

PRINCE GEORGE'S COUNTY WORKFORCE DEVELOPMENT BOARD (WDB)

**Wednesday, August 18, 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 Pompili |
| 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^ | 24. Joshua Harrold |
| | 25. Debrah Topcik |

^Designee

Board Staff & Guest of the Board

Walter Simmons^	Portia Hurtt^
Jamie Gunnell^	Vernice Gonzalez^
Jeffrey Dufresne^	Arian Tyler^
Ericka Stevens^	

^Board Staff

Welcome

Charnetia Young

The meeting opened at 9:03 a.m. with greetings from Executive Director Walter Simmons.

Approval of Minutes

Walter Simmons

- Minutes of the June 16, 2021 meeting were presented for approval by Walter Simmons.
 - Motion to approve the minutes made by Senator Rosapepe; seconded by Dawnn Leary and carried out unanimously.

WDB Updates

Board

New Board Members/Board Members Composition

Walter Simmons

- There are three new Board Members: Brad Frome (Perry White, Ross, and Jacobson); Deborah Topcik (Director of Marketing, National Harbor); Joshua Harrold (Regional Director, 1199 NCIU Training and Upgrading Funds)
 - Motion to approve the Board Appointment Policy made by Jim Rosapepe; seconded by Deni Taveras and carried out unanimously.

Non-Discrimination Policy

Portia Hurtt

- Portia Hurtt and Vernice Gonzalez presented the Non-Discrimination Policy outlining the protections against discrimination of protected classes of participants, applicants, and beneficiaries.
- Based on a note from Vice-Chair Dawn Leary and under Board Authority, this policy also protects against sexual orientation.
- Councilwoman Deni Taveras posed the question of the "Citizenship Status" of eligible participants. Walter Simmons stated that the participant must be eligible to work in the United States. "They do not have to be a citizen, just eligible to work," stated Portia Hurtt.
- Councilwoman Deni Taveras asked, "is there protection against gender identity as well?" Portia proposes to add that to the policy under Board Authority as an amendment and bring it to a vote.
 - Motion to approve the policy as amended with the inclusion of language regarding gender identity was made by Deni Taveras, seconded by Dawnn Leary, and carried out unanimously.

WIOA Case Closure & Exit Board Policy

**Vernice Gonzalez
& Portia Hurtt**

- Vernice Gonzalez presented the WIOA Case Closure & Exit Board Policy outlining the process and procedures for providers and closing cases with participants.
 - Walter initiated the vote to accept the WIOA Case Closure & Exit Board Policy as presented and approved by the AJC/One-stop Committee. The Board unanimously voted to approve.

WIOA Supportive Service Policy

Vernice Gonzalez

- Vernice Gonzalez presented the WIOA Supportive Service Policy outlining the process detailing what types of supportive services are allowable under WIOA Title I services.
 - Walter initiated the vote to accept the WIOA Supportive Service Policy as presented and approved by the AJC/One-stop Committee. This vote was a unanimous decision.

WIOA Training Policy

Vernice Gonzalez

- Vernice Gonzalez presented the Board Appointment Policy outlining the process for Title I-B training services for WIOA eligible adults, dislocated workers, and youth through Individual Training Agreements (ITA).
 - Walter initiated the vote to accept the WIOA Training Policy as presented and approved by the AJC/One-stop Committee. This vote was a unanimous decision.

WIOA Virtual Enrollment Electronic Record Policy

Vernice Gonzalez

- Vernice Gonzalez presented the WIOA Virtual Enrollment Electronic Record Policy outlining the process for virtual enrollment, electronic record-keeping of participant records and information.
 - Walter initiated the vote to accept the WIOA Virtual Enrollment Electronic Record Policy as presented and approved by the AJC/One-stop Committee. This vote was a unanimous decision.

Old Business**Staff****AJC National Harbor Update**

Jamie Gunnell

- Jamie Gunnell provided an update on the status of AJC National Harbor. Construction is complete, and signage, furniture, and technology installation are the final steps. The training rooms are hybrid classrooms with smart boards, projectors, and meeting owls. The kiosks are on backorder and expected to arrive in the next few weeks. The administration department has stocked computers and supplies in the center. The grand opening event is tentatively scheduled for September 2021.
- Ericka Stevens provided an update on the AJC Mobile Unit. At the moment, production is on time for the January delivery/completion date. Interior colors and materials for the unit have been selected, and the manufacturing process has begun. EPG is currently in the process of ordering the technology for the unit. Farber Vehicles will have pictures of the Mobile Unit soon to share with the Board.

- EPG has also purchased AJC vehicles for both the American Job Center Largo and National Harbor. Ericka shared images of the vehicles.

Committee Updates

Finance Committee

Board & Staff

Gloria Brown Burnett &
Jeffrey Dufresne

- Jeffrey Dufresne and the Finance Committee Chair provided a review of the FY21 budget.
 - The finance committee discussed strategies to address concerns from auditors (matters related to the pandemic).
 - The Finance committee also discussed RFPs that will soon be released.

Business Committee

Walter Simmons

- Employ Prince George's is relaunching the Rapid Re-Employment Grants Initiative in September. There were minor changes to the structure of the grants.
 - Dawnn Leary asked if there was a retention time for this program?
 - Walter stated a 92% retention rate, and Business Services checks up with the businesses up to 24 weeks from disbursement.
- Employ Prince George's is launching the Apprenticeship Innovation Program soon that will implement apprenticeship incentives to businesses. Businesses can receive \$5,000 per Prince George's County Apprenticeship and \$2,500 for those currently/previously enrolled in apprenticeships.
- The Prince George's County Council passed the Re-Entry returning citizen Incentive Program. Businesses can receive \$5,000 to hire Prince George's County returning citizens.

New Business

Board & Staff

PY20/FY21 WIOA Performance Report

Vernice Gonzalez

- Vernice Gonzalez provided an overview of the Performance Year 20 and Fiscal Year 21 WIOA Performance Report. Vernice shared the report and discussed the performance measures negotiated by the local government. Adult and Dislocated Workers met and exceeded all criteria. The Youth programs met and exceeded most benchmarks but failed credential attainment. The Youth programs have been unable to meet credential attainment two years in a row, and now strategies are being implemented to meet this measure in the future. The state is monitoring this measure closely.
 - To assist training providers who have failed this measure, EPG's

Performance and Data Management team has provided training, resources, and strategies to meet these measures.

- Senator Rosapepe asked, "what are the training these individuals are being trained for that are not making it?" Vernice stated that this is for GED/High School accreditation.
- Senator Rosapepe, Councilmember Deni Taveras, and Prince George's Community College agreed to join the Youth Committee.

MD Labor & USDOL Monitoring

Walter Simmons

- EPG is participating in 5 simultaneous monitoring audits and has been selected for a 6th audit. This is the first time that an entity has been chosen for five monitoring reports at one time.
- Walter highlights how Senator Rosapepe was integral in passing legislation that will allow EPG to contact unemployment claimants. This will help reach the demographic of unemployed individuals directly and hope to increase participant awareness and enrollment numbers.

American Rescue Plan Act Update

Walter Simmons

MD Labor American Rescue Plan Act

Walter Simmons

- EPG received 11.8 million dollars from the Maryland Department of Labor American Rescue Plan Act.

Prince George's County American Rescue Plan Act

Walter Simmons

- EPG has been preemptively approved for the funding.

Adjournment

Charnetia Young

- Next Board Meeting: October 20, 2021, @ 9:00 a.m. via Zoom Meeting
- Meeting adjourned at 10:15am