Present:

Adenike Akintola (Clay Pots)

Ellen Craven (Paul’s Place)

Kanika Feaster (Humanim)

Cindy McCabe (St Peter’s Adult Learning Center)

Joanne Nathans (Job Opportunities Task Force)

Lou Packett (Franklin Square)

Alissa Pallow (St Peter’s Adult Learning Center)

Lisa Rawlings (UMB/SWP)

Michael Seipp (SWP)

Roland Selby (Year Up)

Elizabeth Weber (SWP)

**Employer Survey (Joanne Nathans)**: The employer survey is completed, with a smaller number of employers interviewed than expected. It was difficult to get in contact with many employers, and many expressed that they had previously been surveyed by the School of Social Work (SSW) and hadn’t seen much in the way of results. Joanne is going to follow up with the SSW to see if they would be willing to share their results.

Despite the small number of employers surveyed the group learned enough to keep very busy with follow ups.

The employers differed in size and number, but common themes and needs emerged, including:

1. The high rate of turnover in lower wage scale positions was a problem for many employers
2. Counseling and mentoring of employees to minimize turnover was needed and would be welcome
3. Specific skill set training for in-demand positions would be helpful
4. For small businesses to stay competitive it would be beneficial if there was a working capital fund created and for area businesses, and set asides or incentives were established to support government entities contracting with locally owned businesses.
5. Businesses were interested in learning about ways in which they and their employees could contribute back to the community.

The Southwest Partnership will send a thank you letter to the employers, and follow up with them about specific needs.

**Humanim/1 Baltimore 4 Jobs (Kanika Feaster)**: Humanim is one of the training programs which received funding through the recent 1 Baltimore 4 Jobs grant. The Southwest Partnership is one of the community partners for the program working to recruit participants.

Humanim’s training program is for Administrative Assistants and Certified Medical Administrative Assistants and is in partnership with Baltimore City anchor institutions, including UMB, Johns Hopkins University and Medical, and the University of Baltimore.

There will be three training cohorts: two for the Administrative Assistant track (beginning in January and August) and one for the Certified Medical Administrative Assistant track beginning in May. The Certified Medical Administrative Assistant (CMAA) training will be held at the UMB Community Engagement Center (1 N. Poppleton).

The Administrative Assistant tracks will be 8 weeks, while the CMAA training will be 12 weeks. All training include soft skills at Humanim’s offices on the east side, as well as Microsoft Office training downtown. Training is free, but a stiped in not provided.

Participants need to have a high school or GED, be between the ages 18 and 29, the ability to pass a drug screen and background check, have 10th grade reading and 8th grade math, and be able to attend a 2 day recruitment event.

**Year Up** **(Roland Selby)**: Year Up is a national program, located in Baltimore at Baltimore City Community College. It is intended to close the opportunity gap by providing young people with meaningful and gainful real world internships in the tech sector.

Admission to the program is through BCCC’s admission process--everyone who is accepted to BCCC is also a candidate for Year Up.

Students go through a six week learning and development program and have a six month internship. They receive stipends and the goal is that they will be employed by their employer when the internship is completed.

98% of the students in Year Up are Pell Grant eligible, and so the program is free for them. 75-80% of students are full time students or employed when the program is over.

Year Up is looking to expand to 80 students a semester. If there are four-five interested candidates in the SWP area they would be interested in holding review sessions for the placement tests.

**Provider Survey** **(Adenike Akintola)**: In order to meet the goal of placing 250 residents in area jobs, it is important for the members of the Roundtable to understand the capacity of area workforce programs. The first step will be an initial e-survey which will provide context for a follow-up, in depth conversation.

Because the survey will only be given to members of the Roundtable, it will be easier to follow up with those who don’t complete it.

The Roundtable reviewed the proposed questions, and Elizabeth will follow up with the team to work on formatting and sending it out. The survey will be completed by the next Roundtable meeting, on January 15th.

**Filling Training Slots:** The Roundtable needs to figure out whether they have the capacity to fill available job training slots, and the best way to do that so that area residents have all the support they need in applying. As a first step, the Southwest Partnership will send a chart of all of the training programs who have partnered with the SWP as part of 1 Baltimore 4 Jobs, including how many slots are available, their start months, and requirements.

The next Workforce Roundtable will be **January 15th** at **3pm.**