



Serving as the Workforce Development Board for the Lower Shore of Maryland

Steering Committee Meeting Minutes
Lower Shore American Job Center, Wicomico Room
October 15, 2019
1:30 – 3:30 p.m.

Attendance: Shelly Brown, Jason Cunha, Paula Erdie, Walt Maizel, Tony Nichols, Dione Shaw, Pattie Tingle, Rebecca Webster.

Jason Cunha, WDB Vice-Chair, called the meeting to order at 1:35 p.m. A quorum was present. The Vice-Chair asked for a motion to approve the August 19, 2019, Steering Committee minutes as submitted.

MOTION: Walt Maizel moved to approve the minutes. Pattie Tingle seconded motion. The motion was unanimously approved.

Old Business

One Stop Operator RFP Selection – The Workforce Director provided an update. At the September 11th Board meeting, the WDB voted to allow the Steering Committee to select the One Stop Operator at the conclusion of the procurement process rather than waiting until the next Board meeting to make the decision. Three proposals were received and reviewed. None of the proposals met the requirements as outlined in the RFP. After a lengthy discussion by the Steering Committee, it was decided that none of the proposals are acceptable. **MOTION:** Walt Maizel moved that that 1) the Workforce Director justify actions to the Department of Labor to not select one of the respondents, 2) to take precautions with the next procurement so that LSWA can respond, and 3) write a letter from the Chair to the Governor’s Workforce Development Board regarding the hardship of this requirement. Tony Nichols seconded the motion. The motion was unanimously approved.

Youth Contracts – At the September 11th Board meeting, the Steering Committee made recommendations for the Out-of-School Sub-Grantee selection. After much discussion, the WDB agreed with the Steering Committee recommendations. The Workforce Director gave a brief review of the actual proposals and the negotiated contracts. All contracts have been finalized and funding has been awarded.

Recap of Board Meeting –The following Board meeting agenda items were not addressed due to time constraints:

- Recap Eastern Shore Business Summit
- Vacancy Announcements
 - Call for nominations: Chair and Vice-Chair (Election at December meeting)
 - Youth Standing Committee Chair
 - Adult Education Rotation
 - Business Seats
- Discussion: Strategic Planning Date

The call for nominations will be done by mail in advance of the December meeting.

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Strategic Planning Discussion – The group discussed how to go about establishing goals and becoming an engaged and active board. After a lengthy discussion, the committee consensus was that education is the first and most important part of changing the way the board currently operates. Jason suggested meeting Board members within their counties to talk about their roles and responsibilities as a Board member; a cohesive picture is needed. He also said that this would be an opportunity to invite the County Commissioners and educate them as well. After meeting with members throughout the counties, the December 11th Board meeting would be the opportune place to present a summation.

The Workforce Director agreed to reach out to Board members within the same County to schedule a date and time to present an educational piece on the Lower Workforce Development Board.

Adjourn: A motion was made to adjourn the meeting. Adjourned at 3:40 p.m.

Respectfully submitted,

Dione Shaw
Operations Coordinator

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