

## **Carroll County Workforce Development Board**

### **Meeting Minutes 9/22/2021**

**Attendance:** Denise Beaver, Karen Bernard, Steven Berry, Brady Chapman, Bill Eckles, Suzy Dyer-Gear, Matt Franzen, Julie Givens, Anita Hammond, Mike McHale, Matt LeFaivre, Sharon Plump, Haresh Raithatha, Brandon Schweitzer, Zach Tomlin, Kati Townsley, Bryan Zuber, Heather Powell, Stan Whiteman, Mike Lawrence, Cindy Dunbar,

**Welcome:** Heather thanking all members for accepting the appointment to the board.

#### **Board Member Introductions**

#### **Workforce System Overview**

- BERC is under the direction of CC Economic Development, providing training and employment.
- Carroll is 1 of 13 workforce areas in the state.
- Available services include resume development, interviewing skills, headshots, supportive workshops, jobseeker support meetings, career assessments, math/reading skill development, employment coaching, paid work experience, on-the-job training and occupational training
- WIOA (Workforce Innovation and Opportunity Act)- driving force for occupational training.
- With additional funding thru COVID Relief Funds, BERC received two additional grants: Relief Act and American Rescue Plan funds to expand occupational training, apprenticeships and assisting in recovery of workforce for employers affected by the pandemic.

#### **One Stop Operator (OSO)-Mike Lawrence**

- Discussion of the role of the OSO in the AJC and local partnerships- To assist with the coordination of resources, provide professional development, identify effective practices, Section 188 compliance review.

#### **Business**

a. **CCWDB Bylaws-** Discussion and review of bylaws. A motion to adopt the bylaws as presented by Zach Tomlin and was seconded by Sharon Plump. Motion was passed.

b. **Conflict of Interest Policy** needs to be signed by each member and returned to Heather Powell/Cindy Dunbar.

c. **Rebranding of BERC** (Business Employment/Resource Center) Important to use “workforce development” in the title. The Department of Labor requests that we use AJC (American Job Center) as a tag line. The floor was opened for discussion. Board response was favorable and rebranding will be addressed with CC Board of Commissioners.

**Performance** - Introduction of “Christmas tree chart” performance tracking report from MD Labor. Dark green exceeded, Light green met and Red indicates underperformance. Mid-MD area (Carroll and Howard Counties) is meeting or exceeding performance in all measures. Carroll and Howard counties performance tracking will be combined through June 30,2022.

#### **Pandemic Response in our Local Workforce Development**

- From July 1, 2019 to June 30, 2020 we logged 4,400 visits in person and virtual serving 1,213 and provided services to 311 businesses.

- 53 Summer Youth worked in local businesses for 6+ weeks. Participants completed certifications in CPR, met as a cohort every Friday participating in on-line training platforms for essential job skills, teambuilding activities and guest speakers.
- Computer literacy training for all citizens. Technology is necessary to manage personal lives as well as to enter the workforce
- BERC Job Fairs are held on Premier Virtual platform. Good response. Jobseekers and employers create online accounts. Employers have direct contact with jobseekers. July job fair totals -120 job seekers and 20 businesses attending initial job fair. Future job fairs are held monthly.
- Earlbeck mobile welding classroom-16 students in Rapid Welding training, finishing in 9 weeks. Local employers are invited to meet the welding participants.
- Able to serve people outside of WIOA if affected by COVID and not going back to their field.
- Virtual assessments and online skills training available for local employers to upskill employees.

**Wrap up-**Board Member Binder for each member to be delivered to place of business. Heather invited members to come in for a tour at BERC. Kati mentioned available conference rooms at CCC for social distancing meetings. Denise shared [www.carrollworks.com](http://www.carrollworks.com) website for all to become familiar with.

**Next meeting-**Wednesday, December 1, 2021. Meetings usually third Wed of month 9AM-10:15AM. "Save the Date" will be sent out.

Meeting adjourned at 10:22