



Minutes
November 18, 2009
Workforce Investment Board
Upcounty Regional Services Center
Germantown, MD

Present: Carrie Shelton, Lori Golino, Elyse Kaplan, Ted Rose, Stephen Cain, Steve Kornblatt, Kate Garvey, Susan Heltemes. Sharan London, Navardi, Harriet Shapiro, Jerry Shapiro, Eugene Spencer

Not Attending: Patrick Baker, Tony Cancelosi, Stewart Edelstein, Dennis Fallen, Mark Federici, Elwood Gray, Sharon Julius, Susan Leggett-Johnson, Kathy Mannes. Deborah Murphy, Carmen Ortiz-Larsen, David Rodich, Steve Silverman, Dawn Weglein

Guests: Doug Propheter, WSG

DWS Staff: Barbara Kaufmann, Hugh Bailey, Gaye Barksdale, Cassandra Boyd

The meeting was called to order by Chair Carrie Shelton at 8:30 am.

The minutes of the September 16, 2009 meeting were approved.

Chair's Report

Shelton reported on the meeting between the WIB Executive Committee and the board of the Workforce Solutions Group (formerly CTC). This was the first meeting of its kind. WSG is the provider of services at MontgomeryWorks one stop centers.

A meeting was arranged so a partnership could be established between the two boards and have an exchange on areas of mutual interests and to align objectives as o provide excellent customer service and to meet performance standards. The meeting discussion was very productive and the two boards were able to identify ongoing steps and to create some consistency and alignments with boards.

As a result of the meeting, Doug Propheter will be attending the WIB Program Operations and Evaluation Committee; there will be ongoing meetings between the two Boards; and there will be an effort to develop interim progress measures that both Boards can use. Will keep informed of any future developments

The National Association of Workforce Boards (NAWB) each year hosts a conference for WIB members, staff, and others. This year's, "Forum 2010 - Preparing a Competitive U.S. Workforce - Reflection, Reinvestment, Recovery" will be held March 6 - 9, 2010 at the Renaissance Washington DC Hotel, 999 9th Street, NW, Washington, DC 20001. Pre-conference sessions are held on Saturday, March 6. The bulk of the workshops and general sessions will be held Sunday, March 7 and Monday March 8. If you wish to

attend the NAWB Forum, please send an email to Barbara Kaufmann by December 11, 2009 s

Shelton announced that Steve Kornblatt and Kate O'Sullivan, longtime Youth Council member, have become co-chairs of the Youth Council. Kathy Mannes was thanked for her years of service as Youth Council chair.

Executive Committee Report

Shelton on behalf of the Executive Committee offered the following slate of officers

- ❖ Lori Golino as Chair
- ❖ Elyse Kaplan as Vice-Chair
- ❖ Susan Leggett-Johnson
- ❖ Ted Rose as Chair of the Finance Committee
- ❖ Carrie Shelton as Immediate Past Chair

No other nominations were offered. The slate was approved unanimously.

Carrie Shelton pointed out the calendar of 2010 WIB and committee meetings in the Board packet.

Member Responsibilities and Strategic Planning

Carrie Shelton opened the discussion regarding Board Member Responsibilities and Strategic Planning for 2010. Shelton opened the discussion on what has been accomplished as a board in recent years and what issues members have as we begin to focus our future priorities. The purpose of this discussion is to assist in setting a framework for the upcoming Strategic Planning that is scheduled for early next year.

In looking back at the report of the last Board Retreat held in 2006, many of the identified changes in business, political/governmental, demography, social/environmental and regional growth and development occurred over the past three years. In addition, many of the significant challenges also occurred; especially the sustainability of public funding.

The Board has also worked to enhance relationships with our collaborative partners to assist us in addressing the workforce needs in the county.

The Board incorporated the duties of the Board Development Committee and focused the priorities of the Board to include working with collaborative partners in mobilizing business, educational and political resources to improve the workforce.

A copy of the pertinent section of the WIA Act was part of the Board packet. WIA mandates that the board fulfill the six steps in the mission outlined in paragraph four of the board responsibilities. Also included in the Board packet was Board Member expectations and responsibilities. This document is designed to help members become a good board member.

Shelton asked

- Do you feel that our responsibilities and commitments help us achieve the mandates in the law?
- From this information or from your observations, how do you see us as a board progressing since our last strategic planning session?
- What issues are on your mind, what needs to be clarified and what do you think our role is before we begin our strategic planning?
- Are you satisfied with the responsibilities, commitments and expectations placed upon each of you as board members?
- .How has board progressed in past 3 years?

Discussion

- In many ways wandering, no follow through, free for all discussion, with no results as of yet.
- We need to get strategic planning documented.
- We have not had ability to bring all information together to get new board members started faster.
- Barbara has done great job on how to make things better, now need to combine everything together for strategic plan for new board members.
- Board members are the finest board members, and they are working towards making things better.
- In last three or four years, since he has been here, things have progressed, likes board expectations document helps people understand what they have gotten into and focus and bring to the table what board members need to be successful. We need federal goals, local goals, director needs, county needs, as guiding document as insert in every meeting packet, to make better progress towards strategic planning. Environment is different and board needs to take a look at what they can accomplish. Last strategic meeting did not actually bring out any tools we can use.
- Last strategic retreat was great orientation and some strategic planning. There is a need to separate the two, and have strategic planning drive the orientation.
- In 2006, the strategic planning was done all in one day. This time the Board needs to lead up to strategic planning with other sessions, focus groups, staff alone, community member, MontgomeryWorks people who are not on board, then bring all this to the table for next strategic planning.
- The Board for the first time held a purely social activity. This helped develop relationship among Board members other than coming to the meetings. The WIB should do on regular basis because it has great impact on effectiveness.
- The Board needs perspective on how to relate to strategic planning, to reauthorization of the Workforce Investment Act (WIA).
- The Board will need to address, other people missing from board meeting, how do we reach them?
- Mandates are very helpful and concrete. Page 2 gives guidance rather than governing which is what is needed, how do our responsibilities support this?

- Have responsibilities at every meeting.

Carrie, Shelton asked about the format of meetings and for suggestions on what they would like to see in the meetings?

- Use meeting to talk about governance issues
- Hear from employers as to what they need and what is going on. (similar to health care report)
- Individual member responsibilities have been discussed, but not clear what board as whole is to do. What does it mean to advise the county executive?
- Actual work of the board as a whole? What does this board do? What is governance opposed to operations? One stops are part of fiduciary responsibilities, but what will this board do, and therefore what will be done at the board meetings?
- Some boards are advisors, some governing, but which is this board?
- What does the County Executive want from the board? This is part of the job as board members to know what he expects. What does county expect? This needs to be established.
- The Board is under county government, so this is advisory. Provide advice according to the law. It has not stepped beyond this into other areas.
- The Board does meet with county executive once per year to provide update
- Should we take more active role? It appears the Board wants this direction; we will need to work out within law and county regulations to find right path and right balance.
- The Board should do more advocating, instead of giving information.
- Should we create workforce investment board point of view, provide this to county executive? Stating board has identified these issues. Move from advocating and give these points of view.

Shelton asked everyone to sign the member's responsibilities

Committee Reports

The **Youth Council** also will be considering its directions in light of the strategic planning and change in leadership. The Youth Council is currently planning for the 2010 Youth Job Fair. As in years past, volunteers and sponsorship will be needed for this important event. Last year despite a down economy 200 young people were hired from contacts and companies that participated in the job fair. The number of youth who attend this event increases every year. We look forward to the WIB's continuous support.

The Division of Workforce Services has begun the competitive process for Youth Services. As part of the workforce development system, the County will provide funds to support youth programs providing year round training and employment programming to in-school low income, WIA eligible youth ages 16-18, and a year-round out-of-school youth training and employment program for WIA eligible youth 18-21. New provider will start in June 2010. Current Provider: Maryland Multicultural Center

Thanks to the WIB members who provided a work experience for a youth this summer. The Montgomery County Summer Jobs Program has been acknowledged as a model

program by the Department of Labor. Vice President Biden had a briefing in which the Youth Program Manager attended and Governor O'Malley was present. The Vice President stated that he was very impressed with the State of Maryland's response to the Recovery Act Funding and that he would like to use the State of Maryland as a model for the rest of the nation.

The **Program Operations and Evaluation Committee** presented the "Christmas Tree" chart for the 1st quarter of the current program year (PY09/FY10) which shows that Montgomery County met its performance standards during this period. The improvement is due to

- the attention paid to the performance by the WIB and staff
- an additional staff person at MontgomeryWorks working with job ready individuals
- MontgomeryWorks Business Services Team also identifying jobs for those who have completed training and other intensive services

Staff is working on entering data so that under the youth measure. Literacy and numeracy gains will be reported.

The **Finance Committee** presented a report showing expenses against grant amounts.

The **Communications and Outreach Committee** discussed the 2009 Workforce and Economic Development Awards Breakfast. Committee Chair Cain provided preliminary data to the Board. A full report will be presented at the next meeting.

Meeting Adjourned

Susan Leggett-Johnson
Secretary

Date