



## LOWER SHORE WORKFORCE ALLIANCE

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

The quarterly meeting of the Lower Shore Workforce Development Board was held on Wednesday, September 11, 2019, at 11:00 a.m. at the Lower Shore American Job Center, Salisbury, MD.

**Members present:** Ruth Baker, Nick Caruso, Jason Cunha, Paula Erdie, Walter Maizel, Jena Paquin, Melanie Pursel, Jennifer Shahan, Danny Thompson, and Pattie Tingle.

**Absent:** Mike Corbin, Bo Duke, Katarina Ennerfelt, Joey Gardner, Michelle Garigliano, Tim Howlett, Rebecca Maldonado, Freddy Mitchell, Heather Necessary, Tony Nichols, Mitzi Scott, and Nelson Sheppard.

**Staff present:** Shannon Alexander, Shelly Brown, Kim Dykes, Bob Hendricks, Dione Shaw, Rebecca Stack, Becca Webster, and Helen Young.

Jason Cunha, WDB Co-chairman, called the meeting to order at 11:07 a.m. Jason thanked everyone for attending; however, there was not a quorum.

**Guest Introductions:** The Workforce Director introduced: Lloyd Day, Director of Workforce Development, Maryland Department of Labor, Dave Harner, Supervisor of Special Programs, Wicomico County Public Schools, Denean Jones-Ward, Adult Education Administrator, Wor-Wic Community College, Kenneth Lemberg, Deputy Director, Governor's Workforce Development Board, Maryland Department of Labor, Gregory Padgham, Executive Director, Tri-County Council, Angela Paris, Coordinator of Instruction for Worcester County Public Schools, Francisco Vega, Acting Job Service Supervisor, Maryland Department of Labor, and Jeff Wootten, Employment Coach & Dropout Prevention Counselor, Worcester County Public Schools.

**Staff Introduction:** The Workforce Director introduced Helen Young as LSWA's new Youth Program Manager. Helen gave a brief summary of her background.

**Announcements:** Heather Necessary has served a two-year term on the Board representing Title II Adult Education and Literacy. Her term will end in December. The Workforce Director will request that Tri-County Council appoint Denean Jones-Ward, Adult Education Administrator, Wor-Wic Community College for the upcoming two-year term. Lloyd Day announced that Francisco Vega was selected to fill the vacant Labor Exchange Administrator position. Francisco's start date is effective September 25<sup>th</sup>. The Workforce Director will request that Tri-County Council appoint Francisco to the Board representing Wagner-Peyser.

The first item on the agenda was the Consent Agenda. The Co-chairman asked for a motion to approve the Consent Agenda as submitted. **MOTION:** Danny Thompson moved to approve the Consent Agenda. Jennifer Shahan seconded motion. The motion was unanimously approved.

**Presentation: Benchmarks of Success for Maryland's Workforce System** – Kenneth Lemberg, Deputy Director, Governor's Workforce Development Board. The Benchmarks of Success for Maryland's Workforce System is a shared vision for Maryland's workforce system. Multiple workforce partner agencies collaborate beyond organization-level missions to make a system-side commitment to put customers at the heart of decision making. Mr. Lemberg began the presentation with session objectives: 1) vision, goals, and structure of the Benchmarks of Success initiative, 2) how the Benchmarks are being

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used to enhance Maryland's workforce system, 3) the committee structure that supports the Benchmarks implementation, and 4) the deliverables produced and goals accomplished to date. He spoke about five strategic goals: 1) maximize access to employment, 2) maximize access to/use of skills and credentialing, 3) maximize access to/use of life management skills, 4) eliminate barriers to employment, and 5) strengthen and enhance the effectiveness and efficiency of Maryland's workforce systems. Mr. Lemberg thanked the Board for giving him the opportunity to speak about the Benchmarks of Success for Maryland's Workforce System. For more information, he encouraged the Board to visit the Department of Labor website <http://www.labor.maryland.gov/employment/wioasuccess.shtml>.

Time was allocated for the Board to ask questions.

After a brief recess for lunch, the meeting resumed.

### **Old Business**

**Mobile Procurement:** The Workforce Director provided a brief update. Tab 3 in the WDB packet reflects the final design of the selected vehicle. A contract has been signed with Farber Specialty Vehicles for a 27' mobile unit which will contain seven workstations. The vehicle came in under budget and a deposit has been paid. The expected delivery date is March 2020.

**One Stop Operator Procurement:** The Workforce Director provided a brief update. The two-year contract with the Tri-County Council for the Lower Eastern Shore of Maryland (TCC) ended June 30<sup>th</sup>. Due to insufficient responses to the RFP, the July 1<sup>st</sup> start date was not possible. DLLR approved LSWA to act as the One-Stop Operator through December 2019 while working towards re-issuing an adjusted RFP and selecting a longer term operator. The proposed timeline was reviewed. The second RFP is currently posted. In order to be considered for the contract beginning November 1<sup>st</sup>, proposals must be received by October 11<sup>th</sup>. Since the next WDB meeting is not held until December 11<sup>th</sup>, a motion is needed from the Board granting the Steering Committee permission to review the proposals and to choose a new One Stop Operator for a November 1<sup>st</sup> start date. **MOTION:** Jason Cunha moved to approve the request. Ruth Baker seconded motion. The motion was unanimously approved.

**Out-of-School Youth Sub-Grantee Selection:** Since Jennifer Shahan's organization submitted a proposal, she recused herself from the room. The Workforce Director said that four proposals were received. Proposals were evaluated, assessed and rated by a review committee based on the criteria outlined in the RFP. The recommendations of the review committee were provided to the Youth Standing Committee. As there was no quorum, the recommendations were brought to the Steering Committee for approval. The Steering Committee revised the recommendations to present to the Board. Tab 3 in the WDB packet shows an overview of the proposals.

The Workforce Director gave a summary of the Steering Committee recommendations:

1. Bidder #1 is requesting \$98,278.20 to serve 18-24 participants in all three counties. The Steering Committee recommends offering an additional \$25,000 during negotiations.

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2. **Bidder #2** is requesting \$250,000 to serve 30 participants in all three counties. The Steering Committee recommends reducing the requested amount to \$183,333. The number of participants should be reduced to 20 and services should only be offered in Somerset and Wicomico counties.
3. **Bidder #3** is requesting \$150,000 to serve 30 participants in Worcester County only. The Steering Committee recommends to fully fund the requested amount.
4. **Bidder #4** is requesting \$250,000 to serve 31 participants in all three counties. The Steering Committee considers them to be a high risk and recommends not funding them.

**MOTION:** Danny Thompson moved to approve the Steering Committee recommendations. Walt Maizel seconded motion. The motion was unanimously approved.

**New Business:** Due to time constraints, new business was deferred to the December agenda.

**Summer Youth Employment Program (SYEP):** The Workforce Director said that the Summer Youth Employment Programs are funded with two state grants; Summer Youth Connections and Rural Maryland Prosperity Investment Fund. Each program creates partnerships with local businesses and non-profits to provide work experience opportunities for area youth.

### **SYEP Presentations:**

Dave Harner, Wicomico County Public Schools – Dave gave a brief summary: 44 students were hired, and all students were identified as low income per federal FARM status. Several students were also English-language learners. The students worked with partners 20 hrs./week and attended class 5 hrs./week. All students were enrolled in a business “soft skills” course that included career exploration, financial literacy and other workforce development skills/knowledge. Twelve students that participated for the second year earned a high school “completer.” All students are required to earn a completer to graduate high school; either two years of a foreign language, two years in a Career Technology Education (Vo-Tech) program or a business completer. Participating community partners included: Wicomico Public Library, Habitat Restore, Salisbury University, Wor-Wic Community College, Wicomico Public Schools Food Service & Facilities, HOPE Kitchen and Thrift Shop, Holly Center, and the Salvation Army. Students worked as cooks, warehouse workers, retail, groundkeepers, one worked in SU Archives, and several assisted in children’s programs/camps.

Jeff Wootten, Worcester County Public Schools – Jeff also gave a brief summary: 60 students were hired. In partnership with Department of Natural Resources, 33 of students worked at the two state parks in Worcester County; Assateague and Pocomoke State Park. Students worked on park projects and learned about ecology and recreational outdoor activities. The remaining 27 students were placed in various locations in Berlin, Snow Hill, and Pocomoke; working at nonprofits, government buildings, school offices and maintenance departments for local for-profit businesses. Students worked as: maintenance workers, receptionist, document imaging clerks, camp counselors, museum exhibit assistants, animal/reptile caretakers, and food service workers. Overall, students learn important soft skills through bi-weekly evaluations assessed by their workplace supervisor. Skill areas include: attendance, punctuality, appearance, initiative, quality of work, communication, and response to supervision and teamwork. In addition, site visits by the job coach are done daily to reinforce these soft skills as needed, and to answer any questions the student might have.

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Time was allocated for the Board to ask questions.

The Co-chairman thanked all three presenters for their insightful presentations.

**Adjourn:** A motion was made to adjourn the meeting at 1:15 p.m.

Respectfully submitted,  
Dione Shaw  
Operations Coordinator

Approved December 11, 2019

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