



**Montgomery County Workforce Investment Board
Minutes
September 21, 2011
Shady Grove Innovation Center**

Board Members in attendance: Stephen Cain, Anthony Cancelosi, Catherine Carroll, Dennis fallen, Phillip Feller, David Gamse, Kate Garvey, Pastor Elwood Gray, Jr., Lori Golino, Susan Heltemes, Susan Legett-Johnson, Elyse Kaplan, Erick Lang, Mary Lang, Beth Lash, Deborah Murphy, David Rodich, Eugene Spencer, Reginald Stewart, Steve Silverman, Michael Sullivan, Dawn Weglein

Guests in attendance: Judy Carver, Carl Reavis, Michelle Gallipoli, Paulette Francois, Ellen Flowers- Field, Lynn Reed; Douglas Propheter

Staff in attendance: Cassandra Boyd, Gaye Barksdale

Board Members not in attendance: Sheila Khatri, Stephen Kornblatt, Peter Schiffrin, Jerry Schapiro

Chair Lori Golino called the meeting to order at 8:05 am

Goal One: Selection of Industry Sectors

Dennis Fallen presented the work from the Strategic Planning Implementation Committee.

The Committee

- Met several times to identify the targeted industries as specified in strategy 1.1 of the Strategic Plan [Identify a definitive number of industries to target that define the WIB's industry sector approach]
- Set criteria for data collection
 - high growth,
 - high demand,
 - high wage
- Examined data and made the decision to select industries that were either high growth **and** high demand **or** high wage.

- Examined initial industry sectors for alignment with Economic Development targets
- Examined policy implications – for vendor selection process; for diversity of occupations

Five initial industry sectors considered based on the criteria for HG, HD, and HW

- Health and Education
- Professional and Business Services
- Hospitality
- Financial Occupations and Trade
- Transportation and Utilities

Three industry sectors being brought forward to the WIB as the Committee's recommendation:

- Health and Education,
- Professional and Business Services, and
- Food Services (Hospitality)

Discussion was led by consultant Lori Strumpf. Motion was made and seconded that the three industry sectors be approved. Motion approved.

Lori Golino introduced new members – Catherine Carroll, Erick Lang, Beth Lash, and Peter Schiffrin, who was unable to attend WIB meeting.

A motion to approve minutes of the May 18, 2011 was made, seconded and approved.

Goal Two: Program Operations

Elyse Kaplan presented the 3rd quarter performance chart from DLLR and made the following points

- Program Operations Committee and WIB always has been monitoring performance.
- The committee held discussions with the service providers.
- DLLR has provided technical assistance to the WIB, DWS staff and contractors.
- Staff and contractors have visited and learned from other local workforce investment areas.
- While the report in the packet shows us failing three standards, we believe when the year-end results are published by DLLR shortly, Montgomery County will have met or exceeded seven or eight out of the nine performance standards. We will still not have met the literacy and numeracy standard and attainment of a degree or certificate is right on the line.
- The improved results are based on the hard work of the contractors and DWS staff.
- Thank you to the vendors for their hard work--WSG, LAYC, and TransCen.
- One of the practices of other local workforce investment areas is that they have a dedicated staff member to performance. Because of Montgomery County's

- Introduced Michele Gallipoli who is our new performance consultant. She previously worked in Frederick County on performance and youth issues.

Discussion: Dennis Fallen posed a question “do we know why this happened?”
Elyse Kaplan answered that the lack of meeting performance was in part due to process, service delivery, and reporting

A motion to accept the report was made, seconded and approved.

Lori Golino then introduced the guests from DLLR – Paulette Francois, Assistance Secretary of Workforce Development and Adult Learning, Ellen Flowers-Fields, Deputy Assistant Secretary and Lynn Reed, Executive Director, GWIB

Paulette Francois commented:

- Excited about progress
- Performance measures are asked for Government and managers
- You are moving in the right direction
- When you do good, we do good
- -Corrective action plan is required so you do not go backwards
- The corrective action plan is to address fundamentals of a local workforce area
- DLLR’s first concern is that Montgomery County has policies and procedures in place; there is movement of information to contractors; information from the state is processed and distributed to contractors; that there is training for staff and contractors
- We are here to make you successful
- No one individual is responsible for compliance
- DLLR has provided TA to assist you present your data clearly not to manipulate it

Lynne Reed, GWIB. Commented:

- pleased to hear updates on process
- At December GWIB meeting the corrective action plan will be announced.
- GWIB Subcommittee to check more frequently
- GWIB will get quarterly reports from DLLR as well as the Deputy Chief of Staff who reports to Governor’s office
- Look at recertification in April 2012 when we will have to resubmit forms. And then the GWIB will vote at its June 2012 meeting.

Ellen Flowers Field offered assistance.

Discussion:

Susan Heltemes asked the guests to make suggestions to WIB members. Their responses included:

- cant wait until next Board Meeting to find out about performance and process on corrective action plan
- WIB members can call state if they want or need further information
- Look at strategic areas and develop ad hoc committees as needed
- Ask questions about fundamentals
- In the future, the state will look at a local area's ability to acquire funds quickly

Goal Four: Increase resources to carry out strategic initiatives

Funding for FY 12 was discussed by Gaye Barksdale, Senior Financial Specialist

WIA FY12 Allocation

Adult	\$764,414
Dislocated Worker	\$879,444
WIA Youth	\$717,470
Total	\$2,343,328

FY12 County Funding

DWS Personnel	\$347,410
DWS Operations	\$18,500
County Summer Youth	\$50,000
Total	\$415,910

Other Workforce Act grants

Rapid Response	\$10,000
On The Job Training	\$191,400
Rapid Response – EI	\$216,270
ARRA State Energy- MESP	\$182,776
State Nursing Grant	\$103,000
Summer Youth Connection	\$10,256
Total	\$713,702

Total **\$3,472,940**

Report from Executive Committee

Committee Structure

The Executive Committee is proposing the combination of Board Development Committee and Communications and Outreach Committee and the creation of a Quality Assurance Committee. The WIB's committees' would be as follows:

COMMUNICATIONS & OUTREACH COMMITTEE

Duties/Responsibilities: The Communications & Outreach Committee shapes and sharpens the message of the Workforce Investment Board. It ensures that the WIB's mission and services are communicated to the broader Montgomery County community. This committee will also mobilize business, educational and political resources to improve our current and projected workforce.

EXECUTIVE COMMITTEE

Duties/Responsibilities: The Executive Committee is responsible for providing leadership to the WIB. It will act on behalf of the full board between meetings when such action is necessary. The Executive Committee consists of the Chair, Vice Chair, Immediate Past Chair, Secretary and Chairs of all standing Committees.

FINANCE COMMITTEE

Duties/Responsibilities: The Finance Committee ensures that the Division of Workforce Services staff exhibits sound fiscal management of the funds received. The Committee provides oversight of the workforce budget and related grants provided to the County. It is also tasked with certifying the financial statements to be included in any required reports.

PROGRAM PLANNING AND DEVELOPMENT COMMITTEE

Duties/Responsibilities: The purpose of the Program Planning and Development Committee is to recommend future programs and policy. This committee performs planning of new programs, develops policies for the WIA operational plan, focuses on the business customer, and initiates requests for programs and strategic alliances between economic development and education. This committee's focus is to align program development across the workforce system.

QUALITY ASSURANCE COMMITTEE

Duties/Responsibilities: This committee is responsible for program oversight (Adult, Dislocated Worker, and Youth working in conjunction with the Youth Council), review of participant and fiscal data, and the monitoring (internal and external) and audit reports. The committee evaluates program goals, performance measures, the extent to which the Centers and programs meet quality standards, and the implementation of new program components. The purpose of the Quality Assurance Committee is to provide oversight to and monitor program operations. Only WIB members representing businesses will serve on this committee.

YOUTH COUNCIL

Duties/Responsibilities: The Youth Council develops and coordinates policies and guidance for youth employment and job-training initiatives in the community. The Youth Council is chaired by member(s) of the Board that are appointed by the Board Chair. Youth Council membership is composed of youth advocates and youth program representatives according to the requirements of the Act.

Nomination of Officers

Susan Heltemes is chairing the nomination process for the election of officers for the WIB which will take place at the November 16th meeting.

The officers of the WIB are Chair, Vice-Chair, Secretary, Chair of the Finance and Grants Committee, as well as Past Chair. Any member may serve as an officer of the WIB but the Chair and Vice Chair are required to represent a private-sector, non-governmental business or organization.

Those interested in serving are asked to send Susan Heltemes an email by October 5 indicating:

1. The position for which you are interested;
2. Description of why you wish to serve in that position; and
3. A bio to not exceed one or two paragraphs.

A motion to accept the committee reports was made, seconded and approved.

Public Comment

None

Meeting adjourned at 10 am