



Board Meeting: Wednesday, December 4, 2024

Hybrid Location: Luminis Health Doctors Hospital-8118 Good Luck Road Lanham Md. 20706

Zoom Meeting – [Click Here to View the Recording](#)

Attendees

- | | |
|------------------------|-----------------------------|
| 1. Alexander Austin^ | 13. Jeffrey Swilley* |
| 2. Allynn Powell^ | 14. Kari Pompilii^ |
| 3. Arika Mitchell* | 15. Khadijah Allen* |
| 4. Brad Frome, Chair^ | 16. Millard House^ |
| 5. Brian Courtien^ | 17. Patrick Combs* |
| 6. Dawn D Carter^ | 18. Rebecca Webster* |
| 7. Dawnn Leary^ | 19. Rick Ivy^ |
| 8. Dr. Tamika S. Hood* | 20. Synkeithia Holly^ |
| 9. Ebony Stocks^ | 21. Stephen Liggett-Creel^ |
| 10. Erica Lemon^ | 22. Tara Williams ^ |
| 11. Ericka Stevens* | 23. Troy Green, Vice Chair^ |
| 12. Jeffrey Dufresne* | 24. Walter L. Simmons* |
| | 25. Ptosha Davis* |

*Board Staff ^Designee

Welcome

Brad Frome

Brad Frome commenced the meeting at 9:35 am.

Approval of Minutes

Brad Frome

Brad Frome presented the meeting minutes from the meeting held on September 18, 2024.

Motion to approve minutes made by Kari Pompilli; seconded by Dawnn Leary and carried unanimously.

Review of Strategic Functions Operations Tracker Simmons

Dr. Tamika S. Hood & Walter

Walter L. Simmons presented the 2024 State Workforce Report from Lightcast to various stakeholders and highlighted an upcoming economic inequities report addressing unemployment rates and disparities in the cost of living. He also discussed the development of Eintelligence, an AI-driven database containing 62,000 businesses in Prince George's County, which will be used for predictive analysis in economic development. Additionally, a business engagement survey has received 15-20 responses that will be incorporated into the database.

Walter L. Simmons mentioned progress on an internal AI system, which is set to be presented to the board by February, emphasizing the need for more employers at job fairs and the importance of addressing skill gaps for individuals with different abilities. Lastly, Walter L. Simmons provided an overview of the budget, noting a total of \$588,000, with \$200,000 already spent through September,

and discussed potential contractor expenses and strategies for reducing costs through meetings.

Luminous Doctor's Remarks

Deneen Richmond

OLD BUSINESS

Program Year 2024/Fiscal Year 2025 Blueprint Budget

Walter L. Simmons

Youth Grants and Capacity Building: Walter L. Simmons emphasized the need for increased spending on youth grants, noting the current low spending rate (12%) and potential for growth to 50%. The decision was made to focus on smaller grants to build capacity in local youth providers rather than pursuing a large grant. Upcoming capacity-building grants from the State could offer opportunities for partnerships with local organizations. Building a stronger youth provider base is critical to supporting young people in the community.

Community Challenges: The meeting covered the difficulties community-based organizations face, including high turnover rates and hiring challenges. The lack of skilled staff compounds these problems needed to address issues like drug legalization and technology culture. Walter L. Simmons suggested the need for universal coaching and development for these organizations. Eligibility coaching and more funding were also identified as critical needs.

Nonprofit Sector Issues: Walter L. Simmons and the members discussed the struggles faced by nonprofits due to underfunding and staff turnover, particularly low salaries. There is concern about the future of organizations like *Buy Back* and *Work*. Walter L. Simmons mentioned the potential for systemic change through effective organizations like *Vehicles for Change* and the *Latin American Youth Center*. The need for more funding, especially workforce and apprenticeship grants, was emphasized, along with the importance of community investment and moving away from traditional union funding.

Support for Foster and Disconnected Youth: Walter L. Simmons and the members highlighted the need for better coordination in supporting foster care and disconnected youth in Maryland, particularly through enrollment in community colleges. Partnerships with organizations like CASA and the involvement of judges were discussed. Expanding the service provider, 80 Seat, into Prince George's County was proposed, though there may be pushback. Ongoing discussions with the State about a Memorandum of Understanding (MOU) were noted, with some adjustments needed for approval.

Technical and Organizational Developments: The Workforce Development Board members discussed technical challenges related to developing Eintelligence, a database that compiles data on businesses in Prince George's County. They also reviewed progress on their internal AI system and continued focus on increasing youth grant spending and addressing nonprofit challenges.

Board Member & Composition Updates

Dr. Tamika S. Hood

The meeting centered on selecting new board members for workforce development. Dr. Tamika S. Hood and Brad presented the necessary representation and the criteria for evaluating nominees. They explained the process of narrowing the applicants from 38 to 5 and then to 3 final candidates. The nominated individuals included Dr. Mia Riley from CCI Health Services, Samuel Devonish from Trade Center Management Associates, and Terrelina (Shellie) Sims from the National Apartment Association Education Institute (NAAEI). Additionally, the meeting emphasized the importance of equity in the selection process and the use of a rubric for evaluations.

Ebony Stocks moved to refer the three final candidates to the county executive office, which was seconded by Mary Manzoni and carried unanimously.

NEW BUSINESS

Mid-Year Recap

Dr. Tamika S Hood & Walter L. Simmons

Q1

- Proven & Promising Practices
 - Implemented board management system, Onboard, resulting in:
 - streamlining communications and efficient distribution, accessing, and storing board documents.
- Strategized on the utilization of Metrics Learning in collaboration with AJC OSO, resulting in:
 - Implementation of Metrics Learning access for AJC customers, including headphones at the computer stations.
 - Offering access to Metrics Learning to our partners and training during monthly partner meetings

Q2

- Disability & Severe Barriers Annual NDEAM Job & Resource Fair
 - 21 businesses and resources attended.
 - Nearly 500 registrants
 - Approximately 300 attendees
- Created a best practice for the Board election and appointment process.
 - Created Survey Monkey nominee application.
 - Developed marketing strategy and content to promote recruitment.
 - Developed application review process and criteria based on the board's business needs by industry, organization, position, and workforce development/WDB experience.
 - Established interview questions based on key competencies.
 - Created a nominee evaluation rubric for a fair and equitable assessment of candidates aligned with the key competencies from the interview questions.
 - Formed templates for nominee appointment recruitment and selection process.
 - Solidified an open recruitment process to occur bi-annually in the Fall and Spring
- In Progress
 - Streamlining the MOU/RSA completion process based on partner feedback.
 - Updated MOU/RSA template
 - WDB now leads the partner collaboration process instead of the AJC OSO
 - Created a survey to obtain partners' feedback for process improvement.
 - Will now hold MOU/RSA meetings in person instead of back-and-forth emails.
 - Restructuring the local plan project process
 - Created partner tracker with POC information (name, title, email, phone, organization)
 - Created Statement of Work for local plan project
 - Developing project tracker and milestone reminder/communication templates

Meeting Adjournment

Brad Frome

Dawn Leary made a motion to conclude the meeting, which Troy Green seconded.

