



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, March 11, 2020, at 11:00 a.m. at Somerset County Technical High School, Westover, MD.

Members present: Ruth Baker, Nick Caruso, Bo Duke, Paula Erdie, Michele Garigliano, Tim Howlett, Denean Jones-Ward, Walter Maizel, Tony Nichols, Jena Paquin, Danny Thompson and Francisco Vega.

Absent: Mike Corbin, Jason Cunha, Joey Gardner, Rebecca Maldonado, Freddy Mitchell, Melanie Pursel, Mitzi Scott, Jennifer Shahan, Nelson Sheppard and Pattie Tingle.

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

Tony Nichols, WDB Chairman, called the meeting to order at 11:13 a.m. A quorum was present. He thanked everyone for attending.

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

Guest Introduction: The Workforce Director introduced Whitney Palmer. Whitney is the Practice Manager at Berlin Animal Hospital. The business has been owned and operated by her family since 1985 and she has been in this role since 2011. An invitation was extended to Whitney to attend today's meeting as a potential new board member.

Announcements:

- The Workforce Director began by announcing that the Worcester County Commissioners have named Melanie Pursel as the new Tourism director. We wish Melanie great success on her new journey.
- LSWA has hired an additional part-time Intake Coordinator to work in the afternoons. This allows the in-take office to be open and available to customers the entire day.
- Both a Youth program and an Adult program WIOA participant success story were shared.
- A flyer for the upcoming Women & Minority Business Resource Expo was shared. Please feel free to share this information with your colleagues.

While waiting on Mr. O'Neal's arrival, the Chairman took the opportunity to briefly speak about the board composition. To have a full board, we need five business members from each county. Currently, each county has at least one vacancy. He encouraged the board to call on other business owners within their community. Have those individuals call the chair or the Workforce Director so that we can offer to meet with them and discuss the functions of this board. The ultimate goal is to fill all the board vacancies.

The Chairman introduced Mr. Keith O'Neal, Principal, Somerset County Technical High School. Mr. O'Neal welcomed the board to the new Somerset County Technical High School. He highlighted several interesting facts about the \$42 million building, such as it being built to the highest Leadership in Energy and Environmental Design (LEED) green building rating and an ego-friendly vegetated roof. Principal O'Neal also described the 14 different CTE programs offered to high school students across Somerset

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County. There are currently 198 students with next year's goal to reach 225 students. Mr. O'Neal is seeking to add to the evening adult education classes by providing technical skills in combination with the adult education courses. After the meeting, Mr. O'Neal offered a tour to anyone interested. For anyone who could not take a tour, just call the school to schedule a convenient day and time.

Time was allotted for the board to ask questions.

The Chairman thanked Mr. O'Neal for taking time out of his busy day to talk with the board and allowing us to conduct our meeting at this beautiful facility.

Before breaking for lunch, the Chairman announced that under the direction of Mr. James Washington, today's lunch was prepared by students from the Culinary Arts program.

After a brief recess, the meeting resumed.

Presentation Workforce Development Boards: The Workforce Director said that minimal response was received regarding the email sent to the business members of the Board requesting a day and time for a smaller meeting within their counties. Today's presentation is to have an open forum to discuss Best Practices of Workforce Development Boards and to identify areas where Board members would like to see results. The Workforce Director began the presentation with a short overview of 1. Compliance 2. WIOA list of Board responsibilities, 3. the current status of the board, 4. Best Practices of Workforce Development Boards, 5. Suggested areas of the local plan where the Board may want to opt to play a larger role, and 5. Goal Setting. The Workforce Director asked the board: "how do you feel about how our board operates?, what would you like to see more of at the meetings?, are there particular areas of our work that you are concerned about?, are you interested in a strategic planning session?" At this time, a question and answer session were provided. The Board provided great ideas and suggestions for the Chairman and Workforce Director to review and discuss in order to provide more opportunities to engage Board members.

Old Business

Special Projects Status:

- Computer Resource Lab – The Workforce Director said that the Computer Resource Lab (CRL) located at the American Job Center is still serving customers. The CRL received funding via the Partner Resource Sharing Agreement from the Department of Social Services to continue services.
- Wicomico County Free Library – The Workforce Director said that the Library is still serving customers through their Job Search Center and is still seeking funding to continue with these services.

Youth Committee Recruitment: The Workforce Director updated the Board on the "Coffee and Conversation" events which took place in February and March. One event was held at a local coffee house in each county and all three events were well attended. The purpose of these events was to provide information about the Lower Shore Workforce Alliance Youth Program Committees and to engage

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community members in a conversation on how providers can share their expertise for at-risk youth. Youth Advisory Committee will host an additional networking event on June 4th; more details to follow.

Vacancies: The Workforce Director reiterated that the Vice-Chair position is still vacant, and this position must be a business member of the Board. There is still one vacancy within each county for business representation, and two business seats are still vacant on the Steering Committee. Again, we encourage you to call on other business owners within your community. We will be happy to talk with them and discuss the functions of this board.

Adjourn: A motion was made to adjourn the meeting at 1:01 p.m.

Respectfully submitted,
Dione Shaw
Operations Coordinator

Approved June 10, 2020

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