- Frederick Community College- Offers programming for English as a Second Language (ESL) for adults. Adult Education & GED diploma. Perkins Secondary Career and Technical Education (CTE).
- Frederick County Department of Social Services- Offers Temporary Cash Assistance to Needy Families (TANF). Supplemental Nutrition Assistance Program (SNAP). Supportive Services for TCA customers.

- Frederick County Workforce Services- Offers case management for Youth and Young Adults, Adults and Dislocated Workers. Employment and Training Programs, Business Services, and supportive services for those impacted by substance use disorders.
- Jewish Council for the Aging- Manages the Senior Community Service Employment Program (SCSEP).
- Maryland Department of Labor- Offers disabled veterans case management. Basic career services, Trade case management. Migrant Seasonal Farm Worker program, Apprenticeship Programs, Business Services, Assistance in Unemployment (UI) enrollment and mandatory UI workshops such as Reemployment Opportunities Workshop (ROW) and Reemployment Services and Eligibility Assessments (RESEA).
- Maryland Division of Rehabilitation Services- Offers case management for individuals with disabilities. Education and training programs. Benefits counseling. Disability assessments.
- Three Rivers Council- Offers case management through the Native American Employment and Training program.

Services offered at the Frederick County American Job Center(AJC):

- Basic Career Services to include local labor market information, job search and digital literacy workshops, career and skills assessments, resume assistance and practice interviews, job fairs and recruitment events, Resource room equipped with computers, internet access, printing, scanning and faxing. Assistance with application for Unemployment Insurance benefits and connections to other partner agencies and community resources.
- Individualized services to include case management and intensive job search/career exploration for eligible Youth/Young Adults and Adults. Supportive Services to assist in overcoming barriers to employment. Funding for occupational skills training.
- Business Services to include customized recruitment support, candidate screening and referrals, access to current local labor market information and access to funds to assist in upskilling current employees.

Additional Updates:

- Bob shared some AJC Partner and AJC updates which included changes to leadership for Frederick County Department of Social Services, Frederick Community College and Maryland Department of Labor.
- The AJC opened to in-person services this Spring. Services are being offered in-person, virtually or both include practice interview sessions, resume reviews, Job Club, job search and resume workshops. Bob noted that in-person foot traffic is down compared to pre-Covid stats and the majority of customers

using the Resource Room are still seeking assistance with Unemployment Insurance (UI).

- Workforce Services is offering Employment Consult sessions at libraries throughout the County. Workforce Services Business team also held a healthcare job fair in May. The job fair hosted 11 employers with 25 job seekers participating.
  - Justin asked about the success of the job fair as the participant numbers seemed low. Bob shared that while the participant numbers were low, the employers were happy with the job seekers they met.
  - Anne shared FCPS only had 40 participants at their job fair, and she feels its “the sign of the times”.
  - Philip asked if the WDB or businesses can be useful to connect and draw people to the AJC’s services?

Molly shared that County Meadows is now in competition with other employers. Philip shared the manufacturing industry is changing dramatically for future work.

Helen recommends the local area look at compression issues for retention. She also asks that communication be sent to the WDB in advance regarding services or events so they can help get the word out.

Molly asked if FCPL would be willing to advertise for career openings. Erin shared that her team would be happy to share information for employers with any job seekers they meet during the employment consults held monthly. Erin also shared that over 90% of customers in the past year are seeking CDL-A training since the pandemic hit. Pre-covid CNA/GNA training was the most requested.

Molly also asked if there is a way to notify new companies in Frederick County of the services offered by FCWS? Michelle shared while there is a partnership with the Chamber and Office of Economic Development, connecting to businesses is a challenge.

Dwayne feels businesses need to relook at how they are hiring. He shared Dynamic is now contacting candidates within 24 hours of receiving an application.

### **Mobile Career Center**

Michelle shared information regarding the Federal grant that will fund the mobile career center to bring services to Frederick County. She also shared that we are exploring virtual reality opportunities for career exploration and outreach.

### **Blueprint for Maryland’s Future Updates**

Michelle shared there is movement from the AIB and they are looking for members. Michelle is working with Dr. Pearl & Dr. Carlson regarding CTE feedback. She also

shared more will be needed between the WDB, FCC and CTE (FCPS). Dr. Carlson shared that the college can assist with dual enrollment and they have resources to help.

### **Youth Scholarship**

Dwayne shared information regarding the Youth scholarships. He asked for volunteers to form a scholarship subcommittee.

Monica Kolbay offered to chair the committee. Sharon Plump and Molly Coughlan also volunteered to be on the committee.

Dwayne asked for a motion to establish the committee and to nominate Monica as chair.

Sharon **motioned**, Joyce **seconded**.

**Approved unanimously.**

With no further business to discuss Dwayne asked for a motion to adjourn.

Justin **motioned**, Dr. Molly Carlson **seconded**.

Meeting adjourned at 9:40 am.

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