



Workforce Development Board Meeting  
11002 Veirs Mill Road – 4<sup>th</sup> Floor  
Wheaton, MD 20902

## MEETING MINUTES

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

### 1. Tour of Job Center

- New AJC orientation video (preview)  
Discussion: Current video will be used for job seekers; it will be housed on our website, closed captioned. More to come.
- H.I.R.E (Helping Individuals Reach Employment) program is a partnership with the libraries.

### 2. Roll Call and Approval of Minutes

Gantt completed roll call.

**Motion made to approve minutes, seconded, unanimously approved.**

### 3. Committee Reports

- QA committee (Grissom)
  - Approval of AJC handbook – link to manual sent to board members; comments are welcome about process and content; being reviewed by consortium group; very comprehensive; thank you to all those who contributed; policies are on website

**Motion requested for board to approve the content and scope of the AJC handbook, allowing the QA committee to make editorial changes as necessary. Any substantive content changes would require another board approval.**

**Motion so moved, and seconded. No discussion. No conflicts of interest. Motion approved unanimously, no abstentions, nays.**

- Finance Committee (Rose)
  - Fiscal Audit; received draft audit. Final audit had been issued.

Discussion: What are the significant deficiencies? Deficiencies are internal processes that need to be implemented, but are not material in that they impact a clean audit. Minutes need to be edited to state that there were no disagreements with management.

Recommendation made getting quarterly review of WIOA funds and private showing how much funding is coming in going out, funded programs, and how much impact and the cost of that impact.

- Governance Committee (Giles)

Discussion: The committee discussed how the two-board structure was formed, and will be discussing what might be the best structure moving forward. WDB board is responsible for implementing the policies for WIOA. WSM was established to focus on operational issues. How functions of both boards are blended, while simultaneously meeting legal requirements, will be the focus on deciding on the best construct on December 1.

- Program Committee
  - Industry Alliance Focus groups – Purpose of the focus groups is to create an employer perspective about programming and to ensure talent pipelines. Committee members can include those not members of the board. Next meeting will focus on feedback learned from focus groups (e.g., healthcare, IT, construction), and how best to serve industry to understand what is in demand and where WSM can be of assistance. On January 11 next focus group meeting.

Policy conference in Tampa focused on technology and the fact that robots are being highly used. There is a need to help our job seekers learn how to become co-bots (co-existing with robots). Question is how to manage disruption of automation and eventually focus on high end job market. These new technologies will create issues for job seekers looking for entry level / data entry positions. Must think about jobs that are required today, but also those that will be needed in the future due to technology and automation that will reposition what people do and think.

- Youth Committee (Trible)
  - WSM Launch

Discussion: Engage more with MCPS to bring on a youth voice. Engaging employers to help them understand the importance of investing in youth now. Committee is recruiting more members to participate. Board members should encourage other folks to participate in committee that are not part of the board. Contact Giles to bring on other on committee members. Summer RISE hosts be candidates for board/committee membership. David Goldstein is the new program manager for Summer RISE.

#### **4. Other Business**

Jobs Portal (Giles) - Building a Montgomery County centric employment portal; launching in January.

Summer RISE - board members were encouraged to sign up to host a student(s) in 2018; video shared; the host portal is open.

HR committee has met a few times, focus on compensation, report forthcoming

#### **5. Adjourn**

Motion to adjourn, so moved. Meeting adjourned at 10:25 a.m.  
Next meeting March 13, 2018