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Lisa Morrissey
Common Market

Dwayne Myers
Dynamic Automotive

Cindy Trout
M&T Bank

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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

200 Monroe Ave. Suite 1, Frederick, MD 21701

Meeting Minutes

September 15, 2017 8:30am

Board Members Present: Amanda Haddaway, Chair, Teri Bisceglia, Steve Chafitz, Michelle Day, Christine Demas, , Mike Dickson, Kim Duncan, Richard Griffin, Charlie Hunt, Dwayne Myers, Anne Paxton and Cindy Trout.

Board Members Absent: Adele Connolly, David Croghan, Elizabeth Cromwell, Rose Davis, Monica Grant, Trisha Holmes, Dr. J.J. Lin, Lisa Morrissey, Helen Propheter, Leslie Slaby and Jamie White.

Staff Present: Joyce Bouchard, Tom Byrne, Rob Collings, Lori Jones, Patty McDonald, Jackie Thomas, Carlos Turcios and Kara Walker.

Guests Present: Monica Kolbay and Justin Saltzman.

8:30am Welcome, Pledge of Allegiance and Introductions

Amanda welcomed everyone to the September 15, 2017 Board Meeting. Everyone took a moment to introduce themselves as there were a few new members who have recently joined.

Approval of June 9, 2017 Board Minutes

Anne moved to approve, Charlie seconded the motion.

Approved, unanimously.

PS. Lisa Morrissey and Elizabeth Cromwell voted yes via email dated 9/15/17

FCWS Move and relocation updates

Michelle Day, Director of FCWS spoke of FCWS recent move to their new location. They are co-located at FCC’s Monroe Center and are very excited to be co-located with a major training provider. Michelle reiterated that FCWS Partner’s such as DLLR, DORS, DSS, RSVP Asian American Centers and their programs remain located within FCWS. FCC is currently in the process of hiring a PT Advisor that will be located here at Monroe.

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Kim Duncan and Michelle spoke briefly about the FCC Career Programs offered here at the Monroe Center.

Michelle reminded the Board that they should have received the Save the Date email about the Ribbon Cutting Ceremony to be held here on October 18th. Amanda requested that all Board member please try to attend.

FCWS Staffing Changes

Michelle updated the Board on recent changes to FCWS team.

Kelli Goetz has resigned from her position as Manager, Youth Programs and Career Center Services. We wish her well in her future endeavors. Kara Walker, Youth Programs Coordinator will report on the Summer Jobs program later on this morning.

Jessica Mills has joined FCWS at the beginning of August replacing Michele Shaffer. She will be working directly with Michelle Day and supporting the Workforce Development Board.

Industry Updates

Michelle spoke briefly about the recertification process of the Workforce Development Board and was proud to announce the Frederick County's Workforce Development Board was recertified for 2 years.

Michelle reiterated the role of Board Members and reiterated that Members are to provide industry updates and insight on any High demand industry professions. She asked Members to share and trends or future needs:

Dwayne Myers shared about changes he and his co-owners at Dynamic Automotive are noticing in the automotive industry, specifically with the changing technology and how that changes who can work on these vehicles. His company has been taking a proactive approach in providing continuing education and specific training for employees. Dwayne states that the automotive industry is now becoming a Tech driven industry and is changing, fast. Cars are now driving and parking themselves and the type of people working in the industry is changing. He feels the industry is moving from a Career to a Profession. They are looking at employees with IT training /background for the future of their business as well as considering students from the Frederick Career Technology Center.

Richard Griffin mentioned that Subaru has a training facility in Frederick which offers CE classes for their employees.

Steve Chafitz mentioned the Advance Maryland Program that is offered by the state which helps businesses address challenges and identify new opportunities. For a fee, this program provides a research team which analyzes your company, target market and information customized to their specific needs.

Another program that Steve recommends is the TranZed Apprenticeship Program which offers support to the employer through development of learning specific to the business and finding the right apprentice for the job. This program also supports the apprentice with their “Earn and Learn” model, as they receive pay increases as they gain additional skills.

Michelle spoke about recent meetings she has attended and how “Workforce Development” is a Hot topic! FCWS is trying to be responsive to these needs by offering Cohort specific programs. She spoke about the success of the Accounting cohort that recently had 10 graduates in Basic Accounting skills. She also mentioned the upcoming Med Certs cohort which will provide training specific to Certified Medical Administrative Assistants and Certified Billing and Coding Specialist.

Richard Griffin mentioned that FCWS is assisting employees of Triumph (formerly Fairchild) which is closing its facility as well as continuing to assist StateFarm.

Vice Chair Nomination

Michelle spoke briefly about the importance Vice Chair position on the Board. Amanda moves to nominate Cindy Trout for the Vice Chair position. Anne Paxton moved to appoint Cindy to position of Vice Chair. Richard seconded the motion.

Approved, unanimously.

PS. Lisa Morrissey and Elizabeth Cromwell voted yes via email dated 9/15/17

Executive Committee Nominations: Monica Kolbay and Justin Saltzman

Monica Kolbay and Justin Saltzman were nominated by the Executive Committee for membership on the Board. Amanda moved to nominate Monica and Justin. Dwayne moved to forward Monica and Justin to the County Executive for appointment to the Workforce Development Board, Richard seconded the motion.

Approved, unanimously.

PS. Lisa Morrissey and Elizabeth Cromwell voted yes via email dated 9/15/17

Summer Jobs Program Update

Kara Walker updated the Boards on this year’s Summer Jobs program and eligibility which ran for 6 weeks July 10th – August 18th. They received over 300 applicants for the program, 170 youth were placed and 127 participants who worked up to 20 hours per week at \$9.25 an hour. Kara mentioned that the challenge this year was that there was significantly more applicants than funding allowed. Looking ahead for future programs will be the need to determine who will receive priority. Additional funding for the program came from County Executive, DORS (DORS youth counselor), DSS and MD Summer Youth Connection. 55 Worksites participated which is up from the 48 that participated in 2016. Kara mentioned that another challenge they face is finding worksites that are willing to hire these Youth. Kara informed the Board that many of the Youth are interested in the IT field.

The Youth program continued their partnership with FCPS and SHIP of Frederick County for an expansion of the New Horizons program serving youth experiencing homelessness. 20

students, at 2 FCPS schools participated. New Horizons combined and academic component with a paid work experience.

4 trainings were offered through New Horizons:

- Ready, Set, Work! (interview prep, job readiness, work ethic)
- Orientation (program guidelines, workplace success)
- Job exploration (Interest Inventory, Career Assessment)
- Resume Workshop

Mike Dickson shared with the Board that the Youth that worked with him “were awesome and a great group!” He stated that he worked on encouraging the youth to ask questions in order to learn how to work and coexist with other employees. Additionally, Mike shared that Channel 9 news came out and allowed the youth to participate. Kelli Russell spoke about being a public figure and M & T Bank came and spoke to the Youth about “How to Save Money”.

Since the conclusion of the program Mike stated that 3 youth participants contacted him for a reference for other employment opportunities.

Steve shared that 4 or 5 youth worked with him in the field of IT and testing and it was a wonderful experience for staff as well as the youth. He encouraged other Members and companies to participate and gave the advice of “treating the youth as you do everyone else in your company, and you will find that they are really proud of the work that they do”.

Michelle mentioned that she will present at a Mid Maryland Workforce Development Meeting on Youth Programs.

December Meeting and Collaboration with Business and Industry Cabinet

Michelle shares that Decembers Board Meeting will include members of the Business and Industry Cabinet and Higher Ed partners to collaborate and address issues within Frederick County. She shared that there is talk about developing a “Senior College” and the discussion will continue about how we continue to engage populations from the community.

Action: Michelle asked for Board Member Input for the December meeting agenda.

Michelle asked Board members to leave feedback on specific agenda items or guest speakers for future Board meetings. Items mentioned will be listed in an addendum to the meeting minutes.

Meeting Adjourned at 9:25am