

PRINCE GEORGE'S COUNTY WORKFORCE DEVELOPMENT BOARD (WDB)

September 21, 2022 Meeting Minutes

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|-----------------------|----------------------|
| 1. Allie O'Neill | 13. Natalie Mitchell |
| 2. Brian Courtien | 14. Pat Philippe |
| 3. Charnetia Young | 15. Rasheeda Jamison |
| 4. Dawnn Leary | 16. Stacey Butler^ |
| 5. Deni Taveras* | 17. Troy Green |
| 6. Ebony Stocks^ | 18. Joshua Harrold |
| 7. Erica Berry Wilson | 19. Deborah Topcik |
| 8. Omar McIntosh | 20. David Diaz |
| 9. Jean-Paul Cadet^ | 21. Brad Frome |
| 10. Jill Hall^ | 22. Jaqueline Boles |
| 11. Jim Rosapepe* | |
| 12. Kari Pompilii | |

^ Designee

*Elected Official

Board Staff & Guest of the Board

Walter Simmons
Jamie Gunnell
Alexander Austin
Ericka Stevens

Vernice Gonzalez
Amanda Wagner
Jeffrey Swilley
Benn Cann

Welcome & Introductions

The meeting opened at 9:05 a.m. and was chaired by Chair Brad Frome. Conducted a moment of silence for the passing of Senator David Harrington.

- Members provided self-reflections on the life and legacy of Senator Harrington
- Overall feedback on Raising the Bar Conference at Maryland Live Casino

Approval of Minutes

Jamie Gunnell

Jamie Gunnell presented minutes for the June 15, 2022, meeting

Motion to approve minutes made by Ebony Stocks; seconded by David Diaz, and carried unanimously

FY22 Annual Report

Vernice Gonzalez

- The Pandemic continues to affect the number of individuals who come through our doors. 81% decrease in traffic since the pandemic began.
- WIOA Grant overview. Services continue on a hybrid format. Dislocated workers are not having as hard of a time finding work, and have seen a decrease in services.
- WIOA Out of School Youth has seen a steady decrease due to the pandemic, interest, and options of jobs available.
- Occupational Skills Training increased in Technology, Healthcare, and Transportation. Decrease in Construction, Professional Services, and Hospitality (due to decrease of job requirements in those particular fields). More site visits.
- Spike in Business Services (increase in onsite visits and decrease in virtual based on last year)
- Demographics have not changed significantly. Under WIOA did see a decrease in ineligible workers, an increase in youth, an increase in gender (more women than men), an increase in serving Latino/Hispanic populations.

Policy Updates

Amanda Wagner

- WDB Procurement Policy - Operation in high ethics and best value. Purchases must be properly approved and documented. Competitive Shopping is required. President/CEO must approve purchases of \$50-\$150k. Purchases \$150k or more require a formal RFP process. The bid process ensures fair and open competition for any procurements. Contract and Vendor files are updated, secure, and compliant.
Motion to approve policy made by Dawnn Leary; seconded by Deni Taveras and carried unanimously.
- Procurement Grievance Policy – Establishes that any interested party may file a grievance related to goods or services. The process ensures that it is handled in an ethical, fair, and reasonable manner. Pre-Award and Post-Award are the types of grievances that can be filed. Fair timelines put in place to handle grievances and possible outcomes are outlined.
Motion to approve the policy with recommended edits on the board's process made by Jaqueline Boles; seconded by Natalie Mitchell and carried unanimously.
- Monitoring & Corrective Action Plan Policy – Established compliance, monitoring, and oversight practices. Ensuring progress, measuring compliance, and looking at

opportunities for technical assistance to resolve non-compliance issues. Regularly monitoring workforce programs by recipients and sub-recipients (expenditures have been made against proper cost categories and documentation, case notes, ada/non-discriminating/equal opportunity provisions). Required to monitor OSO annually.

Outline of the process (4-week notice [desk review and on-site monitoring])

Motion to approve policy made by Charnetia Young; seconded by Ebony Stocks and carried unanimously.

- WIOA Eligibility Youth Policy – Designed to provide services to low-income youth facing education and employment barriers. The provider must complete youth eligibility, objective assessment, and service strategy and provide one of the 14 WIOA elements. If youth do not meet requirements the Board has the discretion to extend eligibility to address youth in need (special barrier provisions to include barriers by the parent were added to the policy to expand eligibility)

Motion to approve policy made by Omar McIntosh; seconded by Pat Philippe and carried unanimously.

WDB Service Providers Updates

Amanda Wagner

- Eckerd the Out of School Youth provider and the One Stop Operator, was issued a corrective action plan based on service delivery. Eckerd is developing integration with other providers in the area to serve and assist young adults. Minimum monthly benchmarks are not being met for enrollment. Missing documentation and incomplete files. Spending is significantly behind at 12% and should be at 33% to date. Next steps are monitoring for the next 60 days. Training staff and re-vamping approach. Performance reports are due bi-weekly for the next 60 days.

Motion made by Kari Pompillii if significant issues are not made over the next 60 days, the Board provides staff the permission to terminate the contract; seconded by Deni Taveras and carried unanimously.

- Adam's & Associates OSY Provider Update – they are the new contractor replacing LAYC for a contract of \$838,000. They have been energetic and have a great plan to move forward. Looking at having them co-located at National Harbor, Langley Park Multi-Service Center, and Family Justice Center in Upper Marlboro. Previous experience with Laurel Job Corp. Center They will begin enrollments for the month of October.

Grievance Compliant Updates

**Walter Simmons &
Executive Committee**

- KRA filed a grievance on the last procurement. Identified a couple of areas not being presented to the board, the financial position of the presentations and their point structure. Some debriefing received from the staff was incorrect. The policy voted on

earlier in the meeting addresses concerns. They are still interested in moving forward. The grievance has been resolved. The decision has not been overturned.

Adjournment

Brad Frome

- The next meeting will be held on December 7, 2022, at 9:00 a.m. and will be a public board meeting.