



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

**Steering Committee Meeting Minutes
Lower Shore American Job Center, Wicomico Room
February 26, 2020
2:30 – 4:30 p.m.**

Attendance: Shelly Brown, Walt Maizel, Tony Nichols, Dione Shaw, and Rebecca Webster

Absent: Jason Cunha, Paula Erdie, and Pattie Tingle

Tony Nichols, WDB Chairman, called the meeting to order at 2:30 p.m. Since a quorum was not present, the Workforce Director said that the October 15, 2019, and the November 19, 2019, Steering Committee minutes will be placed on the April agenda for approval.

Old Business

Special Projects Update - The Workforce Director reminded the committee that at the December Board meeting, a motion to terminate both Memoranda of Understanding was unanimously approved.

- Computer Resource Lab (CRL) – The Workforce Director said a letter was sent to Ruth Baker, Dean of Continuing Education and Workforce Development, to serve as written notice that we must terminate our agreement effective January 31, 2020. There is some good news to report; the Department of Social Services has contributed funding through June 30th.
- Wicomico County Free Library – The Workforce Director said a letter was sent to Ashley Teagle, Executive Director, to serve as written notice that we must terminate our agreement effective January 31, 2020. The Library will continue to seek funding.

The Workforce Director said both letters clearly stated that this decision was based entirely on compliance with WIOA and not on performance under the MOU or any other aspect of the services or relationships.

Board Business Member Meetings – As discussed at the December Board meeting, the Workforce Director said that an email was sent to the business members of the Board requesting a convenient date, time, and location for a smaller group meeting. The purpose of the meetings is to discuss best practices of Workforce Development Boards and to identify areas that “they” as Board members would like to see results. The response was minimal. The Workforce Director will choose a date, time and place, within the three counties, resend the email, and hope for a favorable outcome.

Budget Status - The Workforce Director gave a presentation showing actual expenditures through December 31st for the Adult/Dislocated and Youth programs. A discussion ensued.

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New Business

Youth

- Youth Committee “Coffee and Conversation” Events – The Workforce Director said that the first event was held yesterday at the Acorn Market in Salisbury, and it was very well-attended. The event was used as a recruitment tool for new memberships on the Youth and Advisory Committees. Stakeholders who work with youth were asked to share ideas and identify gaps in services and collaborate efforts to support youth in the community. The next event will be held at On What Grounds? in Berlin, and the final event will be held at Squeaky’s Café in Princess Anne. We look forward to creating new community partnerships.
- Recent Monitoring Visits – The Workforce Director said program monitoring and fiscal compliance monitoring are requirements under law. LSWA is responsible for program monitoring of the youth providers; therefore, LSWA staff review participant files to ensure compliance with WIOA law and LSWA policies. Tri-County Council is responsible for fiscal compliance monitoring. TCC staff review financial records for accuracy and compliance. Three Youth sub-recipients were awarded funding with an October 1st start date. PY18 and PY19 quarterly monitoring reports are almost complete. The outcomes have mostly been positive with a few struggles along the way.

2020 Meeting Schedule – The Workforce Director asked should we revisit the idea of changing the Steering Committee meeting days and times? The committee decided that the next meeting will be held on Monday, April 6 at 1:30 p.m. at the American Job Center. Future dates will be discussed at that time. The Workforce Director reminded the committee that a Board Vice-Chair is still needed; as well as, two business members on the Steering Committee.

Adjourn: A motion was made to adjourn the meeting. Adjourned at 4:00 p.m.

Respectfully submitted,

Dione Shaw
Operations Coordinator

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