

**PRINCE GEORGE'S COUNTY  
WORKFORCE DEVELOPMENT BOARD (WDB)**

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**Wednesday, April 21, 2021  
Workforce Development Board Meeting Minutes**

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Virtual Zoom Meeting

**Board Members:**

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|--------------------------|-------------------------|
| 1. Allie O'Neill         | 13. Jim Rosapepe        |
| 2. Brian Courtien        | 14. Kari Pompilii       |
| 3. Charnetia Young       | 15. Kelly Bishop        |
| 4. Dawnn Leary           | 16. Mitch Mitchell      |
| 5. David Harrington      | 17. Natalie Mitchell    |
| 6. Deni Taveras          | 18. Pat Philippe        |
| 7. Ebony Stocks^         | 19. Rasheeda Jamison    |
| 8. Erica Berry Wilson    | 20. Rebecca Boggs^      |
| 9. Gloria Brown Burnette | 21. Stacey Butler^      |
| 10. Jean-Paul Cadet^     | 22. Troy Green          |
| 11. Jeff Henderson       | 23. Dr. Yvette Snowden^ |
| 12. Jill Hall^           |                         |

^Designee

**GWDB Staff, GWDB Members, County Government & Elected Officials:**

Ken Lember, GWDB Staff  
Angie Rodgers, PGC CEX

**Board Staff & Guest of the Board**

Walter Simmons^	Portia Hurtt^
Jamie Gunnell^	Vernice Gonzalez^
Jeffrey Dufresne^	Angelica Brown^
Annette Chisolm^	Lisa Barber ^

^Board Staff

**Welcome**

**Charnetia Young**

The meeting opened at 9:02 a.m. with a greeting from Chair Charnetia Young.

## **Approval of Minutes**

**Charnetia Young**

- Minutes of the February 17, 2021 meeting were presented for approval by Charnetia Young.
  - **Motion to approve the minutes made by Dr. Yvette Snowden; seconded by Mitch Mitchell and carried out unanimously.**

## **WDB Updates**

**Board**

### ***Board Appointment Policy***

Charnetia Young &  
Portia Hurtt

- Portia Hurtt reviewed the Board Appointment Policy outlining the process for appointing eligible and applicable representatives to the Workforce Development Board as defined by the Board's Bylaws.
  - **Motion to approve the Board Appointment Policy made by Jim Rosapepe; seconded by Deni Taveras and carried out unanimously.**

## ***Board Appointments***

Charnetia Young

- Charnetia Young announced that following the process outlined in the newly adopted Board Appointment Policy, the Executive Committee will meet before the June Retreat to review and refer candidates to the full board at the June Retreat. New members will begin their three-year term in FY22.

## **Old Business**

**Staff**

### ***AJC National Harbor Update***

Jamie Gunnell

- Jamie Gunnell provided an update on the status of AJC National Harbor by sharing photos, videos, and a PowerPoint presentation. The expected completion date for the center is mid-May 2021, and thanks to funding by the MD Relief Act, championed by Senator Rosapepe, the center will have the necessary equipment to conduct virtual workshops and trainings and hybrid trainings that allow a limited amount of job seekers to participate in the workshops in-person, while others participate virtually.
- Jamie Gunnell also announced that funding from the MD Relief Act will allow the Workforce Development Board to have its American Job Center Mobile Unit built and on the road by January 2022. The American Job Center Mobile Unit will be staffed by EPG's Outreach & Operations Specialist and funded by the County.

- The American Job Center Mobile Unit will travel throughout the County to register job seekers in the Maryland Workforce Exchange, provide mobile workforce development services, and connect job seekers to partners who are located at American Job Center Largo and American Job Center National Harbor. The American Job Center Mobile Unit will also attend community events and facilitate hiring events and job fairs in the community.
- Walter Simmons stated that based on the latest LMI, we have lost over 40,000 jobs that we're hoping the Mobile Unit will aid in assistance.
  - David Harrington highlighted this statistic and stated that at some point, the LWDB needs to break that down by sector to determine what intervention is needed to combat this. Charnetia Young agreed that this should be a topic of conversation for the June Retreat.

***Local Plan Update (AJC Committee)***

Walter Simmons

- Walter Simmons shared that all partners have provided the necessary content for the local plan.
- Walter Simmons requested a vote to make the American Job Center National Harbor to be classified as a satellite center to be included under the management of the OSO.
  - **Motion to approve the Local Plan made by Jim Rosapepe; seconded by Deni Taveras and carried out unanimously.**
- Walter Simmons announced that he will now finish the Local Plan, post it on the website, receive comments and edits, ask for a virtual vote of approval on the plan and submit the plan to the MD Department of Labor.
- Gloria Brown Burnett recommended that we should give thought to whether we want to convert

**Committee Updates**

**Board & Staff**

***Finance Committee***

Gloria Brown Burnett & Jeffrey Dufresne

- Jeffrey Dufresne and the Finance Committee Chair provided an update on the updated budget.
- Walter Simmons stated that we need to focus on Youth spending regarding training providers. New training providers will execute a fiscal contract, but there are also training providers that have not come back since the beginning of COVID-19. There is a focus on adding more training providers, and EPG is focused on limiting their

braiding model to use more WIOA money and using Youth budgets for training expenditures.

- Walter Simmons said that EPG is pushing for a specific Careers Pathways for All Coordinator to assist the more challenging to reach communities.
- Walter Simmons reiterated the need for a Hispanic Business representative on the LWDB.

### **AJC Committee**

Dawnn Leary &  
Jamie Gunnell

- Jamie Gunnell provided an update on the committee's discussions about the MOU/RSA and the inclusion of the One Stop Operator in the RSA. Currently, the Board has been paying 100% of the One Stop Operator Contract.
- The Chair of the AJC Committee and Jamie Gunnell stated that options are being drafted and will be presented to the AJC Committee for a recommendation.

### **New Business**

### **Board & Staff**

#### **EPG WIOA Adult, Dislocated Worker & Youth Statement of Works**

Charnetia Young &  
Walter Simmons

- Charnetia Young explained that EPG is an approved WIOA Title I Adult, Youth, and Dislocated Worker service provider by the Office of the County Executive and the LWDB through the Local Governance Agreement. This is an allowable agreement and operation in the WIOA law.
- Walter Simmons also shared that the Statement of Works outlines the work of EPG and what will be accomplished with the allocated WIOA funding.
  - Motion to approve EPG's Statement of Works for WIOA Adult, Youth and Dislocated Worker Grants by Jim Rosapepe; seconded by David Harrington and carried out unanimously.

#### **One Stop Operator Contract Extension & RFP**

Dawnn Leary &  
Jamie Gunnell

- Jamie Gunnell stated that due to COVID-19 impacts on Board operations, the staff is requesting the One Stop Operator contract to be extended from ending on June 30, 2021, to ending on December 31, 2021.
  - Motion to extend the OSO contract to December 31, 2021, by Dawnn Leary; seconded by Jim Rosapepe and carried out unanimously.

- The One Stop Operator RFP, including American Job Center National Harbor, will be released by October 2021.

***Policy Review & Approval***

Committee Chair & Staff

***American Job Center Service Animal Policy***

Dawnn Leary &  
Portia Hurtt

- Portia provided an overview of the American Job Center Service Animal Policy and shared that it was created to ensure we comply with the Americans with Disabilities Act.
  - Motion to approve by the AJC Committee; seconded by Jim Rosapepe and carried out unanimously.

***Local Workforce Development Area Grievance Policy (Board Leadership)***

Charnetia Young &  
Walter Simmons

- Portia provided an overview of the Local Workforce Development Area Grievance Policy.
  - Motion to approve by Jim Rosapepe; seconded by Kari Pompilii and carried out unanimously.

***Board Grant Support Letter Policy***

Dawnn Leary &  
Portia Hurtt

- Portia provided an overview of the Board Grant Support Letter Policy. This policy formalizes the Board’s opportunity to support entities in the American Job Center Community Network.
  - Motion to approve by Jim Rosapepe; seconded by Ebony Stocks and carried out unanimously.

***PY20/FY21 Quarter 3 WIOA Performance Update***

Vernice Gonzalez

- Vernice Gonzalez reviewed the 3<sup>rd</sup> Quarter PY20 Predictive Report. The final report will be available on May 15, 2021.

**Adjournment**

Charnetia Young

- Next Board Meeting (Annual Board Retreat): June 16, 2021, @ 9:00 a.m. via Virtual Zoom Meeting
- Meeting adjourned at 10:28 a.m.