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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, December 11, 2019, at 11:00 a.m. at the Delmarva Discovery Center, Pocomoke City, MD.

**Members present:** Ruth Baker, Nick Caruso, Mike Corbin, Bo Duke, Paula Erdie, Joey Gardner, Tim Howlett, Denean Jones-Ward, Walter Maizel, Rebecca Maldonado, Tony Nichols, Melanie Pursel, Jennifer Shahan, Nelson Sheppard, Pattie Tingle and Francisco Vega.

**Absent:** Jason Cunha, Michele Garigliano, Freddy Mitchell, Jena Paquin, Mitzi Scott and Danny Thompson.

**Staff present:** Shelly Brown, Bob Hendricks, Dione Shaw, Becca Webster and Helen Young.

**Guests:** Heather Mahler, Program Director, Community Foundation of the Eastern Shore, and Claire Otterbein, Community Impact Manager, United Way of the Lower Eastern Shore. Anna Moorhead attended as the DORS Representative.

Tony Nichols, WDB Chairman, called the meeting to order at 11:07 a.m. A quorum was present. He thanked everyone for attending.

The Chairman introduced Stacey Weisner, President & CEO, Delmarva Discovery Museum. She thanked the board for the opportunity to showcase the Museum. Stacy gave background information and stated that the Museum serves as a source of learning and discovery for the public through the preservation and interpretation of its cultural and natural heritage. They are also collaborating with local schools, civic organizations, and area museums to enhance the visitor's experience at the Center. Tours were offered at the end of the meeting.

The first item on the agenda was the Consent Agenda. The Chairman asked for a motion to approve the Consent Agenda as submitted. **MOTION:** Walter Maizel moved to approve the Consent Agenda. Pattie Tingle seconded motion. The motion was unanimously approved.

**Announcements:** The Workforce Director introduced two new board members: Denean Jones-Ward, Adult Education Administrator, Wor-Wic Community College, and Francisco Vega, Labor Exchange Administrator, Maryland Department of Labor.

**Presentation:** Strengthening Communities: The Impact of the Nonprofit Sector on Maryland's Lower Eastern Shore. Presenters: Heather Mahler, Program Director, Community Foundation of the Eastern Shore, and Claire Otterbein, Community Impact Manager, United Way of the Lower Eastern Shore. The Community Foundation and United Way presented the Lower Shore Nonprofit Impact Study. This project partnered these two co-funders with Maryland Nonprofits, BEACON, United Way, the Salisbury Area Chamber of Commerce, Tri-County Council, Worcester Economic Development and the Greater Salisbury Committee to create the new impact study of the local nonprofit sector. An Executive Summary handout was provided. Today's presentation, and presentations to the community, focus on the quick statistics highlighted on the executive summary. The study details quality of life indicators for the Lower Shore, along with nonprofit feedback and economic data which demonstrates the strength and efficiency of the sector.

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Time was allocated for the board to ask questions. The Chairman thanked Heather and Claire for their insightful presentation.

After a brief recess for lunch, the meeting resumed.

### **Old Business**

Election of Officers: The Workforce Director said that correspondence was sent to the board on November 13<sup>th</sup> requesting vacancy nominations. No nominations were received.

- Board Chair (Business Member): The Workforce Director gave a brief description of the responsibilities and asked for nominations from the floor; there were none. The Workforce Director said that Tony Nichols has agreed to serve a second term and is requesting a motion to approve a two-year term. **MOTION:** Joey Gardner moved to approve a two-year term for Tony Nichols as the WDB Chair. Nick Caruso seconded motion. The motion was unanimously approved.
- Board Vice-Chair (Business Member): The Workforce Director gave a brief description of the responsibilities and asked for nominations from the floor; there were none. At this time, the Vice-Chair position remains vacant. Tony encouraged the board to think about their skill set and ways in which they can help guide the organization. If anyone is interested in assuming this role, let's talk.
- Youth Committee Chair (Any Member): The Workforce Director gave a brief description of the responsibilities and asked for nominations from the floor. Denean Jones-Ward volunteered. The Workforce Director said that there have been many conversations with Denean regarding the position. Denean may be new to our board; however, she has served as a member of the Youth Committee for quite some time. The Chair requested a motion to approve the nomination. **MOTION:** Walt Maizel moved to approve Denean Jones-Ward as the Youth Committee Chair. Rebecca Maldonado seconded motion. The motion was unanimously approved.

Youth Strategic Planning Update: The Workforce Director said that the Youth Standing Committee has met to evaluate the status and work of the committee. During the first meeting, the committee identified challenges and areas to explore further, and the second meeting the identified topics were discussed in detail:

- Committee Structure: 1) Consistent meeting schedule established for 2020; 2) Recruitment of additional members will start with "meet and greet" events in each county; and 3) Orientation and on-boarding protocols were created.
- Program Delivery: 1) Analysis of Out-of-School and In-School percentages; 2) Considered different ways to provide services/structure the sub-grants; 3) A networking event is scheduled for December 12<sup>th</sup> for all three PY19 sub-recipients.
- Advisory Committee: Survey is to be sent to collect information in order to re-structure and re-purpose the committee.

Action steps were developed for each of these items, including the consideration of reinstating In-School Youth services.

In-School Youth: The Youth Committee recommends serving both In-School and Out-of-School Youth. The Workforce Director talked about the ISY program and the 14 elements needed. The primary deciding

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factor to change to 100% OSY was due to limited funding. However, an overview of the Youth funding shows that there has been allocation increases each year for the last three years. Even if the trend does not continue or there is a decrease in funding, both programs are sustainable. The maximum amount of funding allowed for ISY is 25%. A motion is needed from the board to approve the Youth Committee recommendation. **MOTION:** Joey Gardner moved to reinstate ISY funding. Tim Howlett seconded motion. The motion was unanimously approved.

Board Strategic Planning Next Steps: The Workforce Director spoke about the functions of the Local Workforce Development Board. During the October Steering Committee meeting, the group discussed how to establish goals for an engaged and active board. The committee consensus was that education is the first and most important part of changing the way the board currently operates. The Workforce Director said that she will 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.

One Stop Operator: The Workforce Director summarize the status of the One Stop Operator. The second RFP has closed and only three proposals were received. The RFP Review Committee met on October 15<sup>th</sup> and they were unable to select either proposal based on the quality of the responses. The Steering Committee met and they agreed that the proposals were not sufficient. It was decided that the Workforce Director will pursue Request for Quotes for a narrower scope of work. LSWA will continue to provide other services for the One Stop Operator.

## **New Business**

### Special Projects:

1. Computer Resource Lab (CRL) – American Job Center
  - Provides self-paced computer skills program for individuals with an American Job Center partner referral. It includes basic skills in Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, working with databases and Internet exploration, basic computer literacy assessments, keyboarding training and resume assistance.
  - \$44,490.00 (\$35,686 Staff, \$5,700 supplies, \$3,104 Administration)
2. Job Search Center – Wicomico County Public Library
  - Provides public access points with computer workstations specifically identified for Job Search Center activities. Offers one-on-one assistance to job seekers (including but not limited to basic computer use, resume writing, application assistance, interview preparation, creating email accounts, and assistance with post-employment paperwork), conduct job-seeker workshops, host one or more job fairs, and participate in area job fairs hosted by external partners. Funds are used to staff the library Job Search Center with part-time employees to provide these services.
  - \$39,628.00 (\$37,228 Staff, \$2,400 supplies, etc.)

WIOA title I formula funds allocated to local areas for adults and dislocated workers must be used to provide career and training services through the one-stop delivery system. (20 CFR 680.140) On the individual level, funds can be used to provide individuals with self-service and informational-only activities without entering into performance. However, individuals receiving services beyond self-service or informational-only must be registered and must become participants in the program. (20 CFR 680.110)

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## LOWER SHORE WORKFORCE ALLIANCE

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Significant regulation exists regarding performance definitions and requirements, most importantly "Reportable Individual" vs "Participant." The following options were discussed: 1) How can services be delivered in a way that is compliant without the individual becoming a participant (provide self-service only)? 2) What does it look like if we continue to provide services and the individual becomes a participant? 3) Does it make sense to eliminate the programs? A lengthy discussion ensued. **MOTION:** Walter Maizel moved to terminate both Memoranda of Understanding. Joey Gardner seconded the motion. Ruth Baker and Denean Jones-Ward recused themselves from the vote. The motion was unanimously approved.

**Adjourn:** A motion was made to adjourn the meeting at 1:03 p.m.

Respectfully submitted,  
Dione Shaw  
Operations Coordinator

Approved March 11, 2020

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