



**MONTGOMERY COUNTY WORKFORCE INVESTMENT BOARD
MEETING MINUTES
Thursday, April 18, 2007
Universities of Maryland Shady Grove Center
9630 Gudelsky Drive, Building I, Room 101
Rockville, Maryland 20850**

Board Members in Attendance:

Carrie Shelton (Chair), Lester Coffey (Past Chair), Edward Rose (Finance Chair), Patrick Baker, Nhora Barrera-Murphy, Stephen Cain, Stewart Edelstein, Pradeep Ganguly, Kate Garvey, Susan Heltemes, Carmen Ortiz-Larsen, Andrew Larson, Karen J. Lee, Katherine Jo Mannes, D. Scott Minton, Harriett Shapiro, Jerry Shapiro and Dewey Thomas, Jr.

Guest in Attendance:

Secretary Thomas Perez, Department of Labor, Licensing & Regulation

Staff in Attendance:

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

Board Members Not in Attendance:

Pat Flanagan, Michael T. Flynn, Shelley A. Johnson, Sharon Julius, Kazem Kazempour, Edmund F. Hodge, Donald C. Moragne, David Rodich, Toby C. Studley and Warren Williams

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

Chair Carrie Shelton welcomed board members

Chair's Report:

Report by Chair Carrie Shelton

Motion to approve February 21, 2007 Meeting Minutes.

Approved.

2 Year Workforce Investment Area Plan

The Workforce Investment Act (WIA) and the U.S. Department of Labor require that the Montgomery County Workforce Investment Board (WIB) submit a two-year local workforce plan to the Maryland Department of Labor, Licensing and Regulation (DLLR) in accordance with Section 118 of the law and section 661.345 of the code of federal regulations. Current local plans are due to expire on June 30, 2007. This plan outlines how the county will implement the Workforce Investment Act and how we will use our allocation of federal formula funds. Notices seeking public comment and input were placed in The Gazette Newspapers issues of April 11 & 18, 2007 and the Montgomery County Register for May 1, 2007.

Board Member Vacancies

The Workforce Investment Board is seeking applicants to fill ten vacancies. The vacancies are for seven business representatives including one partial term vacancy expiring in July 2008, and three community-based organization representatives. Four incumbents are eligible to apply for reappointment.

Applicants should forward a brief resume detailing pertinent experience and business, civic or community group association to County Executive Isiah Leggett at the Executive Office Building, 101 Monroe Street, Rockville, Maryland 20850 or send an e-mail to countyexecutive.boards@montgomerycountymd.gov by May 25, 2007.

Secretary Thomas Perez

Secretary Thomas Perez, Department of Labor, Licensing and Regulation presented the board with his workforce vision for Maryland. Secretary Perez announced that Eric Seleznow, Division Director, Department of Economic Development Workforce Services had been appointed Executive Director of Workforce Development for the Department of Labor, Licensing and Regulation. The Secretary also announced that Andy Moser, president of the Anne Arundel Workforce Development Corporation had been appointed Assistant Secretary of Workforce Development. Secretary Perez explained the state's workforce development structure expounding on the how the Governor's Workforce Board (GWIB) performs. The GWIB is a policy making board that is responsible for reviewing the entire workforce development system to "identify inefficiencies within the State's own workforce development delivery system" for the purpose of improving the system and reducing cost.

Committee Reports:

Program Operations & Evaluation Committee

The WIB performed its annual one-stop review of the Career Transition Center, Inc. (CTC) on April 10, 2007. The primary purpose of the review is to increase the WIB's understanding of the program implementation practices and fiscal processes used by CTC to ensure that funds received from the State of Maryland and Montgomery County are fully documented and in compliance with applicable regulations. The committee concluded that the current MontgomeryWorks vendor, CTC, Inc. has been operating satisfactorily.

CTC has implemented a triage mapping strategy to identify the work-ready status of customers as they enter intensive services. This green (individuals who are ready to work, but are in need of placement), yellow (persons requiring minimal to moderate assistance before they are "work-ready") and red (persons who have significant barriers or are in need of training before they are "work-ready") strategy is an effort to execute the WIBs goal of moving WIA customers from unemployed or underemployed to employment and self-efficiency within a twelve month period on average.

The board established four high-growth industry areas (Advanced Technology, Construction, Customer Service, Sales & Retail, and Healthcare) that should be targeted through workforce system. CTC confirms that most of the job placements have been consistent with those industries with a greater demand in healthcare and commercial driving. In addition, the Program Operations Committee recognizes that there is a tremendous opportunity for customer service, sales & retail industry and would like to see an increase emphasis from the intensive services and business services staff from those industries.

Motioned to approve the following recommendations.

- 1) Encourage DWS staff to increase the number of Core Service Workshops.
- 2) Operations Review unveiled significant job opportunities in the Customer Service & Sales industry. We recommend that the DWS staff establish strategies to increase opportunities for job-seekers in this industry. The Board has invested considerable resource in the Sales & Service Learning Center.
- 3) DWS staff should ask for business marketing and/or outreach plan that results in increased awareness of business services available to the employer community.
- 4) DWS staff will ensure that professional level fiscal staff are in place within the next 60-90 days (regardless of pending RFP process).

Motion approved.

Youth Council

The 2nd Annual *Let's Get it Started Youth Job Fair* was held April 14, 2007 on the Rockville campus of Montgomery College for youth ages 16-21. Over 50 employers participated in the job fair that was sponsored by the Workforce Investment Board's Youth Council and the Latin American Youth Center, Shapiro & Duncan, Maryland State Department of Labor, Licensing & Regulation, State Farm (Ray Mensah), TransCen, Inc., Montgomery County Department of Recreation, YMCA, Montgomery County Collaboration Council, and MontgomeryWorks.

The Preparing Young Professionals (PYP) held its Customer Service Training Program graduation on March 29th at the MontgomeryWorks Sales & Learning Center. Of the 18 students that entered the program, 15 graduated; 13 of whom graduated with job placement.

Finance Committee

In keeping with the now current trends, funding has increased. The levels are comparable and a little in excess of the 2004 grant. Chair Ted Rose reported that the RFP reporting requirements have become more rigid in an attempt to ensure that the financials are current on a routine basis.

Communications & Outreach Committee

The Retail, Restaurant & Hospitality job fair was held March 23 at the Doubletree hotel that drew approximately 300 attendees and 26 employers. This successful event yielded 7 instant hires, on site interviews and provided an excellent opportunity for jobseekers to make employer connections. Nearly half of the attendees were MontgomeryWorks customers.

In keeping with the Communications & Outreach Committees' vision of reaching out to stakeholders, a series of high-demand industry forums were held at MontgomeryWorks for employers to share career information with job seekers. The forums provided information for careers in the banking industry from local banks and careers from CVS Pharmacy. The Jewish Council for the Aging (JCA) is sponsoring a Senior Job Fair on April 24th at the North Bethesda Conference Center, the first since the 1990s.

The board is currently seeking 10 new members; seven business representatives and three community-based organization representatives. Four incumbents are eligible for reappointment. Committee Chair Susan Heltemes is working on scheduling a tentative date for an upcoming County Council and legislature tour/briefing at MontgomeryWorks.

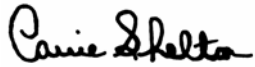
New Business:

Patrick Baker reported that the state has put in a proposal under the Workforce Innovation in Regional Economic Development (WIRED) Initiative – Third Generation BRAC project. The goal of WIRED is to expand employment and advancement opportunities for workers and catalyze the creation of high-skill and high-wage opportunities and to fully engage local workforce investment boards in collaborative partnerships and transformational leadership within regional economies nationwide. The Department of Labor is making \$65 million available over the course of three years for this new round of grants. Only Governors may apply on behalf of regions within their states or across state lines. Each Governor may submit up to two applications.

Eric Seleznow, Division Director, Department of Economic Development announced his retirement from Montgomery County Government. Eric conveyed his sincere thanks to the Workforce Services staff Hugh Bailey, Gaye Barksdale and Trina Green. He also thanked Dewey Thomas, Lester Coffey and Carrie Shelton and for their tremendous support over the years. Chair Carrie Shelton expressed thanks to Eric on behalf of the board for his service and direction for the past five years and presented him with a card. Eric expressed his appreciation and wished the board continued success.

The next meeting is scheduled for Wednesday, June 20, 2007 from 8:30 a.m. to 10:30 a.m. at the Department of Economic Development, 111 Rockville Pike, Suite 800, Rockville, Maryland 20580.

Meeting adjourned at 10:50 a.m.



Carrie Shelton, Chair

6/20/07

Date