

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

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**December 7, 2022, Meeting Minutes**

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|-----------------------------|--------------------------|
| 1. Joshua Harold            | 10. Jaqueline Boles      |
| 2. Brad Frome               | 11. Stacey Butler^       |
| 3. Natalie Mitchell         | 12. Dawn Carter^         |
| 4. Gloria Brown-<br>Burnett | 13. Jean-Paul Cadet^     |
| 5. Kari Pompilii            | 14. Margaret Shrager     |
| 6. Omar McIntosh            | 15. Mary Manzoni         |
| 7. Deborah Topcik           | 16. Ericka Bailey^       |
| 8. Dawn Leary               | 17. Jacqueline Boles     |
| 9. Natalie Mitchell         | 18. Ericka Davis         |
|                             | 19. Gloria Brown-Burnett |

^ Designee

\*Elected Official

**Board Staff & Guest of the Board**

Walter Simmons  
Jamie Gunnell

Vernice Gonzalez  
Amanda Wagner  
Jeffrey Swilley  
Benn Cann  
Rebecca Webster

**Welcome & Introductions**

The meeting opened at 9:05 a.m. by Walter Simmons.

- Members, and staff introduced themselves and the company they work with.

**Introduction of Director, Board Administration**

**Walter Simmons & Shuana Davis**

Shuana Davis is the new Director, Board Administration, for the Prince George's County Workforce Development Board. Originally, from South Carolina. Ms. Davis spent 3 years in South Carolina and 3 years in Pennsylvania working with the State Workforce Development Board in each state. Shuana is excited to be here and new to the area.

## **Approval of Minutes**

**Jamie Gunnell**

Jamie Gunnell presented minutes for the September 21, 2022, meeting.

**Motion to approve minutes made by Omar McIntosh; seconded by Kari Pompilli and carried unanimously.**

## **Policy Updates**

**Amanda Wagner**

- American Rescue Plan Act Eligible uses and Beneficiary Eligibility Policy - The purpose of this policy is to set forth the WDB's expectation for the appropriate use of SLFRF funds.

**Motion to approve policy made by Gloria Brown Burnett; seconded by Jacqueline Boles and carried unanimously.**

- Employer Based Skill Development Policy – Work-based learning (WBL) is a collective group of training options used to serve the needs of both businesses and job seekers by delivering training to job-seekers and trained employees to businesses.

**Motion to approve the policy made by Dawnn Leary; seconded by Stacey Butler and carried unanimously.**

## **WDB Service Providers Updates**

**Amanda Wagner**

- Adam's & Associates OSY Provider Update – RFP was signed last year, and Employ Prince Georges are in the process of giving the service provider up and prepared for success. Adams & Associates participated in the Youth Provider open house and gave a presentation. Also have calibrated with other service providers.
- Eckerd Connects – Has been on a correction action plan and has ended. Eckerd has changed the leadership and has a new group operating that program. EPG has seen improvement, before there was 1 enrollment and as of December 6 there were 23. One area where we have asked for additional information was spending but has provided an obligation and plan expeditors. The final recommendation was to remove the CAP and removing them from the status, however, is to keep them as a high-risk provider.

## **Finance Report / Update**

**Jeff Dufresne**

- The focus was on page 1 the high lever summary. The board controls a \$18.M budget from WIOA title 1, American Rescue Plan Act, and Summer Youth Connections. The budget was approved in June at the board retreat. The target for the first quarter was 25%, however, we spent 19%. The first quarter is always slow.

Currently there are no recommendations for changes, however, if spending does not increase in the second quarter the fiscal agent has been task with proposing alternatives in the next meeting in February.

**Adjournment**

**Brad Frome**

- The next meeting will be held on February 15, 2023 at 9:00 a.m. and will be a public board meeting.