



WorkSource Montgomery
Meeting of the Board of Directors

September 11, 2018 9:00-11:00
1801 Rockville Pike
1st floor lobby conference room
Rockville MD, 20852

The Worksource Montgomery Inc. (WSM) Board of Directors convened a meeting at 9:15 am at the above address. The meeting was called by notice previously given to each member of the Board by email. A quorum was established by members attending in person and telephonically.

Board Attendees: Uma Ahluwalia, Erin Allen, James Boney, Lynn Diggs, Barbara Ebel, Beth Lash, Daniel Marschall, Kathleen McKirchy, Harold Redden, Ted Rose (Chair), Neil Stablow, Diego Uriburu, Leslie Weber, Donna Cooper, Steve Greenfield, David Petr, Lily Qi, Jack Smith, Dawn Weglein, Ellie Giles (ex officio)

Staff and Guest Attendees: Craig Adams, Dave Buonora

Summary of Motions

Unanimously approved the minutes of the June 12, 2018 meeting with the following correction: add the names of Lynn Diggs and Wyatt Genser to the list of appointed board members.

Unanimously approved the Amended and Restated Bylaws as previously distributed to the Board with changes as written and the following technical correction to Section 2 (c): "...and the Vice Chair shall be the chairperson of the ~~Governance~~ *Quality Assurance and Operations* Committee."

Unanimously approved the Strategic Goals and Initiatives document as previously distributed to the Board in July.

Unanimously approved the "FY 19 Priorities" document distributed by Ms. Giles to the board at the meeting with the following additions: 1) "Increase work-based learning opportunities" and 2) "Pursue appropriate funding needed to serve as a convening organization (i.e. MCAEL model)".

Authorized the WSM staff to negotiate with landlords to affect a move of the Wheaton American Job Center (AJC; aka "one-stop") from its current location no later than November 2019. Motion passed on a vote of 18-1.

Other Actions and Discussions

Priorities: Mr. Rose led the board through a discussion of the revenue sources of the organization, populations served and the intent behind the creation of the organization in the 2014-2016 time period. He drew attention to the ways in which the Strategic Goals and Initiatives and the FY19 Priorities would address the ten "action steps" sought by Montgomery Moving Forward almost five years ago.

There was consensus that WSM could do a better job of raising awareness of the organization's value and reporting on its results on key performance measures, including job placement for "work-ready" career seekers and short-term interventions to help more people become "work-ready" candidates. There was also consensus that long-term interventions might be more effectively implemented by other partners in a robust workforce system. There was a desire expressed to have better, and timelier, reports than what have been available to-date.

Wheaton AJC: Mr. Rose provided further information to the board about challenges with the existing space that led up to the request for authorization to proceed with securing a new location. The Board saw a summary of four possible alternatives identified by JLL as consultants to WSM. They would all satisfy the criteria identified by staff and the executive committee in an earlier discussion: proximity to Metro; sufficient space; reasonable cost; and easy access for the high volume of people who will be coming and going. The intent is that the move would be cost-neutral.

Committee report - Governance: Ms. Allen asked all board members to read and sign the board commitment document for FY19. She noted that one of the committee's charges would be to maintain lists of possible new board members and invited suggestions from current board members. She also noted that any suggestions for future revisions or amendments to the bylaws should be routed through the governance committee. Lastly, Ms. Allen noted that WSM had requested a compensation consultant to review current levels for the staff and the conclusion is that WSM practices are consistent with current market conditions, the commitment to equity, and industry standards.

Committee report – Finance: Ms. Weglein drew the board's attention to two reports in the packet: an unaudited summary of results for the year ending June 30, 2018 and the summary of results for the one month of the new fiscal year ending July 31, 2018. The annual audit for the year which just concluded is expected to kick-off in mid-September with a report available to the board approximately one month later. She drew the board's attention to the operating cash on hand which stood at 3.1 months at year-end, exceeding both the FY17 final result and the policy target of 3 months.

CEO's Report: Dr. Giles shared a summary dashboard of key performance indicators for the period July-August 2018 which showed that over 4,000 unique individuals had received services from WSM. She noted the improved performance by Grant Associates over the prior vendor in attempting to meet the needs of job seekers. She also noted that recent efforts to assist more than 900 people who are being displaced by the relocation of Discovery Communications are not yet reflected in the performance dashboard. WSM has placed one of its popular "pop-up" job centers in Discovery headquarters in Silver Spring.

Dr. Giles responded to a question from the board about the second-year experience of the Summer RISE program. She indicated that students were surprisingly receptive to taking assigned, rather than requested, placements and that more employers found ways to involve the students in more meaningful assignments.

Council meeting September on Sept 18: Mr. Rose and Dr. Giles invited all board members to attend WSM's presentation to the Montgomery County Council on the morning of September 18. This is a follow-up to a discussion last spring in committee.

Meeting adjourned at 11:07.