



Carroll County Workforce Development Board Meeting Minutes

Wednesday, September 21, 2022

Exploration Commons, 9:15am

Attendees: Chris Abell, Zach Tomlin, Matti Franzen, Bill Eckles, Brandon Schweitzer, Sharon Plump, Karen Bernard, Mike McHale, Julie Givens, Bryan Zuber, Jesse McCree, Stan Whiteman, Heather Powell, Tammy Haines, Shelby O'Leary

Ms. Powell started the meeting at 9:30am. There was not a quorum present.

1. **Minutes-** The board voted to approve the minutes via email. Mr. Tomlin moved to approve the minutes from the June 15th meeting with no revisions; Mr. Abell seconded. The vote was unanimous.
2. **One Stop Operator Report-** Mr. McCree commended the Board for their work on the work sessions to discuss the mission and vision statements. He shared the three components to board management: programmatic, fiscal, and operations.
3. **Mission and Vision Statement-** The Board reviewed the mission statement. Ms. Plump suggested to add something to the mission statement to represent inclusivity. The new proposed mission statement is: "To develop a resilient, responsive, and inclusive workforce that will drive sustainable economic growth for Carroll County businesses by providing access to education, employment, and career pathways that assist individuals in achieving economic mobility." The vision statement is: "We envision an economically vibrant region where every business and individual has the opportunity for advancement, economic mobility, and prosperity." The board voted to approve via email. Mr. Tomlin moved to approve the statements; Mr. Abell seconded. The vote was unanimous.
4. **Committee Updates-**
 - a. **Executive Committee-** After work sessions, the executive committee came together with the one stop operator and CCWD leadership staff. It was determined that the expansion of the executive committee served the needs of the workforce board without creating a separate committee. The committee was expanded by three members at large. During the past several meetings, there was a call for interest in volunteering for the committee. The members chosen were Matti Franzen, Brandon Schweitzer, and Chris Abell.

- b. Youth Committee- This committee will be chaired by CCWD's youth coordinator. The committee needs at least one Board member to serve in addition to other community members. If interested, please contact Heather or Shelby.
 - c. Apprenticeship Committee- This committee is chaired by CCWD's business consultant Scott Singleton. They continue to meet the 4th Monday of each month. Quarterly meetings are virtual with the remainder being in-person. The next meeting is in-person on Monday, September 26th at IBEW local union 24, with Mike McHale hosting at their training facility.
5. **CCWD Updates-** Ms. Powell shared an article from the Regional Manufacturing Institute. CCWD has been named the 2022 Champion of Maryland Manufacturing. The article features the success of the welding training programs.
- a. 1-Year Review of the Relief Act (RA)- Mr. Whiteman shared that through the Relief Act CCWD was able to provide service to 69 participants, distribute laptops to 21 customers for supportive services, purchase 4 new virtual platforms to assist customers, and distribute cash incentives for completing training or PWEX to 26 customers. It also allowed for expansion of the Summer Youth program to allow for additional PWEX.
 - b. 1-Year Review of American Rescue Plan (ARP)- Mr. Whiteman reported that under the ARP, CCWD provided career services for 100 customers, supported 30 Carroll County high school students with paid internships, assisted 70 people into training in 22 different programs with 16 different providers, and provided training to 29 employees in 5 local businesses. Five customers were able to start their own businesses. CCWD was also able to partner with Carroll Community College to begin the Rapid CDL training.
6. **Youth & Young Adult Highlights-** Ms. Haines shared general information about youth and young adult services. She also shared a review of the 2022 Summer Youth Program.
7. **Member Updates-** Ms. Givens reported that MD Department of Labor filled the position of re-entry navigator, and they are happy to welcome her to the team. Ms. Powell shared that in order to meet guidelines, the Commissioners will need to appoint two to three more business representatives to join the Board. She also said that in January, Scott Yard, Executive Director of Human Services Programs of Carroll County, will be joining the Board. Ms. Powell also revealed that Mike DiGiacomo will give a presentation on the Blueprint for Maryland's Future and implementation strategies for local workforce development.

Ms. Powell adjourned the meeting at 11:22am.