

## **Carroll Workforce Development Board Meeting Minutes 2/16/2022**

The meeting was held at the Carroll County Public Safety Training Center with in-person and virtual format.

**Members Attending:** Denise Beaver, Karen Bernard, Steven Berry, Suzy Dyer-Gear, Matt Franzén, Julie Givens, Anita Hammond, Mike McHale, Haresh Raithatha, Brandon Schweitzer, Zach Tomlin, Kati Townsley, Bryan Zuber

**Guests:** Commissioner Ed Rothstein, Mike Lawrence, One Stop Operator and Jesse McCree, Axios Strategy

**Introduction and Welcome:** Heather Powell opened the meeting and presented the new logo and tag line of “Leveraging Success” under the new name of Carroll County Workforce Development. Each board member was introduced.

Commissioner Rothstein challenged the board with a mission to partner the workforce and the community together, balancing employment with future industrial growth.

**Business:** The motion was made to approve the minutes of the December meeting. Denise Beaver made a motion to approve and Steve Berry seconded the motion. A unanimous vote was made to approve the minutes.

**Five Pillars of Effective Boards and local board functions Presentation by Jesse McCree:** Jesse has worked with the South Central PA One Stop Operations and is assisting the Carroll Workforce Development Board to reshape and rebrand. He reviewed the 5 pillars of effective planning as:

1. Mission
2. Strategy and vision
3. Evaluation
4. Sustainability
5. Governance

### **Mission**

Challenging questions in creating a mission statement include

- what problem are we trying to solve?
- what does success look like for our workforce board?
- who is our primary customer?

Other points of consideration discussed:

- Bridging the gap between employer and employee
- Planning 10-20 years into the future-attracting industry and training to staff to support
- Developing different ways of sourcing talent with diversity and inclusion

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### **Governance**

In months to come the board will establish an executive committee to control, approve and deal with budgetary items, a finance committee for audits and fiscal health of the board and a youth committee.

#### Action plan

- The executive committee will review input on the mission; compile ideas and present back to full board
- 3 proposed committees will be established with clear roles and responsibilities
- Volunteers are needed to join these committees and follow up in the coming weeks

The Workforce Development Organizational Chart was shared, designating 3 open positions to fill under the American Rescue Plan: Employment Consultant, Youth Program and Digital Literacy and Assessment Coordinator. Also under the American Rescue Plan, stipends are being offered for high school student internships. The next Job Fair will be February 24 with opportunity to upload a resume and interact with employers. The most recent Job Fair on January 25 was virtual with 30 employers listing 145 jobs with 60 job seekers attending.

### **Success Story**

Job seeker, Mike Witmer, laid off during COVID, took career assessments and participated in the Earl Beck Welding Training offered at CCWD to become a Certified Welder. He has recently been hired at the Westminster airport with Skytech Inc.

The next meeting of the board will be April 20, 2022 with the location to be determined. The meeting was adjourned.