

***Governor's  
Workforce  
Investment  
Board***

***2004 Annual Report***



# DLLR

STATE OF MARYLAND  
DEPARTMENT OF LABOR, LICENSING AND REGULATION

ROBERT L. EHRLICH, Jr., Governor  
MICHAEL S. STEELE, Lt. Governor  
JAMES D. FIELDER, Jr., Ph.D., Secretary

Governor's Workforce Investment Board

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**Dear Governor Ehrlich,  
Lieutenant Governor Steele,  
President Miller,  
Speaker Busch,  
the General Assembly and the businesses and citizens of Maryland:**

We are pleased to present the 2004 Annual Report for the Governor's Workforce Investment Board (GWIB). This year has been exciting and transitional for GWIB and has resulted in many accomplishments. Some of those highlights are listed below.

- The Department of Labor, Licensing and Regulation (DLLR) and GWIB received two substantial grants from the U.S. Department of Labor to establish the *Center for Industry Initiatives* and to develop the *Teach for the Health of It* program.
- Industry leaders representing a wide variety of companies from Maryland's thirteen targeted industry clusters were appointed to GWIB.
- In July, a delegation from DLLR and GWIB attended the U.S. Department of Labor's Workforce Innovations Conference in San Antonio, Texas and gave a well-received presentation on the healthcare coordinated approach. Lieutenant Governor Michael S. Steele moderated the panel, which consisted of DLLR Secretary James D. Fielder, Jr., Ph.D., GWIB Chair Gino J. Gemignani, Jr. of the Whiting-Turner Contracting Company, and GWIB members Ronald R. Peterson, President of The Johns Hopkins Hospital and The Johns Hopkins Health System and William G. "Bill" Robertson, President and CEO of Adventist HealthCare, Inc.
- In November, more than 360 industry and government leaders attended the first annual Governor's Workforce Conference: *"Business-Driven Solutions for Today and Tomorrow."*
- The DLLR and the GWIB submitted a report regarding Maryland's workforce development system to the General Assembly, which identified ten opportunities for improvement.
- For the second year in a row, the local workforce investment areas met all Workforce Investment Act performance measures and as a result, the state received performance incentive funds.

It is only through accomplishments such as those identified above, that Maryland continues to be recognized as a national leader in workforce development. We look forward to working with you to ensure the continued growth and development of Maryland's workforce system.

Sincerely,



James D. Fielder, Jr., Ph.D.  
Secretary  
Department of Labor,  
Licensing and Regulation



Gino J. Gemignani, Jr.  
Chair  
Governor's Workforce  
Investment Board



Robert W. Seurkamp  
Executive Director  
Governor's Workforce  
Investment Board



## *2004 – A Year of Transition and Growth*

### Highlights

The past year was one of transition and growth for the Governor's Workforce Investment Board (GWIB) as we continue to guide the state toward a demand-driven workforce development system. This effort involved major changes to GWIB membership and the implementation of the industry initiative process with a number of Maryland's targeted industries.

After the success of the healthcare coordinated approach, GWIB received a grant of \$1 million from the U.S. Department of Labor (USDOL) to establish the *Center for Industry Initiatives*. Center staff work with industry leaders and guide steering committees through the cluster-based approach, which is designed to identify workforce development demand and issues, as well as strategies to address them for each industry cluster. Steering committees provide a vehicle for industry leaders to partner with government and education, as well as businesses with related workforce issues and concerns. The GWIB also received a second grant for \$1.5 million to develop the *Teach for the Health of It* program, which aims to increase the number of nursing faculty, thereby increasing the state's capacity to produce credentialed nurses. The program also provides funds for incumbent healthcare worker training programs.

Governor Ehrlich appointed several new board members who are leaders in aerospace, biotechnology, education, government, healthcare, manufacturing, and hospitality and tourism.

In May, the Governor addressed GWIB members at the State Capitol, reinforcing the need for collaboration and cooperation between agencies in order to address workforce issues. He emphasized that, "workforce development is economic development," and stressed the importance of linking the two agendas.

In June, DLLR and GWIB submitted a report to the General Assembly, which identified ten opportunities to improve the workforce development system. The subcabinet is now in the process of implementing each of the recommendations.

In July, a delegation from DLLR and GWIB attended the USDOL's "Workforce Innovations" conference in San Antonio, Texas and gave a well-received presentation on the healthcare coordinated approach. Lieutenant Governor Michael S. Steele moderated the panel that included DLLR Secretary James D. Fielder, Jr., Ph.D., GWIB Chair Gino J. Gemignani, Jr. and GWIB members Ronald R. Peterson, President, The Johns Hopkins Hospital and The Johns Hopkins Health System and William G. "Bill" Robertson, President and CEO, Adventist HealthCare, Inc.

In November, GWIB hosted more than 360 industry, education and government leaders at the first annual Governor's Workforce Conference: "*Business-Driven Solutions for Today and Tomorrow*."

For the second year in a row, the local workforce investment areas met all Workforce Investment Act performance measures and as a result, the state received performance incentive funds.

## *GWIB's Vision, Mission and Strategic Plan Statement*

**Vision** – A Maryland where every person maximizes his or her potential and employers have access to the human resources they need to be successful.

**Mission** – To guide a nationally recognized workforce development system that is aligned with the economic and educational goals of the State of Maryland and that will result in a qualified workforce available to employers across the state.

**Strategic Plan Statement** – To formulate an effective workforce policy for the State of Maryland based on business demand for workers. Maryland currently has unemployed workers and, at the same time, businesses that are struggling to recruit employees. In between the workers and the businesses lies a skill gap. The board is committed to identifying this skill gap and creating opportunities for training workers that are in current demand by Maryland businesses. In the long term, the GWIB will align the public workforce development system with Maryland business demand to ensure that new worker supply matches demand.

## *Workforce Development is Economic Development*

Maryland offers a wide array of resources to businesses. Its highly-educated workforce, research institutions and strategic location are extremely attractive to companies looking to either relocate to, or expand in Maryland. The state's continued economic strength is directly linked to its ability to produce new workers and to develop skills of the existing workforce. Not long ago, it did not take a college education or advanced training beyond high school to make a decent living and meet the demands of the labor market. Today, education and training beyond high school can mean the difference between subsistence living and a family-sustaining career. A workforce with a higher level of preparation could make the difference between a Maryland economy that lags behind the nation, and one that leads it. Failure to produce the higher skills demanded by industries results in the inability to attract and maintain businesses that will propel Maryland's economy forward and sustain it.

*L-R, Secretary Aris Melissaratos, DBED; Secretary James D. Fielder, Jr., Ph.D., DLLR; State Superintendent of Schools Nancy S. Grasmick, Ph.D., MSDE; and Secretary Mary Ann Saar, DPSCS*



The state must also respond quickly to changes. A major international event, scientific breakthroughs, consumer demand, economic cycles or the aging population, all play a part in the health of the state's economy. Maryland's capacity to maintain its competitive edge also depends on its ability to forge and guide an education and training system that can stay ahead of shifts in demand for new technical skills. The GWIB brings together industry, government and education leaders to collaborate on workforce development issues to make certain Maryland remains competitive.



“The Governor’s Workforce Investment Board is the guiding light in our workforce development system. It works with experts across several departments within the state system, business and academia.”

--Governor Robert L. Ehrlich, Jr.

## *Governor Ehrlich Appoints Key Industry and Government Leaders to the GWIB*

**In 2004, Governor Ehrlich appointed several new board members. A key factor in selecting board members is that they are seen as leaders in their respective industries.**

Wayne T. Hockmeyer, Ph.D.	Founder and Chairman, MedImmune, Inc.
Robert P. Iorizzo	Corporate Vice President and President Northrop Grumman Corporation Electronic Systems
Brendan M. Keegan	Executive Vice President, Human Resources, Marriott International, Inc.
Robert J. Lawless	Chairman, President and CEO, McCormick and Company, Inc.
John A. Palmucci	Vice President of Administration and Finance, Treasurer, Loyola College
Ronald R. Peterson	President, The Johns Hopkins Hospital and The Johns Hopkins Health System
Honorable Mary Ann Saar	Secretary, Department of Public Safety and Correctional Services



“It is clear to me that this board means business; the business of partnering with business leaders to create real job opportunities and business growth in Maryland.”

--Brendan M. Keegan  
Executive Vice President, Human Resources  
Marriott International, Inc.

**The Speaker of the House, Michael E. Busch, appointed the following individuals as board members:**

Honorable Susan W. Krebs	House of Delegates, Carroll County, District 9B
Honorable Richard S. Madaleno, Jr.	House of Delegates, Montgomery County, District 18

Please refer to the Appendix 1 for a complete list of 2004 board members and Appendix 2 for a complete list of 2005 board members.

**The Governor’s Workforce Investment Board would like to thank the following former members for their service:**

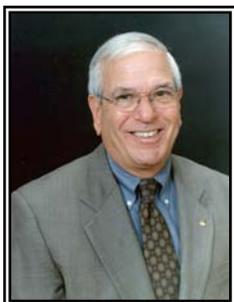
Mary Ann Cricchio	Owner, Da Mimmo Finest Italian Cuisine
Honorable Leo M. Green	Maryland State Senate, Prince George’s County, District 23
Dana M. Jones	President and CEO, Southern Maryland Tri-County Community Action Committee
Robert H. Kittleman	Maryland State Senate, Carroll and Howard Counties, District 9
Eleanor McKay	Chief Executive Officer, Niermann Weeks Company, Inc.
Sylvester E. McKay, Ph.D.	President, Baltimore City Community College
R. Wayne Moore	Director of Corporate Relations, Maryland Kaplan Higher Education
Carl William “Bill” Struever	President and CEO, Struever Bros. Eccles & Rouse, Inc.
Brenda K. Woodsmall	President, Woodsmall Human Resources Consulting

**IN MEMORIAM**



On September 11, 2004, GWIB member Robert H. Kittleman passed away. Senator Kittleman served in the House of Delegates for 19 years and in the Senate for two years, and was a past president of the Howard County NAACP. He worked tirelessly to integrate schools, the police force and county restaurants and was employed at Westinghouse for 26 years. On the Sunday night following his death, he posthumously received the John W. Holland Humanitarian Award from the Community Action Council of Howard County. The award is presented annually to a person who demonstrates extraordinary commitment and dedication to the disadvantaged residents of Howard County.

## *GWIB Chair, Executive Director and Staff*



**Gino J. Gemignani, Jr., *GWIB Chair***

Gino J. Gemignani, Jr, is the senior vice president responsible for business development and college recruiting at the Whiting-Turner Contracting Company. In addition to his leadership role at Whiting-Turner, he is actively involved in promoting and supporting organizations such as: the President's Advisory Council of the University of Maryland Baltimore County (UMBC), Collegetown Business Advisory Council, Alliance for the Mentally Disabled and the B&O Railroad Museum. He also serves as a board member or trustee of the following: the Engineering Advisory Board of UMBC, St. Mary's Seminary, Engineering Advisory Committee of Loyola College and the Emerging Technology Council. He has an Associate's degree in Construction Engineering from Baltimore Junior College and a Bachelor of Science degree in Physics from Loyola College. He is also a graduate of the leadership program of the Greater Baltimore Committee and Leadership Maryland. Mr. Gemignani received the Brother Bartholomew award from Mount St. Joseph High School, the Distinguished Alumni award from Baltimore City Community College, the Carroll Medal from Loyola College, the UMBC 2001 Engineer of the Year award and the Loyola 2003 Business Leader of the Year award. He is also a former chair of the Baltimore County Workforce Development Council.



**Robert W. Seurkamp, *GWIB Executive Director***

Robert W. Seurkamp is the former president of RWS Consulting, Inc. in Baltimore. Mr. Seurkamp has more than 30 years of experience in business management and consulting. His areas of expertise include human resource management, higher education, labor relations and strategic planning. Mr. Seurkamp's professional career has been distinguished by nearly 25 years with Xerox Corporation, where his contributions were recognized internationally. Additionally, he has been a successful owner and operator of two small businesses in upstate New York. He is on the boards of the Caroline Center and the Maryland Institute of Employment and Training Professionals, and is a member of the Maryland Rehabilitation Council. Mr. Seurkamp also serves as chair of the GWIB Subcabinet.



**Halima Aquino, *Industry Initiative Coordinator***

Halima Aquino is working to convene, coordinate and guide GWIB's thirteen industry clusters through the process of developing specific workforce initiatives. Ms. Aquino has been working in human services and program evaluation for the past ten years. Before that, she worked for four years as the marketing director for a medium-sized food manufacturing company with national distribution. In her most recent position prior to joining GWIB, she worked for three and a half years with the Baltimore Workforce Investment Board at the Mayor's Office of Employment Development, presenting labor market information, developing employer surveys, helping to write their targeted industry initiative, conceptualizing and developing a website for businesses to learn more about the public and non-profit workforce services, helping to convene a Baltimore Biosciences Coalition and staffing their Evaluation Committee. Ms. Aquino has her Master's degree and is ABD in Human Services Psychology. Her undergraduate education is in International Relations and French.



**Trudy Chara, *Manager of Workforce Innovation Partnerships Programs***

Trudy Chara has over fifteen years in the field of workforce development. In her current position, Ms. Chara identifies businesses and public agency officials to work with GWIB in the targeted expanding industries that have workforce shortage issues. She is also responsible for identifying and developing workforce policy and programs that have statewide application. In addition, Ms. Chara is the lead on the annual Governor's Workforce Conference sponsored by GWIB. Prior to joining GWIB, Ms. Chara was the workforce manager for the Maryland Department of Business and Economic Development (DBED) where she was responsible for interagency coordination and systems development on issues related to workforce development. Ms. Chara has extensive experience in career development, job counseling and outplacement, and has built and managed a career center. Ms. Chara earned her Master's degree in Human Resource Development and Bachelor of Science degree from Towson University.



**Darla Henson, *Administrative Officer***

Darla Henson has worked in an administrative capacity with the State of Maryland for more than sixteen years, six of them with GWIB. Her vast knowledge of complex state procedures and budgetary policies have made her invaluable. She has extensive experience in a variety of software programs, is GWIB's benefits and payroll liaison to the Department of Labor, Licensing and Regulation and is the primary state board contact person. Ms. Henson oversees the daily operation of the office and provides administrative support to the annual Governor's Workforce Conference, special initiatives, projects, the state board and its workgroups and committees.



**Joanna Kille, *Manager, Board Liaison and Support***

Joanna Kille brings to GWIB her extensive experience at the federal level both working in a policy role on Capitol Hill and as a manager for federal affairs for a business trade association. Ms. Kille coordinates board operations, serves as the primary legislative liaison for GWIB, and staffs the DLLR legislative office during the General Assembly session. She was also the program manager for the STEP program. Ms. Kille had interim responsibility for budget issues, the Managing for Results program and the subcabinet. She also coordinated with six state agency partners to write, edit and submit the workforce development report to the General Assembly. She received a Bachelor of Arts degree in Economics from Denison University.



**Kip Kunsman, *Manager, Administrative and Regulatory Operations (joined GWIB in 2005)***

Kip Kunsman works closely with the local workforce investment boards providing technical support and assistance to ensure compliance with the requirements for board recertification. He has responsibility for the state's comprehensive workforce investment plan and serves as a liaison between GWIB and the local workforce investment areas. Previously, Mr. Kunsman served as the workforce development coordinator for the Mayor's Office of Employment Development and the Baltimore Development Corporation. He has more than fourteen years experience in higher education and has held various management positions within the continuing education divisions of UMBC and Baltimore City Community College. He received a Bachelor of Science degree in Emergency Health Services Management from UMBC and a Master of Science degree in Human Resources Development from Towson University.



**Melanie Semko, Industry Analyst (joined GWIB in 2005)**

Melanie Semko provides research and analysis in support of the efforts of the Center for Industry Initiatives. Prior to joining GWIB, Ms. Semko worked for nineteen years in the Research and Site Strategy Department at the Rouse Company. Before that, she was a public services librarian at Baltimore County Public Library for seven years. Ms. Semko earned her Master’s degree in Library Science at Florida State University. She holds an undergraduate degree in Italian and Secondary Education from the College of Notre Dame of Maryland.



**Art Taguding, Director, Center for Industry Initiatives**

Art Taguding is responsible for the coordination and strategic implementation delivered by the center in supporting Maryland’s industry-led initiatives. His professional career includes more than 22 years of public service in Maryland, as an administrator, educator, training and development consultant and facilitator of mutually beneficial public and private sector workforce development partnerships. His professional experiences include the director of business development, UMBC Computer Certification Training Center, LLC, a for-profit business operation, the director of capital support, Towson University and a small business development consultant on organizational effectiveness and business growth strategy. Mr. Taguding served as the president of the Maryland College Personnel Association, president of the Mid-Atlantic Association of College and University Housing Officers, and the national chair of the American Council on Alcoholism, College and University Network. Mr. Taguding earned his Bachelor of Science degree in Sociology from Towson University and has completed Master’s program coursework in Counseling and Personnel Services at the University of Maryland College Park.

## *Governor’s Workforce Investment Board Funding*

### **Annual Budget**

	<b>FY 2003</b>	<b>FY 2004</b>	<b>FY 2005</b>	<b>FY 2006</b>
Staff Positions	9	5	8	8
Salaries and Fringes	\$617,896	\$580,170	\$507,857	\$582,172
Communications	\$22,112	\$13,534	\$15,574	\$11,452
Travel	\$14,820	\$13,157	\$10,024	\$24,242
Contractual Services	\$77,418	\$37,253	\$61,743	\$59,686
Office Supplies	\$14,026	\$10,482	\$9,801	\$8,635
Office Equipment	\$4,067	\$2,958	\$1,803	\$920
Facilities and Associations	\$28,358	\$28,067	\$2,100 (just associations)	\$7,985 (technical, special fees and fixed charges)
<b>Total</b>	<b>\$778,697</b>	<b>\$685,621</b>	<b>\$608,902</b>	<b>\$695,092</b>

### **Grants Received**

<b>Grant Name</b>	<b>Project</b>	<b>Grantor</b>	<b>Award</b>
Center for Industry Initiatives	Development of center to address workforce issues in 13 industries	United States Department of Labor	\$1,000,000
Teach for the Health of It	Grants for partnerships between hospitals and educational institutions to provide additional nursing faculty and incumbent worker skills training	United States Department of Labor	\$1,500,000

## *Workforce Investment Act (WIA) Performance Incentive Grant Award*

As a result of the efforts of local workforce investment areas, Maryland received \$750,000 in federal WIA performance incentive funds for exceeding its performance measures during program year 2003. Five hundred thousand dollars was designated to support “Maryland Business Works,” a program focused on upgrading the technical, literacy and language skills of incumbent workers. The remaining \$250,000 was earmarked to support the workforce investment system by enhancing public workforce system outreach efforts, funding cross-training of staff through the Maryland Institute for Employment and Training Professionals, supporting the Governor’s Workforce Conference, and funding local area Disability Navigator program expansion.

## *Maryland’s Workforce Development System*

In Maryland, as in other states, local workforce investment areas (LWIA) and their local boards serve as the primary coordinator for the provision of workforce services. The LWIAs are required to coordinate services with local Job Service offices, twenty-four departments of social services, the sixteen community colleges, state-operated rehabilitation services and adult literacy programs. Local delivery of services is funded by the federal government, the state, and by some local government contributions. Eight partner state agencies also oversee components of federal and state workforce programs in Maryland.

The GWIB’s mission is to ensure the system is aligned with the economic and educational goals of the State of Maryland and results in a qualified workforce that meets the needs of Maryland’s employers. This is accomplished by, among other things, coordinating with its partner agencies, making Maryland a cutting-edge state when it comes to its workforce system. This coordination encompasses economic development, the preK-16 educational system, social services and labor. The workforce development system has made great strides to meet the needs of business by helping incumbent workers upgrade their skills and coordinating resources to help job seekers attain the skills they need to work in industries facing significant shortages. This effort is accomplished through legislative mandates, such as the Workforce Investment Act, the across-the-board support of Maryland’s educational system and the commitment and dedication of workforce, economic development and education professionals to develop a seamless workforce system.

Please refer to Appendix 3 for a complete list of Maryland’s local workforce investment areas, board chairs and area directors.

## *Workforce Development System Partners – FY 2005*

By looking at the workforce development system as a whole, we can evaluate whether we are funding our priorities. The Governor’s Workforce Investment Board is committed to analyzing the entire system and to developing a method for its success. This table (Appendix 4) lists the eight state agencies that administer 32 workforce development programs. Federal and state dollars allocated for each program are included. Of the nearly \$2.5 billion in public workforce development funding Maryland received in fiscal year 2005, approximately 85% has been earmarked for educational programs and activities. Unless otherwise noted, the available funds are for fiscal year 2005 (7/01/04-6/30/05).

Please refer to Appendix 4 for the Workforce Development System Partners table, which includes detailed funding information for each of the partners. Appendix 5 contains detailed descriptions of each of Maryland's workforce development programs.

## *Local Workforce Investment Area Highlights*

In Maryland, the twelve local workforce investment areas (LWIA) provide employment and training services to area citizens and businesses. Each year, the GWIB highlights two LWIAs to showcase examples of demand-driven initiatives at the local level. This year, Anne Arundel and Montgomery Counties are highlighted.

**ANNE ARUNDEL COUNTY:** Since March, the Anne Arundel Workforce Development Corporation (AAWDC) has been working with Under Armour Performance Apparel, one of the fastest growing private companies in the country, to fill 200-250 positions at Under Armour's new distribution center in Northern Anne Arundel County. Over 300 job seekers attended an Under Armour recruitment event in April. AAWDC worked closely with Under Armour to set up and stage the recruitment. Prior to the event, AAWDC contacted local businesses in the process of closing or downsizing to recruit production and manufacturing employees who might be interested in this employment opportunity. AAWDC staff also used Maryland's Workforce Exchange system to identify potential applicants, advertised in local Anne Arundel County publications and pre-screened walk-in job seekers.



In September, AAWDC received a \$500,000 grant from the U.S. Department of Labor's Center for Faith-Based and Community Initiatives to implement the People Acquiring Skills for Success (PASS) program. Under the guidance of AAWDC, the Arundel House of Hope provides career development services at the Meade Village public housing community's new career center the Center of Hope serves the Freetown Village public housing community and the Mount Olive AME Church delivers services at the Jennifer and Ordnance Road detention centers. The goal of the program is to empower individuals by providing them with the skills they need to find jobs that pay family-sustaining wages.

**MONTGOMERY COUNTY:** Automated Data Processing, Inc. (ADP), a company specializing in payroll, benefits and human resources services and the world's leading provider of data communications and information-based business solutions, unexpectedly downsized, dislocating over 80 workers at the company's Rockville location. After receiving notification of the layoff, the Montgomery Works Dislocated Worker team sponsored several on-site Rapid Response sessions and enrolled the dislocated workers.

Twenty of the enrollees were registered nurses, working in ADP's insurance utilization review unit. This group was eager to return to work, but required retraining and credentialing for Certified Professional Utilization Review (CPUR) and Certified Professional Utilization Manager (CPUM) programs. Because most of the nurses had been removed from direct patient care for many years, further specialized skills

enhancement for insurance utilization would facilitate their reemployment at high wages in an in-demand occupation. Unfortunately, this particular training for CPUR/CPUM was not available anywhere in the Washington-Baltimore area. Thanks to the outstanding efforts of rapid response specialist, Joseph O'Hare, Montgomery County formed a collaborative partnership that included the nurses, Montgomery College Health Sciences and training provider, McKesson Corporation of Newton, Massachusetts. After conducting the requisite local labor market research to demonstrate occupational demand for the CPUR/CPUM credential and securing support from DLLR, Montgomery County moved forward to organize the training. As a result of this innovative effort initiated by the local workforce system, Montgomery College brought in an instructor from McKesson Corporation and began classes. One week before Christmas, nineteen participants graduated after successfully completing the required coursework and exams. At the time of this writing, eighteen have found full-time employment in the field of insurance utilization review, earning more than \$50,000 annually, in many cases exceeding their pre-dislocation wage. More importantly, however, was the formation of this collaborative partnership, which resulted in a demand-driven training that met the needs of local employers.



## *Guide for Military Personnel and Spouses Relocating to Maryland Published*

One of the outcomes identified at the 2003 healthcare industry summit was the need to attract exiting military personnel and their spouses to positions in the state's healthcare industry. A publication developed in response to this workforce need, *Military Personnel and Spouses Relocating to Maryland: A Guide to Healthcare Occupations in Maryland* provides a brief look into healthcare career opportunities across the state. The development of the guide was a collaborative effort undertaken by the GWIB; Department of Labor, Licensing and Regulation; U.S. Department of Labor, Veterans' Employment and Training Service; U.S. Department of Defense, Office of the Under Secretary of Defense for Personnel and Readiness; U.S. Department of Veterans Affairs, Office of the Under Secretary for Benefits; and other government and industry partners. As the project expands, the content of the guide will be regularly updated to include information regarding additional healthcare career opportunities in Maryland.

## *The Skills-based Training for Employment Promotion (STEP) Program Demonstration Project*

The STEP program, which began in July 2001, will come to a close in 2005. While STEP funding and programming are sunsetting, this successful model for incumbent worker training will continue. The STEP model was the first of its kind in Maryland to link employer workforce shortage needs with low-income workers who wanted to make family sustaining wages and move from low-paying, entry-level jobs to careers with the potential for growth and promotion. STEP has since led to the creation of employer-based programs such as Maryland Business Works and the Teach for the Health of It program.

## *Governor's Workforce Investment Board Receives Two Grants*

### **CENTER FOR INDUSTRY INITIATIVES**

As a result of the success of Maryland's healthcare industry initiative, the U.S. Department of Labor, Employment and Training Administration (USDOL-ETA) recognized the demand-driven, industry-led approach as a model to be applied to other industries in Maryland and awarded GWIB \$1 million to establish the *Center for Industry Initiatives*. The center staff is responsible for guiding and monitoring initiatives for industries vital to the state's economy. The grant supports:

- Efforts to address Maryland's targeted cluster-based industry initiatives;
- Development of a process guide for industry leaders and a Maryland State of the Workforce Report;
- Grants to local workforce investment boards for local cluster-based initiatives;
- A statewide workforce summit for each identified industry; and
- Staffing - center director, industry initiative coordinator and industry analysts.

An industry leaders' process guide, entitled *Building Your Industry's Workforce: A Cluster-Based Approach to Workforce Development*, was published as a summary to help industry leaders understand the basic philosophy and strategies involved in an industry initiative. A complementary and more comprehensive guide will be published in 2005. The process guide or "cookbook" presents the ingredients of specific tasks, steps, activity, support documents and details that are necessary for a successful industry initiative process. The guide will be beneficial for industry leaders, and particularly steering committee chairs, who are directly engaged in their industry's initiative process.

The center will ultimately address thirteen targeted industries which were identified by a body of representatives from the private and public sectors. Among other important variables, three criteria for selecting these industries were the industry's value to Maryland's economic development and stability, workforce numbers and high growth potential. Center staff continues to work with leaders in these industry clusters to address workforce issues, identify demand and create strategies for a comprehensive plan of action. The targeted industries are:

- Aerospace\*
- Biotechnology\*
- Business Services
- Communications
- Construction
- Education
- Finance & Insurance
- Healthcare\*
- Hospitality & Tourism\*
- Information Technology
- Manufacturing
- Retail
- Transportation & Warehousing

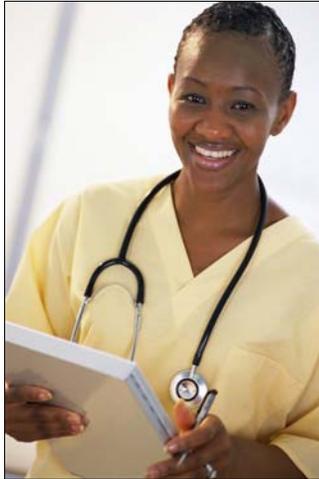
The asterisks (\*) above indicate those industries that are actively engaged in the cluster-based process.

Maryland's industry initiative process is a nationally-recognized model. The private sector-led process, developed while working with the healthcare industry, is being applied to other industries.

The five phases are:

- Phase One:** Getting Organized and Identifying Industry Cluster Leaders
- Phase Two:** Identifying the Issues/Creating an Action Plan
- Phase Three:** Convening a Summit
- Phase Four:** Implementing the Action Plan
- Phase Five:** Sustaining the Partnerships

## TEACH FOR THE HEALTH OF IT



Maryland received \$1.5 million in federal funding to increase nursing program faculty in the state's nursing programs thereby increasing the state's capacity to train nurses. The *Teach for the Health of It* initiative has been structured into three components: the first commits \$400,000 to encourage forty or more qualified registered nurses to acquire the education and credentials to qualify for nursing faculty positions in Maryland colleges and universities; the second commits \$400,000 to aid nursing students in completing their degree as part of a succession planning initiative; and the third commits \$700,000 for incumbent worker training to enable low-level healthcare workers to increase their skills and compete for higher-level healthcare careers. The GWIB developed the grant application and DLLR's Division of Workforce Development is administering the grant.

## *Governor Ehrlich Opens the May 19, 2004 Board Meeting*

On May 19, Governor Robert L. Ehrlich, Jr., opened the GWIB's first board meeting since it was reconfigured. At the meeting, he stressed the relationship between workforce development and economic development and directed agency secretaries to work in a coordinated fashion to improve linkages between agencies. During the meeting new board members, leaders in the aerospace, biotechnology, education, government, healthcare, hospitality and tourism, and manufacturing industries were introduced. The GWIB plans to add additional members in the coming months in order to have representation from each of the thirteen industry cluster groups and achieve its full statutory level.



*L to R: Governor Robert L. Ehrlich, Jr.; GWIB Chair Gino J. Gemignani, Jr., GWIB Executive Director Robert W. Seurkamp and DLLR Secretary James D. Fielder, Jr., Ph.D.; Seated in back: DLLR Deputy Secretary John Wasilisin*

## *DLLR and GWIB Submits Final Report to the General Assembly*

In June, the DLLR and the GWIB submitted to the General Assembly, a report regarding Maryland's workforce development system that identified ten opportunities for improvement.

The suggested opportunities are outlined below:

- Identify business or business sectors with growth potential that are currently experiencing or projecting worker shortages and determine how to address their workforce needs (“industry cluster-based approach”);
- Identify interagency collaboration for the Maryland Career Cluster system in order to fully align workforce preparation at all education and training levels;
- Execute a plan to market local workforce investment areas to area businesses;
- Eliminate duplication and reduce costs through improved consolidation and coordination of federal and state workforce dollars and programs;
- Improve connections with Maryland's business community and job seekers by focusing attention on updating and integrating the workforce management information system;
- Identify opportunities for the department of social services and local workforce investment areas to combine resources in a collaborative and efficient manner to improve services to low-income individuals;
- Fully integrate adult education into Maryland's workforce development system;
- Design a strategy to expand support for transitioning ex-offenders into the Maryland workforce;
- Increase job opportunities for persons with disabilities; and
- Build capacity among workforce development system partners.

The subcabinet is now in the process of implementing the ten recommendations. Progress has already been made on several of them, through the creation of the *Center for Industry Initiatives*, increased collaboration at the local level with adult education and interagency collaboration for job training and education for ex-offenders. The continued effective and swift implementation of these recommendations will require the full attention, participation and cooperation of all parties committed to improving the state's workforce development system. It will also require that Maryland businesses be engaged on a strategic and operational level throughout the workforce investment system.

## *GWIB and DLLR Delegation Present at the U.S. Department of Labor's Workforce Innovations Conference*

In July, a Maryland delegation attended the U.S. Department of Labor's Workforce Innovations Conference in San Antonio, Texas. Attendees included Lieutenant Governor Michael S. Steele; DLLR Secretary James D. Fielder, Jr, Ph.D.; DLLR Deputy Secretary John Wasilisin; DLLR Assistant Secretary for Workforce Development Bernard L. Antkowiak; GWIB Chair Gino J. Gemignani, Jr.; GWIB Executive Director Robert W. Seurkamp; and, GWIB members, William G. “Bill” Robertson, Chairman and CEO of Adventist HealthCare,



Inc., and Ronald R. Peterson, President of The Johns Hopkins Hospital and The Johns Hopkins Health System. Lieutenant Governor Steele moderated a panel comprised of Mr. Peterson, Mr. Robertson, Secretary Fielder and Mr. Gemignani. Panel participants discussed GWIB's healthcare coordinated approach and the significant results achieved thus far. The GWIB also received an E<sup>3</sup> (the Power of Education, Employment and Economic Development) Partnership Recognition of Excellence award.

## *Spotlight on the Governor's Workforce Conference*

In November, more than 360 people attended the first annual Governor's Workforce Conference: *Business-Driven Solutions for Today and Tomorrow* at The Johns Hopkins University Applied Physics Laboratory. This statewide invitational conference was designed to bring together leading CEOs, high-level business executives, human resource managers and top state and local workforce, economic development and education leaders. Sixty-five percent of the attendees were from private sector businesses.

The agenda was designed to provide an open discussion between private sector business leaders and state officials on the needs of Maryland businesses in recruiting, retaining and retraining their workforce. Emily Stover DeRocco, Assistant Secretary, USDOL, Employment and Training Administration, discussed the status of President Bush's High-Growth Training Initiative and congratulated Maryland on its achievements. She acknowledged the efforts of William G. "Bill" Robertson, President and CEO of Adventist HealthCare, Inc. and chair of the GWIB's Healthcare Sustaining Committee, formerly the Healthcare Steering Committee, which oversaw the healthcare coordinated approach. This effort became the model for other industry clusters being targeted by the GWIB's *Center for Industry Initiatives*. Assistant Secretary DeRocco also presented an award to GWIB Chair Gino J. Gemignani, Jr.



Attendees participated in a variety of sessions, including a presentation regarding Maryland's workforce trends, current demographics and the implications for the state presented by Ms. Julia Lane, Senior Fellow of the U.S. Census Bureau. The morning schedule included two panels, which discussed ways in which business, education and government could work together to address workforce development challenges. The first panel consisted of Richard Edlow, Katzen Eye Group; James Hall, Solo Cup Company; DLLR Secretary James D. Fielder, Jr., Ph.D., and DBED Secretary Aris Melissaratos. The second panel was comprised of Catherine Crowley, Maryland Hospital Association; Tom Douglas, Northrop Grumman Corporation; Maryland Higher Education Commission Secretary Calvin W. Burnett, Ph.D., and Nancy S. Grasmick, Ph.D., Maryland State Department of Education. Both panels were moderated by DLLR Deputy Secretary John Wasilisin.

Panel discussion during conference.

*L to R: Richard Edlow, Katzen Eye Group; James Hall, Solo Cup Company; Deputy Secretary John Wasilisin, DLLR; Secretary James D. Fielder, Jr., Ph.D., DLLR; and Secretary Aris Melissaratos, DBED.*



Lieutenant Governor Michael S. Steele was the luncheon keynote speaker. Afternoon breakout sessions covered the GWIB's newly created Center for Industry Initiatives and recruitment and training assistance resources available at the local level. The conference planning committee included representatives from public and private sector businesses and organizations. The GWIB would like to thank all of those individuals involved for making the conference a huge success.

Post conference discussion.

*L to R: Emily Stover DeRocco, USDOL Assistant Secretary, William G. "Bill" Robertson, President and CEO, Adventist HealthCare, Inc., and James D. Fielder, Jr., Ph.D., DLLR Secretary*



In the coming year, the Governor's Workforce Investment Board and its partners throughout the workforce development system are positioned to ensure Maryland continues to move its workforce development system to the next level. Strategic alliances are being forged and nurtured with business, education, economic development, government and community organizations and board members, who are recognized leaders in their respective industries, are actively engaged in demand-driven, business-led workforce development activities. Never before has the time been so right for great accomplishments to occur within Maryland's workforce development system. We look forward to reporting those accomplishments in next year's edition of the GWIB annual report.

## Appendix 1 - Governor's Workforce Investment Board – 2004 Members

**Honorable Robert L. Ehrlich Jr.**  
*Governor*

**Honorable Michael S. Steele**  
*Lieutenant Governor*

**Gino J. Gemignani, Jr.**  
*Board Chair*  
Senior Vice President  
The Whiting-Turner Contracting  
Company

**Craig Bancroft**  
Vice President  
HMS Insurance Associates, Inc.

**Leo J. Blackwell**  
Regional Sales Manager  
Cisco Systems, Inc.

**Honorable Calvin W. Burnett, Ph.D.**  
Secretary  
Maryland Higher Education Commission

**Mary Ann Cricchio**  
Owner  
Da Mimmo Finest Italian Cuisine

**Honorable James D. Fielder, Jr., Ph.D.**  
Secretary  
Department of Labor, Licensing and  
Regulation

**M. Carrie Forrest**  
Vice President, Human Resources  
Calvert Memorial Hospital

**Kevin M. Garvey**  
Division Workforce Planning Manager  
United Parcel Service

**Honorable Leo M. Green**  
Maryland State Senate  
Prince George's County, District 23

**Toby Gordon, Sc.D.**  
Vice President, Strategic Planning  
and Market Research  
The Johns Hopkins Hospital

**Honorable Nancy S. Grasmick, Ph.D.**  
State Superintendent of Schools  
Maryland State Department of Education

**Wayne T. Hockmeyer, Ph.D.**  
Founder and Chairman  
MedImmune, Inc.

**Robert P. Iorizzo**  
Corporate Vice President and President  
Northrop Grumman Corporation  
Electronic Systems

**Dana M. Jones**  
President and CEO  
Southern Maryland Tri-County  
Community Action Committee

**Brendan M. Keegan**  
Executive Vice President, Human  
Resources  
Marriott International, Inc.

**Honorable Robert H. Kittleman**  
Maryland State Senate  
Carroll and Howard Counties, District 9

**Honorable Susan W. Krebs**  
Maryland House of Delegates  
Carroll County, District 9B

**Robert J. Lawless**  
Chairman, President and CEO  
McCormick and Company, Inc.

**George Littrell, III**  
Assistant Vice President and Financial  
Advisor  
Merrill Lynch

**Honorable Richard S. Madaleno, Jr.**  
Maryland House of Delegates  
Montgomery County, District 18

**Fred D. Mason, Jr.**  
President  
Maryland and D.C. AFL-CIO

**Honorable Christopher J. McCabe**  
Secretary  
Department of Human Resources

**Eleanor McKay**  
Chief Executive Officer  
Neirmann Weeks Company, Inc.

**Sylvester E. McKay, Ph.D.**  
President  
Baltimore City Community College

**Kathleen McKirchy**  
Director, Community Services  
Metro Washington Council, AFL-CIO

**Honorable Aris Melissaratos**  
Secretary  
Department of Business and Economic  
Development

**Honorable Kenneth C. Montague, Jr.**  
Secretary  
Department of Juvenile Services

**R. Wayne Moore**  
Director of Corporate Relations  
Maryland Kaplan Higher Education  
Commission

**John A. Palmucci**  
Vice-President of Administration and  
Finance, Treasurer  
Loyola College

**Ronald R. Peterson**  
President  
The Johns Hopkins Hospital and  
The Johns Hopkins Health System

**Marion W. Pines**  
Senior Fellow  
The Johns Hopkins University Institute  
for Policy Studies

**Jerome A. Ratliffe**  
Vice President  
SunTrust Banks, Inc.

**William G. "Bill" Robertson**  
President and CEO  
Adventist HealthCare, Inc.

**Honorable Jean W. Roesser**  
Secretary  
Maryland Department of Aging

**Honorable Mary Ann Saar**  
Secretary  
Department of Public Safety and  
Correctional Services

**Karen Sitnick**  
Director  
Mayor's Office of Employment  
Development

**Martha A. Smith, Ph.D.**  
President  
Anne Arundel Community College

**Carl William "Bill" Struever**  
President and CEO  
Struever Bros. Eccles &  
Rouse, Inc.

**Margaret A. Thomas**  
President and CEO  
Goodwill Industries of the  
Chesapeake, Inc.

**Brenda K. Woodsmall**  
President  
Woodsmall Human Resources  
Consulting

## Appendix 2 - Governor's Workforce Investment Board – Current 2005 Members

**Honorable Robert L. Ehrlich, Jr.**  
*Governor*

**Honorable Michael S. Steele**  
*Lieutenant Governor*

**Gino J. Gemignani, Jr.**

*Board Chair*

Senior Vice President  
The Whiting-Turner Contracting  
Company

**Ronald R. Peterson**

*Board Vice-Chair*

President  
The Johns Hopkins Hospital and  
The Johns Hopkins Health System

**Craig Bancroft**

Vice President  
HMS Insurance Associates, Inc.

**Leo J. Blackwell**

Regional Sales Manager  
Cisco Systems, Inc.

**Honorable Calvin W. Burnett, Ph.D.**

Secretary  
Maryland Higher Education Commission

**Robert L. Caret, Ph.D.**

President  
Towson University

**Ulysses Currie**

Maryland State Senate  
Prince George's County, District 25

**Torin Ellis**

President  
Method 1518

**Honorable James D. Fielder, Jr., Ph.D.**

Secretary  
Department of Labor, Licensing and  
Regulation

**M. Carrie Forrest**

Vice President, Human Resources  
Calvert Memorial Hospital

**John B. Frisch, Esq.**

Chairman  
Miles and Stockbridge, P.C.

**Kevin M. Garvey**

Division Workforce Planning Manager  
United Parcel Service

**Walter R. Gillette**

Vice President  
Leonardtown Town Council

**Toby Gordon, Sc.D.**

Vice President, Strategic Planning  
and Market Research  
The Johns Hopkins Hospital

**Honorable Nancy S. Grasmick, Ph.D.**

State Superintendent of Schools  
Maryland State Department of Education

**Wayne T. Hockmeyer, Ph.D.**

Founder and Chairman  
MedImmune, Inc.

**J. Robert Hooper**

Maryland State Senate  
Harford County, District 35

**Murray K. "Ray" Hoy, Ed.D. Esq.**

President  
Wor-Wic Community College

**Robert P. Iorizzo**

Corporate Vice President and President  
Northrop Grumman Corporation  
Electronic Systems

**Brendan M. Keegan**

Executive Vice President, Human  
Resources  
Marriott International, Inc.

**Honorable Susan W. Krebs**

Maryland House of Delegates  
Carroll County, District 9B

**Drew D. Krimski**

President and CEO  
The ACI Group

**Robert J. Lawless**

Chairman, President and CEO  
McCormick and Company, Inc.

**George Littrell, III**

Assistant Vice President and Financial  
Advisor  
Merrill Lynch

**Honorable Richard S. Madaleno, Jr.**

Maryland House of Delegates  
Montgomery County, District 18

**Fred D. Mason, Jr.**

President  
Maryland and D.C. AFL-CIO

**Honorable Christopher J. McCabe**

Secretary  
Department of Human Resources

**Kathleen McKirchy**

Director, Community Services  
Metro Washington Council, AFL-CIO

**Honorable Aris Melissaratos**

Secretary  
Department of Business and Economic  
Development

**Honorable Kenneth C. Montague, Jr.**

Secretary  
Department of Juvenile Services

**John A. Palmucci**

Vice-President of Administration and  
Finance, Treasurer  
Loyola College

**Marion W. Pines**

Senior Fellow  
The Johns Hopkins University Institute  
for Policy Studies

**Jerome A. Ratliffe**

Vice President  
SunTrust Banks, Inc.

**William G. "Bill" Robertson**

President and CEO  
Adventist HealthCare, Inc.

**Honorable Jean W. Roesser**

Secretary  
Maryland Department of Aging

**Honorable Mary Ann Saar**

Secretary  
Department of Public Safety and  
Correctional Services

**Karen Sitnick**

Director  
Mayor's Office of Employment  
Development

**Martha A. Smith, Ph.D.**

President  
Anne Arundel Community College

**Margaret A. Thomas**

President and CEO  
Goodwill Industries of the  
Chesapeake, Inc.

**Irka S. Zazulak**

President  
Modular Components National, Inc.

## Appendix 3 - Local Workforce Investment Areas

### **ANNE ARUNDEL COUNTY**

**Alvin Smith, Chair**  
**Andrew Moser, Executive Director**

*Anne Arundel Workforce Development Corporation*

401 Headquarters Drive, Suite 205  
Millersville, MD 21108  
410-987-3890  
[www.aawdc.org](http://www.aawdc.org)

### **BALTIMORE CITY**

**John W. Ashworth, III, Chair**  
**Karen Sitnick, Director**

*Mayor's Office of Employment Development*

417 East Fayette Street, Suite 468  
Baltimore, MD 21202  
410-396-1910  
[www.oedworks.com](http://www.oedworks.com)

### **BALTIMORE COUNTY**

**David Uhlfelder, Chair**  
**Barry F. Williams, Director**

*Baltimore County Office of Employment and Training*

901 Dulaney Valley Road  
Dulaney Center 2, Suite 126  
Towson, MD 21204  
410-887-4355  
[www.bc-works.com](http://www.bc-works.com)

### **FREDERICK COUNTY**

**Michael C. O'Connor, Chair**  
**Laurie Holden, Director**

*Frederick County Job Training Agency*

5340 Spectrum Drive, Suite A  
Frederick, MD 21703  
301-631-2761  
[www.co.frederick.md.us/jta](http://www.co.frederick.md.us/jta)

### **LOWER SHORE**

*(Somerset, Wicomico and Worcester Counties)*

**David Donohoe, Chair**  
**B.J. Corbin, Executive Director**

*Lower Shore Workforce Alliance*  
One-Stop Job Market  
917 Mt. Hermon Road, Suite 10  
Salisbury, MD 21804  
410-341-3835  
[www.lswa.org](http://www.lswa.org)

### **MID-MARYLAND**

*(Carroll and Howard Counties)*

**Ed Trumbull, Chair**  
**Dorothy Lehman, Director**

*Howard County Employment and Training*

10650 Hickory Ridge Road, Suite 200  
Columbia, MD 21044  
410-313-7394  
[www.co.ho.md.us](http://www.co.ho.md.us)

### **MONTGOMERY COUNTY**

**Lester Coffey, Chair**  
**Eric M. Seleznow, Director**

*Montgomery County Division of Workforce Services*

101 Monroe Street, Suite 1500  
Rockville, MD 20850  
240-777-2007  
[www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)

### **PRINCE GEORGE'S COUNTY**

**Roy Layne, Chair**  
**Joseph Puhalla, President**

*Prince George's Workforce Services Corporation*

1802 Brightseat Road  
Landover, MD 20785  
301-583-2005  
[www.pgworkforce.org](http://www.pgworkforce.org)

### **SOUTHERN MARYLAND**

*(Calvert, Charles and St. Mary's Counties)*

**David C. Vollmer, Chair**  
**Ellen Flowers-Fields, Executive Director**

*Southern Maryland WorkSource*  
175 Post Office Road  
Waldorf, MD 20602  
301-645-8712  
[www.somdworks.org](http://www.somdworks.org)

### **SUSQUEHANNA REGION**

*(Cecil and Harford Counties)*

**Barney Michel, President**  
**Bruce England, Executive Director**

*Susquehanna Workforce Network, Inc.*

410 Girard Street  
Havre de Grace, MD 21078  
410-575-7248  
[www.swnetwork.org](http://www.swnetwork.org)

### **UPPER SHORE**

*(Caroline, Dorchester, Kent, Queen Anne's and Talbot Counties)*

**Hoyt Heinmuller, Chair**  
**Dan McDermott, Executive Director**

*Upper Shore Workforce Investment Board*

Chesapeake College  
P.O. Box 8  
Wye Mills, MD 21679  
410-822-1716  
[www.uswib.org](http://www.uswib.org)

### **WESTERN MARYLAND**

*(Washington, Allegany and Garrett Counties)*

**Jim Kesselring, Chair**  
**Peter P. Thomas, Executive Director**

*Western Maryland Consortium*  
33 W. Washington Street, 4<sup>th</sup> Floor  
P.O. Box 980  
Hagerstown, MD 21741  
301-791-3076  
[www.westernmarylandconsortium.org](http://www.westernmarylandconsortium.org)

## Appendix 4 - Workforce Development System Partners

DEPARTMENT	STATE FUNDS	FEDERAL FUNDS
<b><u>Maryland Department of Aging</u></b>		
• Senior Community Service Employment Program	\$134,490	\$5,917,659
<b><u>Maryland Department of Business and Economic Development</u></b>		
• Maryland Industrial Training Program	\$2,413,508	\$0
• Partnership for Workforce Quality	\$1,387,954	\$0
<b><u>Maryland State Department of Education</u></b>		
• Adult Education and Literacy Services	\$2,353,622	\$9,173,967
• Career and Technology Education (Carl T. Perkins)	\$293,183,254 (maintenance of effort)	\$18,920,495
• Correctional Education	\$18,501,389 (reflects an additional \$5.4 million for the opening of education program at the Charles H. Hickey Junior School)	\$1,444,449
• Rehabilitation Services	\$12,488,467	\$34,785,245
<b><u>Maryland Higher Education Commission</u></b>		
• Community Colleges (Cade formula funding plus grant)	\$214,472,143	N/A
• Non-Public Colleges and Universities (Sellinger formula funding)	\$35,514,076	N/A
• Office of Student Financial Assistance and Institutional Grants	\$86,500,000	N/A
• Private Career Schools	\$0	N/A
• Public Universities (University System of Maryland, Morgan State University and St. Mary's College of Maryland)	\$820,535,204	\$593,521,681

## Appendix 4 Cont. - Workforce Development System Partners

DEPARTMENT	STATE FUNDS	FEDERAL FUNDS
<b><u>Maryland Department of Housing and Community Development</u></b>		
• Community Development Block Grant	\$0	\$9,360,017
• Community Services Block Grant	\$86,000	\$8,766,210
<b><u>Maryland Department of Human Resources</u></b>		
• Food Stamp Employment and Training/ Able-bodied Adults without Dependent Children	\$0	\$958,857
• Child Care/Purchase of Care	\$37,680,177	\$74,154,990
• Family Investment Administration	\$0	\$35,163,182
• The Maryland Fatherhood Initiative Grant Program	No Information Provided	No Information Provided
• Job Access/Reverse Commute	\$0	\$3,044,584
<b><u>Maryland Department of Labor, Licensing and Regulation</u></b>		
• Maryland Apprenticeship and Training Program	\$398,288	\$0
• Job Service (Wagner-Peyser)	\$0	\$12,932,357
• Veterans Services (Wagner-Peyser)	\$0	\$3,012,000
• Labor Market Information	\$0	\$1,982,202
• Maryland Business Works	\$0	\$1,000,000
• MetroTech	\$0	\$1,663,777
• Trade Adjustment Assistance	\$0	\$802,307
• Unemployment Insurance	\$0	\$48,724,000 (Administrative)



## Appendix 5

# ***WORKFORCE DEVELOPMENT SYSTEM PARTNER PROGRAM DESCRIPTIONS***

### MARYLAND DEPARTMENT OF AGING (MDoA)

**Senior Employment Program:** Provides subsidized training and employment for a period of up to two years for people who are economically disadvantaged and age 55 and older.

### DEPARTMENT OF BUSINESS AND ECONOMIC DEVELOPMENT (DBED)

**Maryland Industrial Training Program (MITP):** Provides incentive grants for the development, retention and training of employees in firms locating or expanding their workforces in Maryland.

**Partnership for Workforce Quality (PWQ):** Provides 50/50 matching funds for manufacturing and technology companies with fewer than 500 employees in Maryland to invest in modernization. PWQ's three goals are to improve business competitiveness and worker productivity, upgrade worker skills for new technologies and production processes and promote employment stability.

### MARYLAND STATE DEPARTMENT OF EDUCATION (MSDE)

**Adult Education and Literacy Services:** Provides funding to local programs for adult education and literacy services (including GED instruction) to improve the education and basic skill level of adults to prepare them for employment and self-sufficiency.

**Career and Technology Education (CTE):** Provides leadership, coordination and technical assistance to local school systems and community colleges for the development and improvement of Career and Technology Education programs, which promote quality career preparation and lifelong learning for Marylanders.

**Correctional Education:** Provides skill training and education to inmates in Maryland prisons.

**Department of Rehabilitation Services (DORS):** Provides an array of services such as training, employment assistance and assistive technologies to individuals with a physical or mental impairment that presents a substantial impediment to employment.

### MARYLAND HIGHER EDUCATION COMMISSION (MHEC)

**Community Colleges:** State support for community colleges, includes state aid to community colleges known as Cade funds and unrestricted grants.

**Public Colleges and Universities:** Undergraduate and graduate education at 13 public universities and colleges. Public universities include 11 institutions in the University System of Maryland, Morgan State University and St. Mary's College of Maryland. State funding includes general funds and contracts.

**Private Career Schools:** Offers job preparatory and career training by 150 privately-owned postsecondary schools. State financial aid is provided through the Tolbert Memorial Grant Program to students of private career schools.

**Non-Public Colleges and Universities:** Undergraduate and graduate education at 27 non-public colleges and universities. State support is provided through the Joseph A. Sellinger Program to 17 of these institutions.

***(Appendix 5 Cont.)***

**Student Financial Assistance and Institutional Grants:** Provides financial aid to undergraduate/graduate students so that they can attend college. There are currently more than 20 existing state financial aid programs. Several programs are designed to attract graduate and undergraduate students into workforce shortage areas. Grants to graduate students, higher education institutions and regional centers are designed with different objectives, but all enhance higher education in Maryland.

***DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)***

**Community Development Block Grant (CDBG):** Provides competitive federal HUD funds through DHCD to local governments in non-urban areas for eligible housing, public infrastructure, public facilities and economic development activities. Economic development activities (25% of the funds) must involve the employment of mostly low and moderate-income persons. These are generally used for loans to businesses for startup or expansion or for infrastructure grants.

**Community Services Block Grant (CSBG):** Provides general operating support to Community Action Agencies across the state that serve people at or below 125% of federal poverty guidelines. Agencies provide a variety of services, including employment services, all designed to assist the customer in becoming self-sufficient.

***DEPARTMENT OF HUMAN RESOURCES (DHR)***

**Food Stamp Employment and Training (FSET) and Able-Bodied Adults Without Dependent Children (ABAWD):** Provides training and employment services to qualified food stamp recipients and ABAWD customers.

**Child Care/Purchase of Care:** Provides vouchers for childcare to low-income families to enable them to achieve and maintain economic self-sufficiency.

**Family Investment Administration:** Provides employment and training assistance as an integral element of serving Maryland citizens through the federal Temporary Assistance to Needy Families (TANF) program. This program, administered by local departments of social services, serves eligible families who are in financial need. Provides access to other support services, such as child care and Medicaid.

**The Maryland Fatherhood Initiative Grant Program:** Provides a variety of services to fathers including parenting skills instruction, education, employment development, and counseling.

**Job Access/Reverse Commute (JARC):** Creates or expands transportation opportunities for current and former Temporary Cash Assistance (TCA) recipients and other low-income workers.

***DEPARTMENT OF LABOR, LICENSING AND REGULATION (DLLR)***

**Maryland Apprenticeship and Training Program:** Brings together employers and organized labor to develop apprenticeship programs. Apprentices typically earn 50% of the wage for fully-qualified workers.

**Employment Service/Job Service:** Provides a variety of self-services, facilitated self-help services, and staff assisted services to secure employment. The program is designed to assist all employers seeking employees and people seeking employment.

**Veterans Services:** Provides employment services to all veterans, including veterans with service-connected disabilities. Such services include employability and job development, job placement assistance, vocational guidance, training services, referral to supportive services and case management.

*(Appendix 5 Cont.)*

**Labor Market Information:** Provides a wide range of workforce and labor market information that facilitates career decisions, job search, economic development and planning for education and human resources. Users are varied and include, but are not limited to, workforce investment area directors, and their staffs, employers and educators, as well as economic development organizations and the Governor's Workforce Investment Board.

**Maryland Business Works:** Supports existing Maryland businesses in the retention and growth of their workforce. It encourages the promotion and creation of additional job opportunities and improves worker retention by increasing the skill level of the existing workforce.

**Metrotech:** Provides assistance to D.C. metropolitan/Baltimore area employers seeking to fill technology positions in the information technology (IT) and the biotechnology fields. Metrotech seeks to upgrade the skills of IT and biotech professionals who have recently been laid off from their jobs through no fault of their own.

**Trade Adjustment Assistance (TAA) Services:** Provides job training, out-of-state job search assistance, relocation assistance and travel allowance for training to displaced manufacturing workers where the layoff or plant closure is caused by foreign competition.

**Unemployment Insurance:** Provides financial benefits to workers unemployed through no fault of their own. The program is primarily funded through employer and employee contributions. The state determines employer tax rates and collects taxes to fund the benefit outlays.

**Work Opportunity Tax Credit/ Welfare to Work Tax Credit:** Provides resources to local workforce investment areas to provide long-term TANF (Temporary Assistance to Needy Families) recipients and non-custodial parents with job placement services, transitional employment, and other support services they need to make the successful progression into long-term unsubsidized employment.

**Work Not Welfare Tax Credit - the Employment Opportunity Credit (EOC):** Assists welfare recipients in securing employment. It provides a financial incentive in the form of state income tax credits for employers who hire these individuals.

**Workforce Investment Act (WIA) Title I:** Assists adults, youth 14-21 years of age and dislocated workers to obtain employment services, assessment, employment assistance, and skills training. Program services are administered through 12 Workforce Investment Areas via One-Stop centers that offer citizens and employers access to publicly funded workforce services. Note: Adult Education, Wagner- Peysner, Perkins Act and Rehabilitation Services are also included in other WIA titles.

*DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES (DPSCS)*

**Maryland Re-entry Partnership (REP) Initiative, the Serious and Violent Offender Reentry Initiative (SVORI) and the Edward Byrne Memorial Grant Program:** Provides transitional services to adult male offenders who are preparing to return to targeted zip codes in Baltimore City. Services include substance abuse treatment, job training, education and life skills.

**Offender Workforce Development Specialist:** Works with Department of Public Safety and Correctional Services in partnership with the Maryland State Department of Education and the Governor's Advisory Council on Offender Employment and Coordination to help workforce professionals at the state and local levels.

**Governor's Workforce Investment Board**  
**1100 North Eutaw Street, Room 108**  
**Baltimore, MD 21201**  
**410-767-2408**  
**[www.mdworkforce.com](http://www.mdworkforce.com)**