

Amanda Haddaway, Chair
HR Answerbox

Cindy Trout, Vice Chair
M & T Bank

Mike Dickson, Youth Committee Chair
Seed of Life Nurseries

Teri Bisceglia
Customer Representative

Anne Paxton
Frederick County Public Schools

Steve Chafitz
e-End

Kim Duncan
Adult Education & Family Literacy/FCC

Monica Grant
Citizens Services Division

Richard Griffin
City of Frederick
Department of Economic Development

Charles Hunt
Department of Labor, Licensing, and
Regulation

Dr. J. J. Lin
Imagilin Technology, LLC

Lisa Morrissey
Common Market

Dwayne Myers
Dynamic Automotive

Helen Propheter
Office of Economic Development

Leslie Slaby
Department of Social Services

Monica Kolbay
ArachnidWorks, Inc.

Justin Saltzman
Verita Real Estate Advisors

Susan Pacific
Frederick Regional Health System

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
September 14, 2018
8:30am

Board Members Present: Amanda Haddaway, Chair, Cindy Trout, Vice Chair, Teri Bisceglia, Steve Chafitz, Mike Dickson, Kim Duncan, Richard Griffin, Charlie Hunt, Monica Kolbay, Dr. J.J. Lin, Anne Paxton, Helen Propheter, Justin Saltzman and Leslie Slaby.

Board Members Absent: Monica Grant, Lisa Morrissey, Dwayne Myers and Susan Pacific

Staff Present: Michelle Day, Kara Fritz, Micha Hagans, Lori Jones, Patty McDonald and Jessica Mills

Guests Present: Patricia Meyer, Jose Bueso (proxy for Dwayne Myers)

8:30am Welcome, Pledge of Allegiance and Introductions

Amanda welcomed everyone and called the meeting to order.

Approval of June 8, 2018 meeting minutes:

Charlie **motioned** to approve June’s meeting minutes, Anne seconded.

Approved unanimously.

Membership Updates

Amanda provided membership updates to the Board:

1. Newly appointed member Susan Pacific from Frederick Memorial Hospital, was unable attend this meeting due to a medical emergency.
2. Elizabeth Cromwell resigned from the Frederick County Chamber to pursue other opportunities. Rick Weldon has taken over as President & CEO and has submitted his résumé and letter of interest for consideration. Amanda asked for a motion to approve Rick’s nomination.
 - Richard **motioned** to forward Rick’s consideration for membership to County Executive Jan Gardner, Justin seconded. **Approved unanimously.**

3. Amanda discussed the need for new members from the business community and challenged the board to assist with identifying potential members. Helen recommended representatives from Frederick's major employers. Amanda tasked Helen to work with Michelle in creating a list. Steve recommended former member Vaughn Thurman, **Amanda will reach out to Vaughn**. Teri asked about industry specific members from Biotech and Manufacturing and Hospitality industries. Helen stated she would be happy to provide contact information. Helen also recommended the Workforce Services business team members reach out to the HR leaders of the businesses they are working with for potential members. Patricia recommended STULTZ as a potential member. **Amanda will reach out to Katrina at Plamondon and Jason at EDCO**
4. Amanda informed the Board that her term is scheduled to end in June 2019 and her intention is to transition leadership onto Cindy beginning in January 2019. Amanda will remain on the Board until her term expires on June 30, 2019. At that time the board will need to elect a new Vice Chair. Amanda asked the business members of the board to consider the Vice Chair position. Many members are in favor of Dwayne for this position, Jose stated he would speak with Dwayne about this opportunity. Michelle took a moment to recognize Amanda and the wonderful job she has done as Chair for the Workforce Development Board.

Recommendation to update Membership by-laws

With feedback provided by the Board at the June 2018 meeting, new language (in red) was drafted for consideration. Amanda discussed one of the reasons regular meeting attendance is important is because the Board provides oversight as stipulated under the Workforce Innovation and Opportunity Act (WIOA) the Board:

~~Upon the report by the WDB Chair to the Board that a member has had four (4) unexcused absences within a fiscal year, the Board shall consider that member having resigned from the WDB. The member will be notified by the WDB Chair.~~

F. Members are subject to termination for failure to attend 3 out of 4 meetings annually (January – December 31 calendar year) and/or failure to attend 2 consecutively scheduled meetings. It shall be assumed that members missing meetings have other business commitments which preclude active Board participation. Board members shall be considered resigned and will be notified by the Board Chair.

G. A designee appointed by a Board member may attend a Board meeting if the member is unable to attend the meeting. A Board member shall be considered "present" for all purposes of Board attendance and quorum requirements. The Board member may also vest in the designee the function of spokesperson for the members in order to present items germane to the purposes of the Board. However, the designee is not permitted to vote on membership of the Board. A designee may be appointed for no more than two (2) consecutive meetings in a calendar year.

H. If a Board member cannot attend a meeting nor appoint a designee to attend on his/her behalf, the Board member must inform the Board Chair of the absence. The Board Chair will determine what is considered an excused absence.

Richard **motioned** to approve the new membership by-laws, Monica seconded.

Approved unanimously.

YouthWorks 2018 Summer Jobs overview

Kara Fritz, Manager Youth Programs and Talent Pipeline Development provided an overview and highlights of the 2018 Summer Jobs program.

- 323 youth applicants with one or more barriers to employment, an increase from 2017.
- 130 participants had the opportunity to work a maximum of 20 hours per week, earning the current minimum wage of \$10.10 an hour during the 6 week program July 9- August 17, 2018.
- 51 worksites including Frederick County businesses, non-profits and government offices. Established partnerships with 11 new businesses.
- 216 students received job readiness training including, Ready, Set, Work! which focuses on interview preparation, teamwork skills, communication skills and work ethic training.
- This year saw an increase in Division of Rehabilitation Services (DORS) consumers and Department of Social Services, Temporary Assistance for Needy Families (TANF) customers served.
- Expanded partnership with the New Horizons program, serving high school youth who are experiencing homelessness.
- Increased the number of positions in the northern part of the County.
- Increased the number of positions aligning with youth career path interests.
- At least 2 program participants have been offered employment.

Kara shared that the team is currently exploring ways to increase program funding and welcomes participation from the Board whether it be in the form of sponsorship or the business pays the participant's wages.

Kim suggested exploring a wage match or 50/50 split.

Amanda recommended that Kara reach out to the Chamber to see if a partnership opportunity exists.

End of year program highlights

Michelle, Director of Workforce Services (FCWS) shared highlights from the 2018 program year and shared that upon the move to Monroe Avenue the Center's branding has changed. Workforce Services, Department of Labor, Licensing and Regulation (DLLR),

Department of Social Services (DSS), Division of Rehabilitation Services (DORS) and Frederick Community College (FCC) and other partners are now considered the American Job Center (AJC) network.

- Workforce Services served a total of 601 Adult and Youth participants from many age groups, 408 are considered new since July 1, 2017.
- 227 Veterans were also served in DLLR and FCWS programs.
- Approximately 44% are male and 56% female with an 8% increase in male participants from 2017.
- 291 individuals were supported with funds for career and/or paid work experiences.
 - 90 Incumbent Workers in the trades, IT, Bioscience and Manufacturing.
 - 53 Healthcare or Healthcare related (CNA/GNA, Patient care tech)
 - 33 Technology (A+, Net+, Web Design, User Support, Cyber Security)
 - 25 Transitional/Paid work experiences
 - 24 Professional/Business Support/Administration
 - 15 Transportation/Logistics
- FCWS has met or exceeded program performance targets for PY 2017 when looking at 12 months of historical data. Michelle informs the Board that the AJC partners have been challenged to help the “most vulnerable” and that these numbers could change in the future.
- Michelle asks the Board to help ensure the continued success of the local area by promoting our programs and stories, conducting practice interviews with job seekers, provide industry insight, suggesting new ideas for outreach and engagement, recommend future private sector leaders for board membership and providing feedback on how FCWS can improve.

Anne offered to communicate Workforce Services program offerings to high school counselors.

Helen recommended younger job seekers create an appropriate LinkedIn account to aid in connecting them with businesses.

Steve shared a positive experience during a mock interview with a youth participant.

Business Services highlights

Patty McDonald, Manager, Business, Employment & Training Programs provided highlights from the Business Services Team.

- Customized Recruitment Solutions:
 - 196 customized recruitment projects such as on-site hiring events, screening and referrals and rapid response. Of these events the business team realized 135 known placements and supported over 300 individuals from Rapid Response events such as the Toys R Us layoff.

- Workforce Training:
 - Established a new local training program called “Frederick Business Works (FBW)”. Over 90 local employees from 25 businesses were supported with training funds for “On-the-job” training or transitional jobs.
- Business and Employer Engagement Opportunities (labor market education, industry specific recruitments, grant opportunities, Apprenticeship.
 - Average 25 out-reach and engagement events/activities monthly. Over 100 businesses attended employer focused events sponsored by the Business Services Team. 70% access resources multiple times, 30% of which are new businesses.
- Community/Industry Development
 - Business Services team members are affiliated with many community partners such as Generation Connect, Manufacturing Round Table, United Way, Mental Health Association, Minority Business Vision, Frederick Employment Connection, LYNX and other FCPS initiatives and Department of Ageing initiatives.
- Looking Forward: Challenging the “Best Kept Secret” myth, to articulate the value and increase presence in social media and other places that businesses may be operating.
 - Recruitment: Increasing business access to customized recruitment services, new assessment tool to support quality candidate selection and industry specific job fairs.
 - Workforce Training: Increase business access to FBW funds, local employees to attain credentials in their field to enable upward mobility, OJT’s and work-based learning opportunities.
 - Engagement: Apprenticeship participation, Quarterly education events, Customized industry trainings.

Helen suggests tracking and presenting data to businesses which may aid in increasing engagement.

Patty informed the Board about part 2 of the Business Team’s apprenticeship event to be held on September 26th, 8:30 am.

Other business

- Patricia shared that FCC has expanded programming for apprenticeships and they are currently educating staff to assist in communicating to employers. Apprenticeship topics have been added to committee agendas.
- Kim informed the Board that FCC’s Adult Ed & ESL programs are working on an incumbent worker training at Dairy Maid and STH specifically for students enrolled in these classes.

Meeting Adjourned at 9:56am