



Location: University at Shady Grove 9630 Gudelsky Dr. Rockville, MD 20850
BLDG II – Rm 1052

Workforce Development Board Meeting Minutes

September 12, 2017
8:30 a.m. - 10:30 a.m.

ATTENDEES

Members: Erin Allen, James Boney, Barbara Ebel, Ellie Giles, Wyatt Genser, Jeff Guido, April Kaplan, Donald Moragne, Debbie Murphy, David Nguyen, DeRionne Pollard, Harold Redden, Ted Rose, Jim Sweet, Kristin Tribble, Leslie Weber, Dawn Weglein

Staff: Asante Abubakar, Dave Buonora, Aldith Campbell, Lauren Davis, Emerald Fuller, Annette Gantt, Cynthia Grissom, Camille McKenzie, Danielle Verbiest

Guests: Greg Adams (DLLR), Bob Donough (DLLR), Taddesse Tesemma (DLLR), Lily Qi (MC Government)

Absent: Uma Ahluwalia, Anne Balcer, Steve Bjornson, Lynne Diggs, Gordon Ellis, Michelle Graham Hicks, Bridgette Gray, Beth Lash, Daniel Marschall, Kathleen McKirchy, Christine Neil, Ben Ou Yang, Neil Stablow, Michael Sullivan, Marie Taylor, Diego Uriburu

The Board of Directors (“Board”) of the Workforce Development Board, (“WDB”), convened a meeting at 8:30 a.m. at Universities at Shady Grove, Rockville, MD. The meeting was called by notice previously given to each member of the Board in accordance with the requirements of the Corporation’s Bylaws. In addition, a meeting agenda and accompanying materials were distributed by email to each Director. A quorum being present, the meeting was called to order.

EXECUTIVE SUMMARY

8:30 am Roll Call and Approval of Minutes (Murphy/Gantt)

Murphy welcome board members. Gantt conducted roll call. Quorum present.

Murphy made a Motion for the approval minutes of the June 20, 2017 minutes. The motion for approval of the minutes was seconded, no discussion, and the motion was approved unanimously.

8:35 am Start-up Year Presentation (Giles)

Giles shared an overview of our start-up year. The presentation will be sent to all Board members with the meeting minutes.

Giles congratulated Dr. Pollard for Montgomery College being recognized as one of the top 10 community colleges for adult learners. Giles spoke briefly about the MOU between MC and WSM. Giles shared the Summer RISE initiative was an overall success, admitting that there were learnings that will help to shape next year’s program. Giles shared that Uriburu is doing well after surgery. Further, she recognized the WSM staff for the work to date.

Weber asked if Giles could share the types of student feedback that has been received from participants in the Summer RISE program. Giles shared that a software called JabaTalk was used to capture feedback from students. There was a 94% return rate of feedback from students. Only six of

over 400 students responded that they did not like their placement. An Impact/ROI report is in the progress of being completed, and will be available at the end of October.

9:00 am Chair Report

Murphy reported on a meeting of the joint executive committee of the WDB and the WSM that had taken place the day before to discuss several items including the performance of the American Job Centers, the FY17 budget, the process for developing and approving strategic plans, and board engagement and governance. Murphy's report of the decision by the executive committee to engage a consultant to move the strategic plan forward as well as advise on the other issues raised generated a robust discussion by board members. Eleven of the 17 board members attending were recognized to speak during the discussion.

There was consensus that the issue of board engagement and the governance challenges posed by the current "two board" structure should be addressed prior to taking up additional work on strategic planning. Many board members offered opinions on the quality and frequency of meetings that should be considered in the context of deepening board engagement.

There was further consensus that the executive committee and the officers of the WDB are not empowered to act unilaterally but must seek the approval of the full board for its recommended actions.

Board members also affirmed the procurement policy of the organization which calls for a competitive RFP and bid evaluation for any engagement that exceeds \$10,000. Board members discussed the advantages and disadvantages of engaging consultants who might already be familiar with the work of the organization and those who might offer fresh perspectives without reaching consensus about whether the RFP should indicate a preference for one or the other.

- **Rose made a Motion to hire a consultant or create a governance committee to focus on the structure and roles of the two boards, before moving forward with the procuring of a consultant to review the strategic plan, compliance issues, HR and policy modifications, and industry alliance oversight. Furthermore, the results from the governance committee must be presented to the WDB and approval from the WDB must be received before additional steps are taken to move forward with the procurement of the consultant.**
- **The motion was seconded, no discussion or nays. The motion was approved unanimously.**

Murphy closed the committee discussion and requested that each member provide personal input about the committee(s) on which they want to participate. Each committee should review the frequency, dates and times of their meeting and determine if any need to be changed.

- **Hike on the Hill (Weglein)**

Weglein presented information about the Hike the Hill event scheduled for October 5th and reviewed the agenda and schedule. She shared that this will be WSM's third Hike. Weglein explained that the NAWB has established a toolkit with talking points that was distributed to the Board. Weglein encouraged all board members to attend the event. Furthermore, she stated that WSM is only as effective as the representation. Weglein stated she is waiting to hear from Senator Van Hollen to confirm a meeting time. Weglein requested that members who are interested in attending, contact her and she will include them as part of the agenda.

9:45 am CEO Report

- **Policy Development (Kaufman)**
Terri Kaufman, WIOA, consultant presented an overview of the new regulations and current WSM compliance status (Refer to handout for details).
- **WIOA Performance Metrics**

Grissom provided a presentation of the WIOA performance metrics comparing the current results with those of the previous vendor.

CONCLUSION

There being no further business, upon motion duly made by Chair and seconded by multiple members, the meeting was adjourned at 10:30 am. The next meeting of the Board will be December 12, 2017.

Submitted and Approved By:

Debbie Murphy, Chair

Date

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