



Meeting Minutes
SEPTEMBER 18, 2024 4:00 P.M. – 6:00 P.M.

LUMINIS HEALTH ANNE ARUNDEL MEDICAL CENTER
2000 MEDICAL PARKWAY, 7TH FLOOR, ANNAPOLIS, MD 21401

PLEASE CLICK THE LINK BELOW TO VIEW THE MEETING VIA ZOOM WEBINAR:
<https://www.zoomgov.com/j/1619167053>

MEMBERS PRESENT

IP(in-person) OR V(virtual) OR V/Ph(virtual by phone)

- | | | |
|-----------------------------------|-----------------------|------------------------------|
| IP Carim Khouzami
(Chair) | IP MacKenzie Garvin | V Laura Herrera Scott |
| V Ferris Allen, III | IP Stacey Herman | V Carolyn Scruggs |
| IP Kevin Anderson | V Roderick King | V Michelle B. Smith |
| V Alexander Austin | V Larry Letow | V Brian Stamper |
| IP Marco V. Ávila | V Robert Limpert | IP Teaera Strum |
| V Calvin Ball | IP Rafael Lopez | V Michael Thomas |
| IP John D. Barber, Jr. | V Jessica Mente | V Perketer Tucker |
| IP Carol Beatty | V Paul Monteiro | V Charles T.
Wetherington |
| V Joanne C. Benson | IP Kirkland Murray | IP Portia Wu |
| V Gary Bockrath | V Stephen K. Neal | V Charnetia V. Young |
| V Donald Boyd | IP Myra Norton | |
| IP Brian Cavey | V Sanjay Rai | |
| IP Delali Dzirasa
(Vice-Chair) | V Carmel Roques | |
| | V Edward C. Rothstein | |
| | IP Marty Schwartz | |

MEMBERS ABSENT

- | | | |
|--------------------|------------------------------|----------------------|
| Governor Wes Moore | Kevin D. Heffner | Paul Wiedefeld |
| Vanessa Atterbeary | Matthew Holloway | Anthony “Tony” Woods |
| Annesa Cheek | Amie Long | Carey Wright |
| Jabob “Jake” Day | Vincent “Vinny”
Schiraldi | |
| Donna Edwards | Inez Stewart | |
| Steve Groenke | | |

GWDB STAFF

- | | | |
|-------------------------------|-----------------|--------------------|
| IP Rachael Stephens
Parker | IP Shuana Davis | IP Molly Mesnard |
| | IP Darla Henson | IP John Strickland |

GUESTS *

- | | | |
|-------------------|-------------------|-----------------|
| V Amy Belt | V Noell Damron | V Emily Dow |
| V David Brown | IP Lloyd Day | IP Mike Doyle |
| V Gary Cohen | V Alicia Dennis | V Mark Drury |
| V Danielle Crosby | V Jennifer Dewees | IP Lyn Farrow |
| IP Rosa Cruz | V Libby Diamond | IP John Feaster |

V Anthony Featherstone	V Christy Miller	V Sharon Markley
V Lauren Gilwee	V Homer Minnick	Schreiber
V Leza Griffith	V William “Willy” Moore	V Neishall Schuyler
IP Natasha Guynes	IP Denise Nooe	IP Sarah Sheppard
V Anita Waters	IP Joanne Oport	V Michael Siers
Hammond	IP Jason Perkins-Cohen	IP Jane Sinclair
V Kimberly Hiner	V Marshel	V Bruce Spector
V Ben Hsieh	Pollack-Lawrence	V Lynn Stone
V Mary Kane	V Heather Powell	V Matthew Tefteau
IP Prasad Karunakaran	V Ellen Rappaport	V Jacqueline Trieu
V Sharon Kauffman	V Jasmin Rodriguez	IP Kiki Tsamouras
IP Mary Keller	IP Phil Rogofsky	V Tracy Tyler
V Donna Kinerney	V Senator Jim Rosapepe	V Sarah Van De Weert
IP Heather Lageman	V Erin Roth	IP Douglas Weimer
IP Chris Maclarion	V Michael Rubenstein	IP Fred Williams
V William McIntyre	V Jim Rzepkowski	V Joana Winningham
V Teresa Mena	V Jonathan Sachs	V/Ph 1-443-**72
V Kevin Michael		V/Ph 1-301-**99

**Please note, these are the guests for the meeting, guest attendance by phone could not be identified.*

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I. Welcome

The meeting commenced with a welcome address by GWDB Chair Carim Khouzami. He expressed gratitude to Luminis Health for hosting the meeting. He highlighted the importance of the day’s discussions and emphasized the Board’s role in advancing Maryland’s workforce development initiative

- Motions for approval:
 - June 5, 2024, Meeting Minutes were approved unanimously.

II. Executive Director Report

Executive Director Rachael Stephens Parker provided updates on the Board’s strategic initiatives, focusing on the transition from planning to execution under Maryland’s State Workforce Plan. Key updates included:

- **Staffing Updates:**
Staffing changes include the onboarding of specialists focused on policy, data analysis, and program implementation to support strategic initiatives and mandatory board functions.
- **Maryland Business Summit on Engaging the Future Workforce:**
Scheduled for December 2024, the summit aims to reframe narratives around

youth employment, generate actionable commitments from employers, and showcase success stories.

- **GWDB Functions + 2024 U.S. Department of Labor Monitoring Report:** The Board discussed progress in addressing findings from the U.S. Department of Labor’s (USDOL) Spring 2024 routine monitoring. The review highlighted gaps in the GWDB’s fulfillment of federally mandated responsibilities, which have largely been handled by the Maryland Department of Labor (MDOL).

To address these findings, the Board is collaborating with MDOL to develop a framework of roles and responsibilities, to be presented in December 2024. This framework will guide the Board in reassuming its required functions and strengthening system governance. Additional actions include:

- Updated training, policies and informational materials will be developed and provided to local workforce development boards.
- Staffing and resource implications will be explored to ensure successful implementation of these changes
- Board expertise will be leveraged to strengthen oversight and accountability.

The Board reaffirmed its commitment to meeting federal requirements and enhancing its impact on workforce development, with further updates to follow at future meetings.

- **Maryland State Workforce Plan:**
The Maryland State Workforce Plan was formally approved by federal partners this summer, without the TANF section. The plan is built on four strategic pillars—supercharging key sectors, advancing access and equity, preparing the future workforce, and improving system alignment and accountability—designed to guide Maryland’s workforce development initiatives. Local and regional workforce boards will receive technical assistance and resources to align their strategies with state goals, ensuring consistency and maximizing impact.
- **Local and Regional Plan Guidance:**
The guidance provides local workforce boards with templates and resources to align their strategies with state-level goals. This framework emphasizes operational efficiency and collaboration to meet the strategic objectives outlined in the Maryland State Workforce Plan.
- **Voting Item:**
A motion to approve the Local and Regional Plan Guidance was proposed, seconded, and carried unanimously.

III. Apprenticeship Strategy Presentation

Maryland Secretary of Labor Portia Wu provided a comprehensive overview of the state's registered apprenticeship programs, showcasing their growth and the challenges that persist. While Maryland has experienced steady growth in active apprentices, expanding from 7,300 in 2016 to over 12,000 in 2024, significant investment is needed to scale these efforts and meet industry demand. To achieve this, the state is pursuing a core strategy focused on growth, inclusion, and connection, with an emphasis on diversifying apprenticeship fields and leveraging sustainable funding and incentives.

The discussion underscored the importance of aligning apprenticeship programs with Maryland's strategic workforce pillars. Board members advocated for stronger collaboration with industry leaders to map skills needs and identify scalable solutions, ensuring apprenticeships are accessible across a range of sectors. This approach aims to build a more inclusive and adaptable workforce to meet the evolving needs of Maryland's economy.

IV. GWDB Member Highlights

Vice Chair Delali Dzirasa recognized the valuable contributions made by board members and the broader workforce development system, emphasizing the importance of collaboration and partnerships.

The highlights included:

- Vehicles for Change: Celebrating 25 years of service; gala details available online.
- Engineers Week 2025: February 14–24; engaging 1,500+ Middle and Highschool students in STEM, engineering, energy, and cybersecurity.
- MDHCC & VHCC Energy Summit: October 17 at MGM National Harbor; expert panels and small business opportunities in the energy sector.
- MDHCC Infrastructure and Transportation Summit: November 14 at Engineers Club; showcasing four mega-projects, expert panels, and networking.
- Raising the Bar Conference (September 24–26): Workforce development conference at Maryland Live Casino, including a State Leaders' Reception and post-conference sessions on career coaching and high school apprenticeships.
- Maryland Department of Labor Workforce Investments
 - Maryland Works for Wind: \$4.7M in grants to grow the subgrantee ecosystem; proposals due October 7.
 - Cyber Range Investments: \$1.8M to support hands-on training at community colleges.
 - Fourth and Goal Initiative: Supporting Marylanders seeking to complete their GED exams with testing assistance and nonprofit grants.

V. Committee Discussion

Deputy Director Shuana Davis, Industry Partnerships Committee Chair Alexander Austin and Access & Equity Committee Chair Stacey Herman provided updates on FY25 projects and committee work

Key updates included:

- **The Industry Partnerships Committee (IPC)** has been established to ensure Maryland's talent pipeline remains industry-led and demand-driven. The committee held its kick off meeting on July 24, and its first official meeting September 11, 2024 laid the groundwork for aligning workforce strategies with high-demand sectors, particularly cybersecurity and healthcare. The committee's focus includes fostering sector accelerators, aligning training programs with industry needs, and promoting sustainable employment practices that integrate equity and inclusion. A major component of the IPC's work has been the Cyber Action Plan, developed in partnership with TEDCO (Cyber Maryland Board). As the plan approaches its final stages, the committee will transition to leveraging and engaging stakeholders to operationalize its recommendations. Looking forward, the committee is committed to exploring a job quality framework that is both data-driven and evidence-based. This framework will aim to sustain a balance between industry leadership and demand-driven strategies while addressing systemic workforce barriers and enhancing job quality for Maryland's diverse talent pool.

- **The Access &Equity Committee (AEC)** has been established to ensure the public workforce system is accessible to job seekers with severe barriers to employment, advises on policies and strategies to promote equitable outcomes across Maryland's workforce system. The committee held its kick off meeting on September 5, 2024 and its first official meeting on November 19th. Discussions focused on establishing a data-driven approach to identifying workforce inequities and setting actionable goals to address these barriers. Members emphasized the importance of collaboration and leveraging their diverse expertise to tackle systemic challenges, including skills gaps, transportation issues, and underemployment. Key discussions during recent meetings focused on Skills-Based Hiring and the Job Quality Framework, which align with the committee's strategic goals of applying an equity lens to labor force inequities, supporting employers in recruiting and upskilling diverse talent, and leveraging partnerships to expand workforce awareness.

- **Systems Governance Workgroup:** Deputy Director Shuana Davis shared updates on the Systems Governance Workgroup, which will be focused on streamlining Maryland's workforce governance structures and enhancing accountability mechanisms. Key efforts include redefining governance responsibilities at state and local levels, updating policies and procedures, and introducing standardized reporting and performance metrics. Training sessions will be planned to support local workforce Development boards in implementing these updates effectively. This workgroup has yet to be established, as the GWDB staff must first respond to aspects of the USDOL monitoring before establishing the group.

- **Career and Technical Education (CTE) Committee:** CTE Committee Chair Myra Norton provided an update on the CTE Committee's progress, focusing on the alignment of CTE initiatives with *Blueprint for Maryland's Future* and the state's workforce goals. The CTE Committee is working on modernizing Maryland's CTE system, ensuring it meets the needs of both students and employers in the state's most in-demand sectors.
 - **Key Updates:**

- **CTE Committee's Apprenticeship Policy:**
 An explanation was provided regarding the *Blueprint's* 45% goal wherein 45% of Maryland high school graduates will have completed the high school level of a Registered Apprenticeship or another industry-recognized credential by the 2030-31 school year. The CTE Committee has been defining these two terms over 2024, and recently approved the Apprenticeship Policy to submit it to the Accountability and Implementation Board. The policy defines the high school level of a Registered Apprenticeship (RA) as the "Gold Standard" for meeting this goal. The minimum defined requirements of a high school level of a RA is 144 hours of related instruction and 250 hours of on-the-job training. Additionally, it was noted that when a Registered Apprenticeship is not available, a combination of youth apprenticeship and an Industry-Recognized Credential could serve as an alternative. The importance of identifying sources for these apprenticeships was emphasized.
- Chair Norton outlined various tools available to partners to support the expansion of apprenticeship opportunities. These included access to Perkins funding, hazardous occupation exceptions, and assistance from full-time MATP staff, among others.
- Chair Norton gave an overview of the apprenticeship policy recommendations. Key points included targeting resources and investments, increasing employer engagement, and addressing regulatory barriers to streamline apprenticeship expansion.
- **CTE Expert Review Team Deployment:**
 The CTE Committee has begun deploying expert review teams, with plans to conduct 12 visits during this school year. These visits aim to gather baseline information from LEAs. Chair Norton encouraged Board members to contact the CTE Committee if they are interested in participating or contributing to this initiative.
- **FY24-25 Work Plan**
 The work plan for FY24-25 was shared, highlighting major items and timelines. Key focus areas this fall include finalizing the Framework and defining targets for the 45% goal. Additionally, career counseling support will remain a priority as progress continues in this area.

VI. Adjourn

Chair Khouzami asked for a motion to adjourn the meeting. The motion was put forward, seconded, and approved, and the meeting ended.