



Minutes
Meetings of the Board of Directors
March 12, 2019
1801 Rockville Pike

The WorkSource Montgomery Inc. (WSM) Board of Directors convened a meeting at 9:03 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.

Attendees: Erin Allen, Donna Cooper, Lynne Diggs, Barbara Ebel, Stew Edelstein, Gordon Ellis, Wyatt Genser, Steve Greenfield, Beth Lash, Dan Marschall, Cecelia Matthews, Kathleen McKirchy, Don Moragne, Debbie Murphy, Gerard Murphy, DeRionne Pollard, Harold Redden, Ted Rose (Chair), Neil Stablow, Tom Street, Katie Strei, Jim Sweet, Diego Uriburu, Leslie Weber, Dawn Weglein

Staff and Guest Attendees: Dave Buonora, Ellie Giles (ex officio), Jerome Fletcher, Ken Lemberg, Bill Tompkins

SUMMARY OF MOTIONS

Motion: The minutes of the previous board meeting were approved by a unanimous voice vote. Ms. Allen moved the motion; Mr. Moragne seconded.

Motion: The WSM Local Workforce Plan was approved by a unanimous voice vote. Mr. Redden moved the motion; Ms. Allen seconded.

OTHER ACTIONS AND DISCUSSIONS

Approval of Local Plan: The draft plan was posted on the WSM webpage for community comments and also distributed in the newsletter to community partners who were reminded at two separate meetings of its availability for review and comment. The plan was drafted to ensure that it is consistent with the state plan and primarily addresses the constituencies eligible for being served by WIOA. The state provides the opportunity to discuss priorities beyond WIOA, so there is also some discussion in the plan of more macro topics. The document will be proofread for technical corrections before it is finalized. After board approval the next step is for the plan to be considered and approved by the County Executive before it goes to the state. WSM appreciated MCEDC's partnership in formatting the plan.

Review of discussion with Montgomery County Council regarding Creating and Convening a Workforce System: WSM appeared before the County Council last week. Staff will send a link to the video of the Hearing and the analyst's staff report to Board members. There seem to be several misperceptions about WSM's role in the larger workforce development system. The briefing was an opportunity to clarify roles, but there is still

much work to be done to explain WSM's priorities and its service to Montgomery County. Chair Rose noted in his testimony that WSM has taken responsibility for convening all the elements of the workforce system in the county. He also provided information on the following:

- Sharing of the primary findings of a study done by Skill Smart documenting how much funding is in the workforce and support system in Montgomery County among multiple entities;
- Reviewing strategic objectives and revised performance metrics;
- Providing details on ongoing initiatives including: mapping of the system to determine capacity; the building out of career pathways; efforts to improve coordination and customer service, including the future use of a shared referral form and shared data with partner agencies;
- The signing of an MOU with the MC Library System to host HIRE Centers;
- Movement of the American job Center to a new location in Wheaton in mid-October.

Two key populations on which Councilmembers focused who were not being served included inmates and in-school youth, which by and large are not WIOA eligible populations. The key issues that came up in the Council hearing in regard to the jail were: better coordination on barrier support, the need for improving the hand-off process from incarceration to release, and the allowable uses of WIOA funds for the incarcerated population.

Another key topic that was raised at the Council hearing was the Summer RISE program's transfer to MCPS. The concern is that the transition has not been smooth enough. WSM is committed to actively participate in this transition and to ensure that the program is successful this year.

Three Councilmembers requested copies of documents and/or answers to follow-up questions which Dr. Giles will provide. She will also provide the following to Board members as requested in this meeting: a copy of the SkillSmart report; copies of the slides and/or notes used for the Council presentation; and the current mapping of services and programs provided by WSM's partner agencies.

There was consensus that Board members need to be engaged in the process of strengthening ties with partner agencies to advance the strategic plan that the Board approved.

It was suggested that WSM should share copies of the SkillSmart report with any agency that was identified as being a part of the larger workforce system and to convene meetings with all the agencies to develop shared expectations and measures of success.

Move of the AJC: A project manager has been hired to manage the project and weekly meetings have begun. Bids are out for the contractor and architect, with a strong preference for Montgomery County firms. Partners will be asked to provide input on the design of the new space. The new location is on Georgia Avenue and is easily accessible by metro and by bus.

COMMITTEE REPORTS

Quality Assurance & Operations Committee: Mr. Ellis referred the Board to the priorities document in their packets. He also invited Board members to attend the meetings of this committee, even if they are not assigned to it, noting that much of what was discussed earlier in the meeting had also been discussed in committee. An important project for the committee moving forward is to obtain better performance data in real time, including from partners.

Governance/HR Committee: Ms. Allen thanked everyone for the robust attendance at this meeting and reminded Board members of the importance of participating in committees. She will distribute an updated list of committee assignments and the meeting schedules. Board engagement is an issue discussed by this committee. It is also time to focus attention on the nominations process to fill vacancies from members who might be going off the Board. Healthcare, science and technology, food service, transportation, education, and unions are fields from which we need to ensure we have representation and Ms. Allen invited suggestions from everyone. The Committee will reach out to people to gauge their interest. Mr. Redden reported that the Montgomery County Collaboration Board is interested in connecting to WSM through informal and formal partnerships. Lastly, Board members were reminded to review and sign the conflict of interest statement.

Finance/Audit Committee: Ms. Weglein reported the committee is robust and engaged. She referred the committee to the financial reports in the Board packet, noting that net income was running over \$113,000 more than budgeted for the period ending January 31, 2019. The committee anticipates bringing a draft FY20 budget to the Board for approval at the annual meeting in June.

Meeting adjourned at 10:53 a.m.

Next Board Meeting –Annual Meeting on June 5, 2019 (this is a change from June 11 announced previously)