



**MONTGOMERY COUNTY WORKFORCE INVESTMENT BOARD  
MEETING MINUTES**

**Wednesday, November 15, 2006  
Department of Economic Development  
111 Rockville Pike, Suite 800  
Rockville, Maryland 20850**

**Board Members in Attendance:**

Carrie Shelton (Chair), Edward Rose (Finance Chair), Pat Flanagan, Kate Garvey, Edmund F. Hodge, Donald C. Moragne, David W. Edgerley, Karen J. Lee, Katherine Jo Mannes, Carmen Ortiz-Larsen, David Rodich, and Warren Williams

**Staff and Guests in Attendance:**

Eric Seleznow (DED – DWS), Hugh Bailey (DED – DWS), Gaye Barksdale (DED – DWS), and Trina Green (DED – DWS)

**Board Members Not in Attendance:**

Lester Coffey (Past Chair), Nhora Barrera-Murphy (Secretary), Patrick Baker, Sheryl Brissett-Chapman, Stephen Cain, Stewart Edelstein, Michael T. Flynn, Susan Heltemes, Shelley A. Johnson, Sharon Julius, Kazem Kazempour, Andrew Larson, D. Scott Minton, Harriett Shapiro, Jerry Shapiro, Toby C. Studley and Dewey Thomas, Jr.

**Meeting called to order at 8:50 a.m.**

Chair Carrie Shelton presented welcoming remarks and acknowledged the newly appointed board members– Ms. Kate Garvey, Montgomery County Health and Human Services, Dr. Stephen Cain, Montgomery College, Mr. David Rodich, SEIU Local 500, Mr. Warren Williams, CVS Pharmacy, and congratulated reappointed board members – Donald C. Moragne, Toby C. Studley, Stewart Edelstein, Jerry Shapiro, Shelley A. Johnson, and Harriet Shapiro.

**Chair's Report:**

Report by Chair Carrie Shelton

The 2006 Workforce and Economic Development Awards Ceremony was October 31, 2006 at the North Bethesda Conference Center in Bethesda, Maryland. There were 27 corporate sponsors and over 500 guests in attendance at this year's ceremony that honored individuals and businesses for their accomplishments in building a more dynamic Montgomery County. The award recipients by category were: Small Business – Freewebs, Inc., Environmental Innovation – The Tower Companies and Lerner Enterprises, Business Partnership – Supernus Pharmaceuticals and United Therapeutics, Economic Development Advancement – MedImmune, Inc., Economic Development Leadership – Mr. Douglas Wrenn, Workforce Determination – Ms. Helen Collins, Workforce Leadership – Ms. Lisa Cuzzo, Participant of the Year – Mr. Elmer Villatoro, Senior Participant of the Year – Ms. Salome Annie Martin, Disability Participant of the Year – Ms. Ha Do, and Youth Participant of the Year – Ms. Elisa Rubio.

The Maryland Higher Education Commission and the Department of Labor, Licensing & Regulation co-sponsored *Solutions for Maryland's Future: A Partnership for Workforce Development and Maryland Higher Education* statewide listening tour. The tour provided a forum where business representatives could develop recommendations on how to strengthen partnership between our higher institutions of learning and the regions workforce and economic development needs. Board members Lester Coffey, David Edgerley, Susan Heltemes, and Stewart Edelstein participated in the October 19 session at the Universities of Maryland, Shady Grove Center that was facilitated by Chair Carrie Shelton. A report will be compiled from the Listening Tour and distributed to the board.

**Motion to approve September 20, 2006 Meeting Minutes.**

**Motion approved with modification to add Shelley Johnson to the attendance roster.**

**Program Committee One Stop Review**

The U.S. Department of Labor conducted a monitoring review in November to ensure that local governance and the services offered at the state One Stop Center are in compliance with the services offered at the Workforce Investment Act. The monitoring team met with the managers responsible for Adult, Dislocated Worker, Youth and Wagner-Peyser to identify findings and to discuss recommendations related to policies and programs. A questionnaire is completed relative to the Workforce Investment Act on the fiscal and programmatic requirements and deliverables of the one stop. An exit interview was performed to discuss the findings and to develop a course of action.

**Communication Committee Members**

The Workforce Investment Board is currently seeking members for the full board to become actively involved in matters affecting workforce and the quality of life in Montgomery County. In particular, there is a significant need for members from the business, technology and Latino community. The Communications and Outreach Committee is also looking to fill vacancies. The primary responsibility of the committee is to mobilize County educational and business resources for the purpose of improving the workforce. This committee will also concentrate on expanding collaborative efforts with our partners. The full board meets bi-monthly and the committee holds quarterly meetings.

**Retreat Follow Up**

A summary report of the annual retreat was distributed to the board. The WIB agreed to establish either a new committee on Collaboration, or a subcommittee of the Communications and Outreach Committee be formed to concentrate on categorizing the annotations that were discussed at the retreat. This committee may choose to form focus groups to help identify other populations that the Board could serve and ways of obtaining this goal. In conjunction with the recent changes in the County, it was proposed that a legislative briefing be held at the one stop to provide an overview of workforce to the new administration. It was concluded from the retreat that the WIB – take on the role of an advisory body to the County Executive and County Council on workforce related issues, advocate for policies and programs which promote WIB priorities and needs in addition to other areas, and to collaborate with other advisory and advocacy groups and to support their initiatives.

**Committee Reports:**

**Youth Council Proposal**

The Youth Council is working on a proposal to expand the capacity of the Sales & Learning Center (SSLC) to make programs and services available for job seekers and build employment opportunities. This proposal includes establishing a satellite system for delivering programs and services, prepare a group of trainers and partners to deliver work readiness, training and certification, develop career options for youth ages 15-21, and positioning the SSLC as a dissemination “HUB” and resource for future program development and delivery, etc. A major component of this program involves developing employer

partnerships and commitments to hire work-ready youth. Employer outreach will comprise of the customer service industry including retail and hotels and restaurants. The project will identify employers to help advise the Center on youth projects and opportunities, in conjunction with the Youth Council and the Workforce Investment Board.

**Finance Committee:**

The revenues, expenses and carryover from the October 31, 2006 Awards Breakfast ceremony were added to the workforce funding reports. These additions reflect the true fiscal obligations and resources that the board manages.

**Healthcare Workforce Committee:**

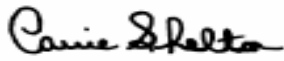
MontgomeryWorks organized a mini healthcare job fair on November 17, 2006 in Wheaton, Maryland where over 150 persons were in attendance. Recruiters from Washington Adventist Hospital, CVS/Pharmacy, Suburban Hospital, Home Helpers, Holy Cross Hospital, Respite Services of Montgomery County, Montgomery General Hospital and Montgomery College Health Sciences were actively recruiting for positions including Nursing Assistants, Patient Care Technicians, Pharmacy Technicians, Clinical Nurses (Labor/Delivery, Oncology, Pediatrics, Intensive Care, Cardiac, Surgery), Ultrasound Technologists, Case Managers, Phlebotomist and Laboratory Support Services, Medical Lab Technicians, Dietary Aides, Food Service, Transporters, and Environmental Services Aides.

**New Business:**

No new business was reported.

The next meeting is scheduled for Wednesday, February 21, 2007 from 8:30 a.m. to 10:30 a.m. at Building I, Bethesda Section at the Universities of Maryland, Shady Grove Center, 9640 Gudelsky Drive, Rockville, Maryland 20850.

**Meeting adjourned at 10:30 a.m.**



Carrie Shelton, Chair

2/21/07

Date