



WorkSource Montgomery Meeting of Board of Directors

December 11, 2018
1801 Rockville Pike, Suite 320 Conference Room
Rockville, MD

The WorkSource Montgomery Inc. (WSM) Board of Directors convened a meeting at 9:01 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: Uma Ahluwalia, Erin Allen, James Boney, Donna Cooper, Lynne Diggs, Barbara Ebel, Stewart Edelstein, Gordon Ellis, Steve Greenfield, Jeff Guido, Beth Lash, Daniel Marschell, Deborah Murphy, Gerard Murphy, Harold Redden, Ted Rose (Chair), Tom Sweet, Katy Strei, Jim Sweet, Diego Uriburu, Leslie Weber, Dawn Weglien, Ellie Giles (ex officio)

Staff and Guest Attendees: Greg Adams, Dave Buonora, Lloyd Day, Marc Elrich, Maria Robalino

Summary of Motions

Motion: Approve the minutes from the September Board meeting with the amendment that Gerard Murphy was present at that meeting. Approved unanimously by elected and appointed board members.

Motion: That the Board give authority to the Executive Committee to approve the lease for the new American Job Center location and allow them to execute the steps necessary to terminate the current lease in Wheaton. Approved unanimously by appointed and elected board members.

Motion: Extend the contract of Grant Associates for one additional year from its current termination date. Approved unanimously by both the appointed and elected board members.

Motion: Allow the Executive Committee to make the final decision on approving the one-stop operator that is selected via the RFP process. Approved unanimously by both the appointed and elected board members.

Motion: Elect Cecelia Matthews from Medimmune to the Board. Approved unanimously by elected board members.

Other Actions and Discussions

Chair/CEO Report

Mr. Rose thanked the Board for its decision to merge the operations of what had been two separate boards and to ratify the plans for WSM moving forward. The Chair also welcomed newly elected County Executive Marc Elrich to the meeting.

Dr. Giles and the committee chairs provided an overview of performance in the first quarter of FY19, including a report from Grant Associates about activity in the American Job Center (AJC). Mr. Elrich requested additional detail (e.g. race, gender, economic status, place of residence) which will be sent to his office as soon as possible. There has been progress already on all three of the organization's top priorities. Highlights of the report include:

Priority 1: to implement strong customer-focused practices with 70% sustainable employment rate

- WSM has placed 87.1% of participants in employment
- The average wage for adult (\$20.39) and dislocated workers (\$21.23) are both above the state requirement.
- Montgomery County leads the state in total participants served who are defined by the state as hardest to serve. These individuals are all receiving some sort of state social services and are eligible for WIOA services. Board members re-affirmed their desire to serve hard to serve individuals.

Priority 2: to increase employer engagement and career pathway partnerships in strategic industries

- WSM has projects with business and education partners in the county on IT, health care, education, construction and hospitality. WSM's partnership with the automotive dealers association will be included when the report on industry partnership is updated. Mr. Redden noted that the automotive training program has an aptitude testing component that we could offer through the AJC. There are openings in this field that could be filled with people who are seeking assistance from WSM. This idea will be further discussed with staff in the coming weeks.
- The Board suggested that WSM seek representation on the Montgomery County Collaboration Board (MCCB) which is working on career technical education issues and seek to further align the initiatives underway by both our organizations.
- WSM worked closely with Discovery Communication to help place their employees who would be staying in Montgomery County once Discovery moves their operation.
- WSM has worked with the Jewish Council for the Aging to submit a grant to serve older workers in the area of training for the insurance industry.

Priority 3: to enhance current community-based partnerships

- WSM is working on an asset map for services provided in the community and will reach out to other organizations who are also involved in this work.
- This is expected to help identify those who could provide services to people who are not WIOA eligible. Chair Rose noted that there are already discussions to move in this direction.
- A request for expression of interest has gone out this week to community partners to create a summer program for opportunity youth. Board members requested high level summaries of RFPs so that they will be in a better position to communicate opportunities to others in their individual professional networks.
- WSM is looking to expand HIRE Centers in libraries in the county.

Relocation of the AJC. We are in final negotiations for the lease for a new location for the AJC. The new lease will save over \$696,760 in rent in the first two years of the lease and provide better facilities for staff and job seekers. This move will also allow us to co-locate the youth program with the adult and dislocated programs. We need to give notice to our current landlord by February 1, 2019 and the move will be made by November 2019. The board voted at the last board meeting to move forward in securing a new location. There are notes about this topic in the minutes from the last board meeting.

Grant Associates Contract Extension. The Board chair called for a vote to extend the contract of Grant Associates for one year to June 2020. This extension is needed to provide consistency of the provider as we continue to improve our performance, serve our community and look to move the job center next year. Our procurement policy has an emergency procurement provision which would allow for the non-competitive extension of this contract to maintain services. It was suggested that WSM be ready to explain to the non-profit community as to why this is necessary.

New operator of the AJC. CEO Giles discussed the effort of WSM to move forward with the procurement of a one-stop operator for the American Job Center. This will replace the current consortium model and align us with the model used in the rest of the state. After discussing this in the Quality and Operations Committee, the RFP was released last week. According to DLLR, the local boards get to decide the reporting structure for their one-stop operator. The process for selecting the provider is detailed in the RFP. There will be a bidders' conference on December 18. A committee of board, community and WSM staff members will be formed to review the proposals. Anyone interested in being on the selection committee should contact Gordon Ellis.

Committee Reports

Quality Assurance and Operations Committee. Mr. Ellis reported that the Quality & Operations Committee is continuing to develop plans on how to best measure and track performance in real time, rather than depending on the lagging indicators of the "christmas tree" report. The goal is to ensure good, consistent, and timely data is available to staff and the board. The local plan, due to the state in May, will be ready for board review in March.

Governance/HR Committee. Ms. Allen reported that the attorneys from the County Executive's office had confirmed that our board member reappointment process was done in accordance with the law. As vacancies occur on the board, the committee discussed will ensure that there are representatives from key industries and partners, including organized labor and major employers. Steve Bjornsen's position was relocated out of state so he has to leave the board. The elected members of the board voted to elect Cecelia Matthews, the head of human resources from Medimmune to fill this vacancy. Mr. Rose noted that while today's turnout was good, there have been occasions when it wasn't clear that there would be a quorum at meetings. The Board will be working to ensure that we have members who attend meetings and are engaged consistent with our by-laws; the active participation of the board is critical in moving the organization forward.

Finance/Audit Committee. Ms. Weglein reviewed the finance report that was included in the board packet. Seventy-five percent of expenses are going to programming which is a best practice. WSM currently has 4.8 months of operating cash in reserve which is in the middle of the best practice standard of 3-6 months of reserve. She also reported that there were no findings in the recently completed external audit. Late last week, WSM was asked to provide a budget request to the county. And responded with a request for a \$400,000 increase to fund two positions and support programming for the jail.

Lastly, the Finance committee is recommending that WSM fundraise to obtain named sponsorships of rooms in the new AJC. It was pointed out that we need to make sure the organizations are vetted to assure that there are no conflicts of interest with potential sponsors. No vote was taken on this recommendation at the meeting.

Adjournment

The meeting was adjourned at 10:58 am