



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

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

Attendance: Shelly Brown, Jason Cunha, Tony Nichols, Dione Shaw, Pattie Tingle, Rebecca Webster, and Helen Young.

Absent: Paula Erdie and Walter Maizel

Tony Nichols, WDB Chairman, called the meeting to order at 1:31 p.m. A quorum was present. The Chairman asked for a motion to approve the June 3, 2019, Steering Committee minutes as submitted.

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

Introduction: Helen Young, Youth Program Manager

Old Business

Out-of-School Youth Proposals - The Review Committee recommends funding three of the four organizations. The Workforce Director said that since there was not a quorum at the August Youth Standing Committee meeting, this recommendation is based on the four proposals that were received and the Review Committee scoring rubrics. A proposal review summary was provided and after a lengthy discussion, the Steering Committee amended the Review Committee recommendation to balance the number of participants being proposed. **MOTION:** Jason Cunha moved to accept the recommendations. Pattie Tingle seconded the motion. The motion was unanimously approved.

New Business

Officer Positions:

- Vacant - Chairman, Youth Standing Committee. Due to additional work obligations, Jason Cunha has requested to be replaced.
- Vacant – Vice-Chair, Workforce Development Board. Jason has also to be replaced
- Tony Nichols, the current WDB Chairman, is seeking re-election to a second one-year term.

WDB Membership and Compliance - A Membership Reference sheet was provided to show the state of vacancies.

- Somerset County – one vacancy, Worcester County – one vacancy, and Wicomico County – seeking a replacement. Due to scheduling conflicts, member is not able to attend meetings.
- Worcester County Reappointment - Jason's term expires in September. Since he has requested to remain a member of the Board, the Workforce Director will request his reappointment from the Worcester County Commissioners for another four-year term.

Steering Committee Membership - Due to terms expiring, the Steering Committee is seeking two Board member representatives from the private sector.

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The Workforce Director will email the Board regarding all vacancies prior to the September meeting.

Adult Education - The local area Adult Education providers rotate on the board every two years. Currently, Heather Necessary represents Somerset County Adult Education and her term expires in December. The Workforce Director will request the Tri-County Council for the Lower Eastern Shore of Maryland to appoint Denean Jones-Ward, Wor-Wic Community College, to the WDB for Wicomico County Adult Education representation.

Wagner-Peyser - The Workforce Director said Greg Eberts has retired. The Department of Labor is conducting interviews this week.

Vehicles for Change - Vehicles for Change is a non-profit organization providing the tools necessary to achieve financial stability for families through car donations and reentry internship programs. Interns receive Automotive Service Excellence (ASE) classroom training as well as hands-on training under the supervision of a master mechanic. There is some progress toward bringing the program to Salisbury. The Workforce Director said that she will email the annual reports to everyone, but at this time, this training is not on the ETPL list.

September 11th Board Agenda – The Workforce Director gave a synopsis of the “draft” agenda. Due to time restraints, it was recommended to move the Summer Youth Employment Program presentation to the end of the agenda.

Director’s Report -

August 8	Eastern Shore Business Summit	Salisbury University
August 14	Wicomico County Summer Youth Celebration – Career, Research, Education & Work (CREW)	Wor-Wic Community College
August 14-17	Maryland Association of Counties (MACo)	Roland E. Powell Convention Center
August 14	Tiffany Robinson, Secretary, Maryland Department of Labor	American Job Center
August 14	Senator James Rosapepe	American Job Center
September 17-19	Raising the Bar Conference (RTB)	Turf Valley Resort
February 20, 2020	Junior Achievement of the Eastern Shore Event – JA Inspire	Roland E. Powell Convention Center

Open Discussion: Steering Committee meeting date changes: (time & location remain the same)
 Tuesday, October 15th and Tuesday, November 19th

Adjourn: A motion was made to adjourn the meeting. Adjourned at 3:00 p.m.

Respectfully submitted,

Dione Shaw
 Operations Coordinator

Approved October 15, 2019

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