



**MONTGOMERY COUNTY WORKFORCE INVESTMENT BOARD  
MEETING MINUTES**

**Wednesday, September 26, 2007  
Department of Economic Development  
111 Rockville Pike, Suite 800  
Rockville, Maryland 20850**

**Board Members in Attendance**

Carrie Shelton (Chair), Edward Rose (Finance Chair), Patrick Baker, Stephen Cain, Stewart Edelstein, Kate Garvey, Susan Heltemes, Sharon Julius, Kathryn Mannes, Scott Minton, Donald Moragne, and Eugene Spencer

**Guest in Attendance**

Douglas Propheter, Career Transition Center, Inc.

**Staff in Attendance**

Hugh Bailey (DED – DWS) and Trina Green (DED – DWS)

**Board Members Not in Attendance**

Patrick Flanagan, Pradeep Ganguly, Shelley Johnson, Harriett Shapiro, Jerry Shapiro, Carmen Larsen, David Rodich, Dewey Thomas and Warren Williams

**Meeting called to order at 8:35 a.m.**

Chair Carrie Shelton

**Chair's Report**

Motion to approve the June 20 minutes.

**Motion approved.**

**GWIB Meeting**

The Governor's Workforce Investment Board (GWIB) held a meeting on September 12. Governor Martin O'Malley emphasized the importance of workforce creation as one of the administrations top goals. Susan Heltemes added that the Governor stated that he was going to put the 'G' back in 'GWIB' and pledged his commitment as a viable part of workforce creation. Chair Shelton, Hugh Bailey and Susan Heltemes attended the meeting.

A number of workforce development related initiatives have been put into effect to ensure that synergies are created among the several service industry areas with regard to workforce development. The GWIB and Governor's Office of Crime Control (GOCCP) are organizing a meeting with directors from the local workforce investment areas and local directors from the department of social services.

MontgomeryWorks in partnership with the Career Transition Center and the Sales & Service Learning Center is in the position to assist job seekers move into careers where there is a clear lattice of upward mobility. If the State approves slots for Maryland, MontgomeryWorks needs to be ready to create a pathway for slots as an industry.

### **Lt. Governor's Luncheon**

Chair Shelton and members of the Executive committee attended a meeting with Lt. Governor Anthony Brown to discuss workforce issues and concerns with local business leaders in Montgomery County. Lt. Governor Brown stressed that workforce creation is one of the administration's top three priorities along with security integration and sustainability. The goal of the administration including the Lt. Governor and the GWIB is to develop a greater alignment between the local workforce board, economic development, K-12 education and colleges and universities.

Hugh Bailey accredited Tom Perez, Eric Seleznow and Andy Moser for their continued efforts in engaging the Governor and Lt. Governor in workforce creation efforts. On the Maryland Workforce Development Association level, the twelve workforce directors across the state are compiling programmatic and policy related issues that will be presented to the Governor's office to help them better understand how these matters impact on the social service side across the state and present an opportunity for the office to stimulate interest and activity in the business community.

### **DWS Manager Position Update**

There were a total of forty-five applicants who applied for the Division of Workforce manager position that closed on September 14. The applicants will be qualified by the County's Office of Human Resources over the next week. The Executive committee will be involved in the interview process and will assist in the selection of the Division of Workforce Services manager.

A motion was made to approve the 2008 WIB meeting calendar.

**Motion approved.**

A motion was made to change the November 21 WIB meeting to November 28 due to the Thanksgiving holiday.

**Motion approved.**

A motion was made to change the WIB meetings to 8:00 a.m. from 8:30 a.m. This change will begin with the November 28, 2007 meeting.

**Motion approved.**

### **Awards Breakfast Update**

Chair Shelton announced that Susan Heltemes has been selected to be the honorary board's Awards Chair of the 2007 Workforce and Economic Development Awards Breakfast.

Chair Carrie Shelton announced that the Workforce and Economic Development Awards Ceremony will be held Tuesday, October 30, 2007, 8:00 a.m. at the North Bethesda Conference Center. The Awards Ceremony honors the achievement and success of Montgomery County's workers and businesses. Board members are invited to participate in the event planning, award category nominations and presentation of awards. This year's Awards Breakfast will feature sponsorship opportunities. More information on sponsorship's is forthcoming.

The Executive Committee and DWS Staff have decided that the Workforce Investment Board will host the award recipients at a semi-formal reception prior to the ceremony. This pre-event will serve as an opportunity for Board members to get acquainted with our award winners and get a better understanding of the contributions they have made to the County. The reception is tentatively scheduled for Monday, October 29 at the Department of Economic Development.

### **Committee Reports**

#### Communications Committee

A reception will be held for the award recipients at the Department of Economic Development on October 29 at 6:30. This social event will serve as a forum for the board to honor the achievements of the award recipients and the persons nominating them.

The Award's Breakfast will be held on October 30 at the North Bethesda Conference Room at 7:30 a.m. Bruce DePuyt from News Channel 8 will moderate the ceremony. Honorary Chair Heltemes announced that there would be an inaugural Director's Award presented from Department of Economic Development. This award recognizes leaders in the community who have established superior workforce development endeavors. An estimated 400+ guests are expected to attend the breakfast.

The committee plans to hold a meeting/reception with the State Delegation prior to the start of the next legislative session. The focal point of the meeting would be workforce creation and its impact on Montgomery County. The committee also plans to have a gathering with the County Council at MontgomeryWorks. These meetings are tentative until the Workforce Services manager position is filled.

#### Finance Committee

WIA funding has increased by \$62,306 for 2008. A Youth Program Manager and Division Manager position has been approved for the Division of Workforce Services to be funded by WIA. The County has added a summer youth program that will be funded by the County. The GOCCP grant has been awarded and increased significantly for Offender Re-entry. This grant has been approved for \$104,000 with a County match of \$34,000. The Workforce Services Provider Request for Proposal has been awarded to the Career Transition Center.

#### Youth Council

The Committee is planning an employer forum to evaluate their needs at the request of the Sales & Service Learning Center. This meeting will help SSLC staff to better evaluate, serve and prepare customers for the changes workforce trends.

The Committee will be planning youth summer programs that emphasize youth development with the Multicultural Latin American Youth Center that targets Germantown, Silver Spring and Wheaton. The County Council has requested a briefing on Youth program spending to determine whether the summer program will be added to the budget for FY09. The report will emphasize the outcomes including how the youth benefited, which employers offered job training and placement.

#### New Business

##### **Program Presentation**

Doug Propheter, CEO for the Career Transition Center, Inc. (CTC) gave a presentation on the workforce services CTC provides to their customers – the business community and job seekers. Mr. Propheter gave an overview of the program structure and reported on the many accomplishments the business, core and intensive service teams obtained during FY07. CTC serves an estimated 10,800 customers annually. Mr. Propheter expounded on the FY08 goals the Center plans to achieve including a more conclusive tracking system for the customers served and collaboration.

##### **Workforce Updates**

The next meeting is scheduled for Wednesday, 28, 2007 from 8:00 a.m. to 10:00 a.m. at the Department of Economic Development, 111 Rockville Pike, Suite 800, Rockville, Maryland 20850.

**Meeting adjourned at 10:30 a.m.**

---

Carrie Shelton, Chair

---

Date