Howard County Workforce Development Board  
February 25, 2022

**Board Members Staff & Guest Present**  
Dr. Chesahna Kindred; Dwight Carr; Francine Trout; Gary Griffin; George Mathews; Julie Givens; Ken Hamm; Julie Givens; Kenneth Lemberg; Paul Pappas; Prasad Karunakaran; Matt Jackson; Mike Lawrence; Robert Hooten; Rosie Veratti; Stephanie Hill; Stephen Liggett-Creel

**Welcome and Introductions- Dwight Carr**  
Dwight Carr called the meeting to order and reviewed the meeting agenda. Introductions were made by all.

1. **Review of the Minutes-Dwight Carr**  
   The January 15 board meeting minutes were brought before the board for a vote. Gary Griffin motioned to approve the minutes; Matt Jackson seconded. All were in favor and the minutes were approved by a unanimous vote.
2. **New Board Members-Dwight Carr**
   * Francine introduced the newest members of the board. They include: Prasad Karunakaran, President (Zenyon, Inc.); George Mathews, Employment Assistance Program Supervisor, (Fort Meade); Heather Naviasky, Executive Director, Teen Experience ((The Y in Central Maryland).
   * Chairman Carr indicated that there is one additional business vacancy available. A business in the hospitality industry is strongly preferred. Recommendations were welcomed.
3. **Workforce Area Director Updates**
   * Fran announced that HCOWD has hired an apprenticeship coordinator. This person will work to help create more apprenticeship opportunities throughout the county.
   * HCOWD is also sharing a staff person with Anne Arundel County Workforce Development Corporation who will provide services to veterans, spouses of veterans and transitioning military.
   * Summer Youth applications are now being accepted. The office is looking to recruit 100 youth for the program and is actively looking for employment worksites. Individuals who are interested in hosting a summer youth are encouraged to contact the OWD office.
   * Performance charts were shared. Many areas struggled with meeting performance due to the pandemic. Fortunately, Howard County either met or exceed all performance standards during that time.
   * Howard County demographic information was shared. Data focused on population by race, education attainment and high school graduation rates.
4. **One-Stop Operator Update- Mike Lawrence**

Mr. Lawrence briefed the board on upcoming activities which include:

* Professional development and team building workshops/events for staff.
* Mr. Lawrence has agreed to assist with helping to write the One-Stop Operator RFP that is due for rebid.
* There was discussion about apprenticeships and the role they play in creating career pathways for individuals looking to get back to work as well as the anticipated medical and IT worker shortages.
  + Dr. Kindred expressed interest in medical assistant apprentices. Francine stated that she along with our state partners would contact Dr. Kindred to discuss further.
  + In response to the IT shortage, Francine shared that Howard Community College has a Cyber Program and that Howard County Economic Development Authority has applied for a regional grant called “Build Back Better.” If received, this grant would help to develop the cyber workforce. HCEDA is one of 60 finalists selected nationally, and the only proposal in Maryland selected that has advanced to Phase 2 of the challenge for up to $100 million in funding.
  + Ms. Veratti announced that Howard Community college offers a Medical Assistant Program and with the help of COVID funds, has a state-of-the-art lab. She expressed interest in working with those who are interested in a Medical Assistant Apprenticeship. Fran offered to set up a meeting with Dr. Kindred, the OWD apprenticeship coordinator, the HCC apprenticeship director and herself.
* The One-Stop Operator is due for rebid. Fran is seeking board members who can assist with reviewing the scope of work and bids. Stephen Liggett-Creel, Julie Givens, Matt Jackson, and Gary Griffin volunteered to help.

1. **Work Group Updates- Dwight Carr**

* **Workforce Warriors:**
  + The group is focusing on the career pathways priority. They reviewed the transportation pathway and discussed including other emerging and growth industries as referenced in the workforce plan . Next steps include setting up a meeting to further discuss ways to broaden what is currently in place.
* **Team TLP**The group has met twice and will focus on the following:
  + What are the top ten job opportunities in the county and what are the technology skill sets needed to acquire them. They also discussed ways to capture the metrics when making these recommendations (program oversight)

1. Round Robin- Member updates given.

**Next meeting April 1, 2022.**

*Meeting adjourned at 10:58am:*

*Meeting minutes and future board meetings can be found here: https://www.howardcountymd.gov/wdb*