

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

**Wednesday, June 15, 2022,
Workforce Development Board Retreat
Meeting Minutes**

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Virtual Zoom Meeting

Board Members:

Brad Frome
Erica Berry-Wilson
Charnetia Young
Jill Hall^
Deni Taveras
Gloria Brown Burnett
Dawnn Leary
Natalie Mitchell
Joshua Harrold
Jean-Paul Cadet
Ebony Stocks^
Dawn Carter^

Senator Jim Rosapepe
Brian Courtien
Pat Phillippe
Troy Greene
Deborah Topcik
Stacey Butler
Jacqueline Boles
Erica LeMon
Stacey Butler^

^Designee

Board Staff & Guest of the Board

Walter Simmons
Jamie Gunnell
Ericka Stevens
Vernice Gonzalez
Annette Chisolm
Becca Webster

Portia Hurtt
Benn Cann
Jeffrey Dufresne
Ptosha Davis
Kenneth Lemberg*

*Guest

Welcome

Charnetia Young

The meeting opened at 9:30 a.m. with greetings from Executive Director Walter Simmons and Board Chair Charnetia Young.

Approval of Minutes

Charnetia Young

- Minutes for February 18, 2022, meeting were presented for approval by Walter Simmons.
 - Motion to approve the minutes made by Dawnn Leary; seconded by Gloria Brown Burnett, and carried out unanimously.

Vice-Chair Appointment

Walter Simmons

- Walter Simmons asked for nominations or a volunteer to serve as the Vice Chair of the Board. Jacqueline Boles volunteered to serve, and no other nominations were made.
 - Motion to accept Jacqueline Boles as Vice Chair was made by Dawnn Leary, seconded by Brad Frome, and carried out unanimously.

FY23 OSY Budget Review

Jeffrey Dufresne

- Jeffrey Dufresne and the Finance Committee provided an update on the FY23 Out of School Youth budget, detailing increases in WIOA funding and the goal to bring back In-School Youth programming.
- The board discussed the new OSY provider contract with Adam's and Associates and called for a vote to execute the agreement.
 - Motion to execute the contract not to exceed the budget amount of \$840,000 over 18 months performance period with Adams and Associates made by Charnetia Young; seconded by Dawnn Leary and carried out unanimously.

FY23 Budget Review

Jeffrey Dufresne

- Jeffrey Dufresne and the Finance Committee provided an update on the FY23 budget, detailing increases in WIOA, ARPA and carryover funding.
- A dedicated full-time management level staff person will be hired to assume the role of Board Administrator with board staff from the Operations and Finance Division continuing to support the board.
 - Motion to approve overall FY23 Budget has been made by Finance Committee. The vote was carried out unanimously.

WDB Policy Update

Vernice Gonzalez

- Title Change WIOA Title 1 Self-Sufficiency Standard and Income Eligibility Policy. This

was approved last year, however, there are updates to guidelines that are issued annually, and Lower Living standards are used as the option to serve more participants

- **Motion to approve policy updates by Charnetia Young. Seconded by Gloria Brown Burnett and carried out unanimously.**

Local Training Provider List Quarterly Report Policy Update

Ericka Stevens

- The LTPL Policy was approved in April. Organizations apply to receive PGC WDB Federal, State, and Local discretionary funds other than WIOA to deliver traditional and non-traditional services and training.
- Applications are done in phases with an opt-in option for those on ETPL and a two-phase process for those who are not already on the state's ETPL list.
- During April 21 - June 10, there were 25 applications received. Of those, 12 were approved, 13 are being reviewed, and 53 individuals received training. Some providers submit multiple training courses.

WDB RFP & Contracts Update

Ericka Stevens

- WIOA One-Stop Operator (OSO): Provider Eckerd Connects January 1, 2022 – June 30, 2023 / Award Amount \$285,000
- WIOA Out of School Youth (OSY): Provider Adams & Associates, Inc. July 1, 2022 – December 31, 2023 / Award Amount \$840,000
- WIOA Youth Career One-Stop Operator/Including WIOA Out of School Youth: Provider Eckerd Connects January 5, 2022 – June 30, 2023 / Award Amount \$800,000
- Summer Youth Employment Program: Provider ADC Management Solutions May 2, 2022 – September 30, 2022 / Award Amount \$260,000
- Upcoming RFP: ARPA Career Services Provider / Budgeted Amount \$2,050,000 / Release 1st Qtr. FY23
- Upcoming RFP: PGC State of the Workforce / Budgeted Amount TBD / Release 3rd Qtr. FY23
- Upcoming RFP: Monitoring, Technical Assistance & Evidence-Based Practices Contractor for MD Dept. of Labor ARPA / Budgeted Amount TBD / Release 2nd Qtr. FY23
- Upcoming RFP: Business Services Contractor / Budgeted Amount \$250,000 / Release 3rd Qtr. FY23

Adjournment

Charnetia Young

- Next Board Meeting: September 21, 2022, @ 9:00 a.m.
- Meeting adjourned at 11:45 a.m.