



**MONTGOMERY COUNTY WORKFORCE INVESTMENT BOARD  
MEETING MINUTES  
Thursday, June 20, 2007  
Department of Economic Development  
111 Rockville Pike, Suite 800  
Rockville, Maryland 20850**

**Board Members in Attendance**

Carrie Shelton (Chair), Edward Rose (Finance Chair), Patrick Baker, Stephen Cain, Stewart Edelstein, Pat Flanagan, Pradeep Ganguly, Kate Garvey, Susan Heltemes, Shelley Johnson, Sharon Julius, Kathryn Mannes, Scott Minton, David Rodich, Harriett Shapiro, Jerry Shapiro, and Dewey Thomas

**Guest in Attendance**

Barb Cooper, TATC Consulting, Inc.; Daniel Weissbein, TATC Consulting, Inc., Phil Alperson, Montgomery County BRAC Coordinator, and Linda Southerland, Dept. of Labor, Licensing & Regulation

**Staff in Attendance**

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

**Board Members Not in Attendance**

Lester Coffey, Sheryl Brissett-Chapman, Michael Flynn, Ed Hodge, Kazem Kazempour, Andrew Larson, Carmen Larsen, Karen Lee, Donald Moragne, Nhora Murphy, Toby Studley and Warren Williams

**Meeting called to order at 8:35 a.m.**

Chair Carrie Shelton extended congratulations to Patrick Baker who was recently named the Director of Field Operations for the Department of Labor, Licensing and Regulation. Chair Shelton recognized long term board members Sheryl Brissett-Chapman, Lester Coffey, Michael Flynn, Ed Hodge, Kazem Kazempour, Andrew Larson, Scott Minton and Toby Studley and presented them with a certificate of appreciation for their service on the Workforce Investment Board. Chair Shelton acknowledged their commitment in helping the board meet its mission of attaining the workforce needs of the County. Scott Minton was present to accept his certificate.

**Chair's Report**

Chair Carrie Shelton announced that the Workforce and Economic Development Awards Ceremony will be held Tuesday, October 30, 2007, 8:00 a.m. at the North Bethesda Conference Center. The Awards Ceremony honors the achievement and success of Montgomery County's workers and businesses. Board members are invited to participate in the event planning, award category nominations and presentation of awards. This year's Awards Breakfast will feature sponsorship opportunities. More information on sponsorship's is forthcoming.

The Executive Committee and DWS Staff have decided that the Workforce Investment Board will host the award recipients at a semi-formal reception prior to the ceremony. This pre-event will serve as an opportunity for Board members to get acquainted with our award winners and

get a better understanding of the contributions they have made to the County. The reception is tentatively scheduled for Monday, October 29 at the Department of Economic Development.

#### **Motion to approve April 18, 2007 Meeting Minutes.**

Jerry Shapiro noted that he was in attendance at the April 18 board meeting, and Kathryn Mannes noted a misspelling to her name.

The minutes were approved as amended.

#### **WIB Recruitment**

The Workforce Investment Board vacancy announcement has been extended to July 27, 2007. The board is strongly seeking representatives from its four identified industry clusters; advanced technology, construction, healthcare, and sales & service and retail industries. Applications are being accepted to fill ten vacancies on the Workforce Investment Board. The vacancies include seven business representatives, one partial term that expires July 2008, and three community-based organization representatives. 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](mailto:countyexecutive.boards@montgomerycountymd.gov).

#### **DWS Manager Position Update**

Economic Development Director, Pradeep Ganguly, Ph.D. reported that a national search for the Workforce Division Manager position will begin soon. Dr. Ganguly pledged to engage the Executive Committee during the interview process. The Department of Economic Development is seeking to fill the Workforce Director position by September 2007.

#### **BRAC Presentation**

Barb Cooper with TATC Consulting, Inc. presented the board with Base Realignment and Closure (BRAC) facts. Barb has represented Workforce Services at BRAC related meetings to gather tactical information that will assist the County in developing a strategic plan and next steps once the closures emerge. The Walter Reed Army Medical Center (WRAMC) will be consolidated with the National Navy Medical Center to form the new Walter Reed National Military Medical Center (WRNNMC) in October 2011. The National Geospatial Agency (NGA) will move to Fort Belvoir, Virginia. To help better position Montgomery County's workforce at WRAMC, WRNNMC, and NGA, the County and TATC are planning for the increase in personnel, the need for expansion to these facilities and identifying employee demographics to determine which civilian and non-civilian occupational deficiencies exist. It is anticipated that the BRAC move will bring as many as 2,500 more base employees and 535,000 patients and visitors to Bethesda annually, according to Navy estimates.

#### **Committee Reports**

##### **Finance Committee**

Committee Chair Ted Rose reported that most of the 2008 funding allocations will remain comparable to last year. The WIA allocation is a little more than what had been allocated in the prior year. The Montgomery County grants in addition to the combined other workforce grants have decreased slightly. Although the numbers are not yet final, the 2008 budget will be plus or minus 5% from what had been allocated in 2007. We are on target to spend the majority of funds with some carry-over.

##### **Program Operations & Evaluation Committee**

As strategies and roles are developed for the board to participate in the Base Realignment and Closure (BRAC) process, they will be forwarded to the Program Operations Committee for approval. TATC Consulting is preparing a BRAC report that will include these recommendations.

The Workforce Services Request for Proposal was released on February 28, 2007. The RFP was separated into two Scopes of Services - General Management & Resource, and Management of the Sales

& Learning Center. Two offerors submitted proposals by the April 30 deadline. The Quality Selection Committee recommendations were forwarded to the Office of Procurement with a recommendation for the board to meet with the contractor prior to the contract start date to make sure their goals and objective align with those of the board.

Workforce Services has received verbal confirmation that the Governor's Office of Crime Control & Prevention (GOCCP) grant was awarded for \$102,000 contingent upon the County's match of \$34,000. This grant will fund two positions at the WIA related one-stop in the correctional facility. The job developer will assist offenders who are within 90 days of release with their transition. Upon release the ex-offenders can visit the one-stop and work with a job developer who will assist them with job placement. This program also provides bond insurance to give added comfort to employers who will be hiring persons with skills who may have a questionable background.

Workforce Services is seeking to fill the Division Manager and Youth Program Manager positions. The committee recommends that the Board to encourage the Department of Economic Development to move expeditiously in filling these positions.

### **Youth Council**

More than 650 youth ages 16-21 attended the 2<sup>nd</sup> Annual *Let's Get it Started Youth Job Fair* that was held April 14, 2007 on the Rockville campus of Montgomery College. Over 60 employers attended the job fair conducting an estimated 400 on-site interviews and approximately 350 counter offers. To date 100 jobs had been accepted.

A new youth manager position has been approved by the County Council. This position will perform a wide variety of assignments related to the planning, developing, enhancing and implementation of the County's youth workforce development activities. Specifically, the position will oversee the development, implementation and performance of the County Workforce Investment Act (WIA) funded youth workforce development programs. It will also assist the efforts of other youth focused businesses, non-profit organizations and agencies where employment, entrepreneurship, and job development are integral to successful program implementation.

### **Communications & Outreach Committee**

Chair Susan Heltemes updated the board on the committee outreach efforts of recruiting new committee and board members. The committee plans to develop a grid that reflects the board's diversity by industry type and other demographics. The committee plans to use this grid to assist with its outreach goal of obtaining diverse representation including the four identified high growth industry types.

The committee will execute its outreach efforts by meeting with members from the Black Ministers Association and community ministries on August 24. Chair Heltemes encouraged members to become more involved in the committees outreach endeavors and to assist in the direction of board. The meeting with the County Council and legislature has been postponed until the Workforce Director is hired.

### **Workforce Updates**

An event planner will be hired to assist Workforce Services with the event planning of the Economic Development and Workforce Awards Breakfast being held on Tuesday, October 30, 2007 at the North Bethesda Conference Center.

Interim Director, Hugh Bailey and staff attended the Maryland Workforce Development Conference *Raising the Bar*. The conference included a variety of workshops on emerging trends including business services, job seeker services, program planning and management, economic and workforce development, education, technology, leadership and personal development.

The Workforce Innovations Conference: Beyond Boundaries was held July 17-19, 2007. This conference provided a forum for workforce professionals across the country to explore ways in which key partners, including business, economic development, education and workforce systems, can collaborate and innovate to break down boundaries and create a competitive advantage.

The September 26 board meeting will not be followed by a strategic planning session. More information regarding the strategic planning session is forthcoming.

Hugh Bailey would like the record to reflect that statements he made regarding some of the workforce programs at the Department of Health and Human Services (HHS) at the April 18, 2007 board meeting were misinterpreted in the context of conversation with Secretary Thomas Perez, guest speaker at the April 18 board meeting regarding how the board could evaluate the disparate kinds of programmatic activities in the context of workforce that happens across different agencies. Mr. Bailey declares that the board has worked closely with HHS and will continue to build upon that relationship.

The next Montgomery County Chamber's Education and Workforce Preparation Committee meeting will be July 12, 2007 at 8 a.m. – 9:30 a.m. at the chamber offices located at 51 Monroe Street, Suite 1800 in Rockville. The guest speaker will be Bill Robertson, Chairman of the Governor's Workforce Board.

**New Business**

The next meeting is scheduled for Wednesday, September 26, 2007 from 8:30 a.m. to 10:30 a.m. at the Department of Economic Development, 111 Rockville Pike, Suite 800, Rockville, Maryland 20850.

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

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Carrie Shelton, Chair

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Date