

Carroll County Workforce Development Board
Meeting Minutes
12/1/2021

Attending: Stan Whitman, Zach Tomlin, Steve Berry, Bill Eckles, Brady Chapman, Bryan Zuber, Denise Beaver, Dr. Brandon Schweitzer, Julie Givens, Kati Townsley, Anita Hammond, Mike McHale, Sharon Plump, Suzy Dyer-Gear, Matt Franzen, Matt LeFavre

Regrets: Haresh Raithatha

Guest: Jessie McCree, Corey Hardinger

Zach opened the meeting. All participants introduced themselves. Jessie McCree, Chief Executive of South Central Pa. Workforce Board was also welcomed.

Minutes of last meeting: First line of bullet points overview was adjusted. With that change, the minutes were approved.

Heather shared that Board of Carroll County Commissioners concurs with the CWDB and has approved the rebranding of BERC. The agency will solicit a vendor to develop new logo and outreach strategies.

Presentation:

Jessie McCree, Chief Executive for South Central PA Workforce Board will provide expertise and guidance to assist our board development by establishing the framework, roles and responsibilities of a local workforce board.

Jessie brings more than 6 years of experience in framework and strategic planning of PA workforce boards. Today's presentation will begin to educate and expedite the workforce board's development. He shared that process:

Laying the Groundwork

1. Five pillars of effective board-theory
2. Required functions of the workforce board-operational
3. Guided discussion/dialog for everyone's input

Why and how- The goal is to revisit the framework and guide the board in the next 18-24 months. Future decisions by the board would consistently be tied to these 5 pillars.

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5 Pillars of an Effective Board

1. Mission-what is it we do? Who is our primary customer? What does success look like for our organization? Defining a mission statement will help to evaluate.
2. Strategy and vision-Where are we going and how to get there? What are our opportunities and strengths?
3. Evaluation-What performance indicators are met? How is our compliance to the state/federal regulations?
4. Sustainability-How can we grow our resources to take advantage of new opportunities
5. Governance-What are the ways in which we manage ourselves? How might we be effective?

Member, Denise Beaver, inquired as to what the workforce board can do to jumpstart the recovery needs of the local businesses. Guiding us in priorities, Jessie's previous workforce experience in Pennsylvania will give us a strong start. His recommendation is for the Workforce Board meeting agenda to be carved out to address each of the 5 pillars. The required functions for the workforce board are found in 20CFR 679.370 to aid in the development of a 4 -year local plan and to conduct research and regional labor market analysis.

Measures of performance and information that board members wish to address in the upcoming year include:

- Development of apprenticeships in the area. Sheila Jackson is the MD Labor Apprenticeship Navigator for our area. She has office hours at BERC every other Wednesday. She participates in the apprenticeship committee that also includes CCCTC, CCC and BERC. If board members have an interest in participating in this committee, please let Heather know.
- Knowledge of how labor is affected in our local community. Industry and Occupational information is available from BERC. Board Member Handbooks that include Industry Profiles/Snapshots will be distributed to board members.

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- Retention strategies and supportive services for newly hired employees to remain in jobs-possible assistance with childcare, bus passes, and other transportation.
- Development of essential (soft) skills in our public schools to prepare youth for the workforce.
- Work-based learning programs (earn while you learn) for youth and adult jobseekers.

Updates and Successes from Workforce Board Members

Julie Givens, State Coordinator, shared continued support to walk-in customers in our American Job Centers. Unemployment offered 50 customers a week who were invited to mandatory meetings.

Steve Berry of Carroll Community College shared news of building manufacturing labs for skill development.

Heather Powell shared BERC successes:

- Rapid welding training program to meet local demand through Federal relief funds - welding training usually takes 9-14 months of training; Earlbeck Welding Training is done in 9 weeks. The news presentation from WBAL was shared in the meeting, covering the first group of 8 trainees completing the free program at BERC. Upon completion of the training, one student is starting their own business, one student will stack credentials and continue training for airplane mechanics and a third student secured employment with a local employer. A second cohort has started with a third cohort planned for late January.
- Habitat for Humanity ReStore- teaching job training skills. BERC provided Summer Youth with positions at the retail store, while paying their salaries and emphasizing skill set development. Federal relief funds were available to provide a forklift train-the-trainer certification for the ReStore staff. ReStore has been able to provide forklift training to their employees.

Kati Townsley, Carroll Technology and Innovation Council, shared information of a new tech business, SKAYL, that has moved into the mall. This company began in a smaller location over Dukes Carwash and have expanded to a multi- million dollar

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company. Andrea Graybill, Program Coordinator, has been added to the Tech Council Board of Directors. Kati also offered virtual literacy assistance through the Tech Council as the Workforce continues to make virtual education a priority in our community.

Closing: The next meeting of the Carroll Workforce Board will be held in February. In-person or virtual meetings will be determined at a later date. Heather thanked all members for their time and talent. A motion was made and seconded to adjourn the meeting at 10:52.