Howard County Workforce Development Board  
January 14, 2022

**Board Members & Guest Present**  
Aphaia Harper; Dean Turner; Dwight Carr, Kristy Wilmot; Francine Trout; Gary Griffin; Julie Givens; Ken Hamm; Heather Naviasky; Julie Givens, Kenneth Lemberg, Paul Pappas, Prasad Karunakaran, Matt Jackson, Mike Lawrence, Marsha Netus, Robert Hooten, Rosie Verratti; Stephanie Discepolo; 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 November 5 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. **Vote on Chair/Vice Chair-Francine Trout**

The board voted on the chair and vice chair positions.

* Stephen Liggett-Creel motioned to elect Dwight Carr as the board chair; all were in favor and the motion was approved unanimously.
* Stephen Ligget-Creel motioned to elect Robert Hooten as the vice chair of the board; all were in favor and the motion was approved unanimously.

1. **One-Stop Operator Update- Mike Lawrence**

Mr. Lawrence briefed the board on past and future activities:

* Partner members met on December 14 and January 11. Partners discussed shared roles and partner activities.
* Future meetings will have a strong emphasis on serving businesses and discussing the opportunities made available through registered apprenticeship programs.
* Professional development workshops are being planned for staff.
* Mr. Lawrence will continue to focus on center ADA compliance (section 188 of the WIOA law), as well as reviewing physical and virtual accessibility for customers.

1. **Introduction to Labor Market Information- Francine Trout**

Howard County labor market information was provided. Occupational data that focused on emerging, growing and in-demand industries was discussed. A recommendation was made to share county demographic data at the next meeting. Francine agreed to provide.

1. **Break Out Groups- Dwight Carr**

Chairman Carr recapped the design thinking exercise where members engaged in a brainstorming session to identify priority activities the board could focus on.

* Activities were broken down into two categories so that goals could be established for each. Members then voted on the goals.
* Priority areas consisted of Employer engagement & Career Services, Career pathway development & coordination w/ education providers, Convening, leveraging & brokering, Training, Technology, Labor Market Information and Program Oversight.
* Next steps include voting to form working groups to focus on achieving some of the goals.
* Garry Griffin motioned for the board to form working groups to establish goals and activities from now until the end of June. Matt Jackson seconded. All were in favor and the motion passed by a unanimous vote.

Members had discussion about their tasks/priorities in the working groups and then finalized member grouping.

Breakout rooms were established, and members were tasked with the following objectives:

* Establishing a team name, appointing a group leader who would be responsible for scheduling meetings and a naming scribe who would record the minutes.
* During the breakout, each group was also asked to identify a standing meeting date, a meeting time and, if time permitted, a plan as to how to measure goals.

1. **Adjourned:**  
   Members returned from their groups but due to time constraints, were asked to share breakout information at the next meeting.
2. The meeting adjourned at 10:45am.

**Next Board meeting:** February 25, April 1 and June 10.

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