



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

**Steering Committee Meeting Minutes
Lower Shore American Job Center, Wicomico Room
November 19, 2019
1:30 – 3:30 p.m.**

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

Absent: Tony Nichols

Jason Cunha, WDB Vice-Chair, called the meeting to order at 1:33 p.m. Due to a few members being delayed, the Workforce Director began the meeting with Old Business.

Old Business

One Stop Operator: In order to comply with the operator requirements and to meet the most basic contractor needs, the Workforce Director briefly reviewed the role of the One Stop Operator and asked the Steering Committee to approve a scope of work that concentrates on facilitation of the partners' meetings, the business services meetings, and the partner cross-training events rather than the longer wish-list in the last two RFP's. The current scope of work was discussed with a goal of dividing up the remaining duties amongst the AJC partners. The Steering Committee agreed that the Workforce Director should pursue hiring someone to do the smaller scope of work discussed.

Call for Nominations: The Workforce Director referred to the call for nominations. Election for officers will be held at the December 11th Board meeting. Correspondence was sent to the board on November 13th asking for nominations. As of today, there has been no responses. The current Chair has agreed to serve another year, if elected. The Vice-Chair nomination must be a business member and the Youth Standing Committee Chair is open to any member of the board. Jason nominated Rebecca Maldonado for a position on the Steering Committee and Walt nominated Tim Howlett for Vice-Chair. Shelly said that Denean Jones-Ward is a potential candidate for the Youth Standing Committee Chair. The Workforce Director will reach out to all three. Jason volunteered to remain on the Steering Committee until a replacement has been found. Walt volunteered to serve on the YSC, if needed, but cannot serve on both committees. The Workforce Director said that she has met with an individual to fill the Wicomico County vacancy and will be requesting that TCC send a letter to the Wicomico County Executive's Office requesting the appointment.

New Business

Special Projects - Computer Resource Lab and Wicomico County Free Library: Adults and dislocated workers who receive services funded under WIOA Title I other than self-service or information-only activities must be registered and must be a participant. The Workforce Director was recently notified by Department of Labor that if WIOA funds are used to support these special projects, we will have to enroll these individuals as WIOA participants and count them in our performance measures. A lengthy discussion ensued. **MOTION**: Walt Maizel moved to terminate both Memoranda of Understanding as of December 31, 2019. Jason Cunha seconded the motion. Paula Erdie opposed. The motion was tabled. The Workforce Director will prepare a corrective action plan, from a compliance perspective, and present it at the December board meeting.

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Youth Standing Committee Strategic Plan

- Overview and Results: The Workforce Director talked about the differences in the Youth Standing Committee and the Youth Advisory Committee. At the recent Strategic Planning sessions, the focus was on committee membership, structure and action plans.
- In-School Youth: The Youth Standing Committee is revisiting the idea of funding in-school youth. The Workforce Director said that this is an option, but there are concerns regarding if we could actively serve both in-school and out-of-school youth effectively. The definition of an ISY and OSY was reviewed. Background information was given as to why the Board previously decided not to fund ISY. The PY19 Youth Budget was reviewed. Twenty-five percent of the current funding reflects \$108,000 that could be used to serve ISY. More information is needed from the potential sub-grantees to determine what that would look like.

A quorum was present, but due to time constraints the October 15, 2019, Steering Committee minutes were not approved. They will be submitted for approval at the January meeting.

Adjourn: A motion was made to adjourn the meeting. Adjourned at 3:17 p.m.

Respectfully submitted,

Dione Shaw
Operations Coordinator

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