

Dwayne Myers, Chair
Dynamic Automotive

Dr. Philip Brown
Phoenix Mecano

Mike Dickson, Youth Committee Chair
Seed of Life Nurseries

M.C. Keegan-Ayer
Frederick County Council

Ramenta Cottrell
City of Frederick
Department of Housing and Human
Services

Molly Coughlan
Country Meadows Retirement
Communities

Richard Griffin
City of Frederick
Department of Economic Development

Joyce Bouchard
Maryland Department of Labor

Christine Cambareri-Kay
Citizens Services Division

Monica Kolbay
ArachnidWorks, Inc.

Patti Maluchnik
Georgetown Insurance Service

Jennifer Szabo
Adult Education & Family Literacy/FCC

Dr. Molly Carlson
Frederick Community College

Susan Pacific
Frederick Regional Health System

Anne Paxton
Frederick County Public Schools

Sharon Plump
Division of Rehabilitation Services

Katie Stevens
Office of Economic Development

Justin Saltzman
Verita Real Estate Advisors

Jackie Byerly
Department of Social Services

Workforce Development Board



Investing in People

“A Frederick County where every person has the opportunity to maximize his or her career potential and all local employers have the human resources they need to grow and prosper and Frederick’s workforce system is the “go to” for businesses who need skilled employees.”

Frederick County Workforce Development Board
September 9, 2022
8:30am

Board Members Present: Dr. Philip Brown, Jackie Byerly, Molly Carlson, Molly Coughlan, Richard Griffin, Christine Cambareri Kay, Monica Kolbay, Patti Maluchnik, Dr. Molly Carlson, Anne Paxton, Justin Saltzman, Jennifer Szabo

Board Members Absent: Dwayne Myers, Ramenta Cottrell, Joyce Bouchard, M.C. Keegan-Ayer Susan Pacific, Sharon Plump, Katie Stevens

Staff Present: Bob Gunter, Micha Hagans, Kara Fritz, Erin Inman, Michelle Day, Sharon Joergensen, Patty McDonald, Jessica Mills

Guests Present: Paul Foster (proxy for Dwayne Myers), Sarah Grabowski (proxy for M.C. Keegan-Ayer), Dr. Kristine Pearl

8:30am Welcome and Introductions and thanks

Dr. Philip Brown, Vice Chair, welcomed everyone and called the meeting to order.

FCWS Program Highlights

Michelle shared program highlights for Frederick County Workforce Services for the 2021 program year.

- The American Job Center served 4292 new customers who utilized basic services or more individualized services such as interest in career training.
- 500 Youth and Young Adults engaged in virtual employment opportunities or job search skills sessions.
- 432 Residents completed courses in our online learning platform, Skill Up.
- 300 Businesses received recruitment assistance, labor market and wage data both virtually and in-person.
- 208 people were trained in Frederick County’s high-growth, high-demand industries.
- 76 Adult-Ed participants were up-skilled through our partnership with Frederick Community College.
- 265 people participated in Workforce Innovation and Opportunity Act activities, of these 94 people were also participants from program year 2020 and 171 were new

participants. 65 of these participants were veteran who were served in County and/or State programs.

This program year showed a more diverse demographic in participants. Of those who volunteered to answer, 50% identified as female and 50% as male. The age cohorts identified were similar to previous years.

The top two barriers identified by participants this program year is disability and justice connection (offenders). Last program year single parenting was identified as the number one barrier.

Michelle shared that some federal performance metrics were below target this program year due to the pandemic and the cycle of its effects. This is reflective of the market condition.

She also shared that as of June 30, 2022 Workforce Services has enrolled 34 participants for services using our American Rescue Plan grant (ARPA) funding. 22 found employment. 46 businesses participated in professional development with our Business Education Series and we successfully launched the Bio-Bootcamp which was a collaborative effort among many local partners.

Summer Jobs, WIOA Youth and Young Adult Program Highlights

Kara Fritz, Program Manager presented highlights of the 2022 Summer Jobs Program and the Workforce Innovation and Opportunity Act (WIOA) Youth and Young Adult program.

The 2022 Summer Job Programs serves youth/young adults from ages of 14-21 with barriers to employment in job readiness skills and/or paid work experiences. This year 28 local businesses hosted 72 participants such as Old Navy, Bargin Bin, a local Horse Farm and many more.

The WIOA Youth and Young Adult program is a comprehensive program to serve individuals ages 16-24 who face barriers to education, training and employment. This program contains 14 program elements which includes drop out prevention, alternative secondary school/drop out recovery, paid/unpaid work experiences, occupational skills training, education with workforce preparation and training, leadership/lifeskills development, supportive services, adult mentoring, follow up services, guidance/counseling, financial literacy, Entrepreneurial skills training, labor market info and post secondary school preparation and transition.

Kara shared that her team which includes 2 full-time program specialists has been working hard to rebrand the WIOA Youth and Young Adult Program in an effort to highlight and attract participants. She unveiled the new program name “Catalyst: Career Navigation for Young Adults” and shared the program milestones:

- Explore: includes skills, interest assessments and labor market information for careers that are in-demand in Frederick County.

- Prepare: includes connections to resources to build workplace skills that employers are looking for, resume assistance, online applications and interview skills.
- Train: Once participants have identified a career pathway, program specialists can help them identify and connect with appropriate training for industry-recognized credentials.

Justin asked how does the team find participants? Kara shared referrals from partners, connections with community organizations such as SHIP and FCPS, and word of mouth from other participants.

Jennifer shared that the dropout age increased and asked what happens to these 16-17 year olds? Kara shared that they are moved to a homeschool status and her team is intentional with connecting to this population to engage in services.

Resilient Frederick County (RFC) Program Highlights

Micha Hagans, Program Manager shared highlights of this program which provides support to those impacted by substance use disorder and brings awareness to business.

- 138 people have connected to the intake process for this program. Of those, 42 people made it through the enrollment process. Many factors play into this such as people are unable to get the necessary documents to complete enrollment, incarceration, moved out of the county or they have relapsed.
- 35 actual participants are also co-enrolled into WIOA. Many customers are still participating in their treatment program in conjunction with meeting with a career coach.
- Additional support is provided through the Recovery to Work Academy which complements the work participants do with their career specialists.
- Many connections to this program come from treatment programs and facilities.
- RFC supports businesses in recruiting and retaining a viable workforce including the substance use disorder community. Additional support is available for businesses to become a recovery-friendly workplace and Recovery is Good Business partner.

Richard asked where referrals to this program are coming from? Micha shared that local inpatient treatment or sober living communities in the county provide a lot of referrals. However, many of those participants at those facilities are not Frederick County residents and may not be looking to stay in the county long-term which impacts the enrollment.

Youth Scholarship Committee

Monica shared committee updates and accomplishments to include a formal selection committee including members of the scholarship committee. More members are welcome and encouraged to participate if they choose.

As of the most recent update in May 2022 the fund currently stands at \$70,000. Monica shared the committee is recommending a fundraising goal of \$30,000 for the 2023 calendar year to be able to continue to support future scholarships. Monica shared some of the

committees ideas for outreach and fundraising and is planning to present more information at the December meeting.

Philip asked for a motion to approve the fundraising goal of \$30,000 from January-December 2023.

Monica **motioned**, Richard **seconded**.

Approved unanimously.

Monica shared proposed changes to the selection criteria which substitutes Frederick County's high-growth high-demand industries instead of specific careers, added education, child care and culinary to the list of industries, added child care as a potential barrier and specified trade schools/programs as examples of education outside of the traditional 4-year institution setting.

Richard asked is the term Life Sciences can be used instead of Bio Health or Bio tech to be all encompassing.

Philip asked for a motion to approve the proposed selection criteria changes, replacing Bio-tech/Bio-Health to Life Sciences and adding Hospitality.

Monica **motioned**, Anne **seconded**.

Approved unanimously.

Monica shared the committee's recommendation the raise the cap for the awards from \$2,500 to \$3,500 with the goal of seeking approximately 5 awardees.

Philip asked for a motion to approve the increase the award cap to \$3,500.

Monica **motioned**, Anne **seconded**.

Approved unanimously.

Bob mentioned the potential of introducing a multi-year award. Anne shared thoughts around needing additional criteria to ensure the student remains enrolled and is successful. More information is needed from the Community Foundation before a final decision is made. **Jessica will reach out to the Community Foundation to see if they are able to support a multi year award and share answers with the Board at the December meeting.**

Updates on Blueprint for Maryland's Future

Michelle shared that there is movement and the Accountability and Implementation Board (AIB) has been established and staffed.

- There is an 11 member CTE committee assigned to the Governors Workforce Investment Board.
- A new career counseling component has been introduced by legislation. Michelle and Dr. Pearl will be continuing this discussion and an MOU will be needed between all the parties.

Membership Nomination

Emily Snyder who was a guest at our June 2022 meeting has expressed interest in joining the board. She is currently drafting a resume and was unable to submit it to the board.

Philip asked for a motion to approve Emily's nomination, pending we receive her resume.

Patti **motioned** for approval, Monica **seconded**.

Approved unanimously.

Approval of June 2022 meeting minutes

The Board was presented with the minutes from the June 2022 Workforce Development Board meeting.

Patti **motioned** for approval, Monica **seconded**.

Approved unanimously.

With no further business to discuss meeting adjourned at 9:45 am.

