



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

Steering Committee Meeting Minutes

August 20, 2020

10:30 am – 12:00 pm

Hosted via GoToMeeting teleconference service

Attendance: Shelly Brown, Jason Cunha, Paula Erdie, Tony Nichols, Dione Shaw, Pattie Tingle, and Rebecca Webster

Absent: Walt Maizel

Tony Nichols, WDB Chairman, called the meeting to order at 10:36 a.m. He thanked everyone for participating in today's teleconference. A quorum was present. The Chairman asked for a motion to approve the October 15, 2019, November 19, 2019, and the February 26, 2020, Steering Committee minutes as submitted. **MOTION:** Pattie Tingle moved to approve the minutes. Jason Cunha seconded motion. The motion was unanimously approved.

The Workforce Director continued with a roll call and asked if there were any objections to this meeting being recorded; there were no objections.

Voting Items - Due to a committee member leaving the meeting early, the Workforce Director modified the agenda and began the meeting with the voting items:

1. Policy Approval: Electronic Signatures and Virtual Enrollment - The Workforce Director provided a written "draft" for the committee to review. **MOTION:** Paula Erdie moved to approve the Virtual and Electronic Business policy as submitted. Pattie Tingle seconded motion. The motion was unanimously approved.
2. Youth Committee: Alicia Dennis is a current member of the Youth Committee and she has agreed to serve another two-year term, if approved by the Steering Committee. Also, an appointment is needed from the Steering Committee for a new recruit, Michelle Bradley, Director of the Local Management Board. Bios were provided for review. **MOTION:** Pattie Tingle moved to approve both the reappointment of Alicia Dennis and the appointment of Michelle Bradley. Jason Cunha seconded motion. The motion was unanimously approved.

Board Vacancies - The Workforce Director provided an update:

- Worcester County Business Members: The Worcester County Commissioners recently appointed Ivy Wells, Director of Economic and Community Development for the Town of Berlin to fill the vacant seat. Also a letter has been sent to the Commissioners requesting the appointment of Whitney Palmer, Practice Manager, Berlin Animal Hospital, to replace Melanie Pursel. Walt Maizel's term ends in September, and he has agreed to continue to serve on the board, therefore, we are requesting his reappointment. These actions will fulfill Worcester County seats at this time.
- Somerset County Business Members: There is still one vacancy, and a letter will be sent to the Commissioners to remind them that we are still waiting for an appointment.
- Wicomico County Business Members: There is still one vacancy. A request was sent to the Wicomico County Executive Office requesting the appointment of Roger Martinsen. This request

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was denied due to his residency in Delaware. The Workforce Director responded to the Executive's Office stating that this isn't accurate and to please reconsider; Mr. Martinsen lives in Salisbury. There still has been no response and due to the current status of County Executive Office, this will be probably be delayed even longer. Another point of discussion is board absenteeism. Mitzi Scott, PRMC, has only attended one out of the last seven meetings. How do we as a committee want to handle this? A discussion ensued. In agreement, the committee said to ask Wicomico County to replace Mitzi Scott and to reconsider the appointment of Roger Martinsen.

Steering Committee Vacancies -The Workforce Director provided an update:

- Vacancies – Two Business Members – Tim Howlett from Somerset County has shown an interest in joining this committee. The WDB Chairman said that he will reach out to Mr. Howett.

The Workforce Director reminded the committee that the WDB Vice-Chair is still vacant. Jason is no longer able to serve as the Vice-Chair, and Tony Nichols' second term as WDB Chair ends in December. Also, Denean Jones-Ward who is the current Youth Committee Chair has declined a second term. She would like to remain on the Youth Committee, but not as the Chair. There's a lot of work to be done with filling these positions. The Chairman and the Workforce Director will setup a luncheon meeting to brainstorm some ideas for going forward with nominations.

Final Expenditures - A handout of final expenditures was provided and reviewed. The Workforce Director talked about new funds and the carry-over funds. The carryover is extreme, partially due to six months of no activity. LSWA staff has been out-of-the office since March, and Wor-Wic Community College classes ended in March. WIOA funding is for two years, so we have this year to spend it, but now there is new funding. And the unknown is, "how long will we be at reduced capacity?" The Workforce Director isn't too concerned with Adult funds, but as always the Dislocated Worker funds are a challenge. The biggest concern with Youth is the sub recipients ability to interact and serve customers to actually spend the funds. A discussion ensued.

PY19 Q4 Performance – The Workforce Director provided and reviewed the most recent performance report, which is also the year-end report. We failed two measures:

1. Employment Rate Quarter 4 for Dislocated Workers – These are people who went through our training program and were employed an entire year. The goal is 76% and we are at 66%. The reason for this is because we only had six people in the measure and only four were successful. The resolution is that more people are needed in the measure.
2. Credential Attainment for Youth – This is a new measure under WIOA. Subrecipients are told that 20% of their expenditures needs to be spent on work experience, therefore, most participants are being placed in work experience and not occupation skills training. The Workforce Director said that the vision of WIOA is for this to be happening concurrently. We are currently working with subrecipients and providing guidance.

Diversity, Equity and Inclusion – The Workforce Director asked the committee if there is an interest in some type of discussion or training on this topic with the board. The Chairman said that given the current climate of the United States, we have to do it. The Workforce Director will work on finding a consultant to present at the December Board meeting.

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Revised Enrollment Processes – The Workforce Director said that through technology, we have figured out how to enroll customers in training; remotely.

The flow for the Adult and Dislocated Worker customers has not changed, but the manner in which we interact with the customer has changed.

- Intake procedures are now done by phone and forms are sent through secure email (Delivery Slip).
- Basic skills assessment are still being done in person, however, social distancing is practiced and masks are required.
- The enrollment interview is via phone and documents requiring signatures are sent through secure email (Delivery Slip).

The Youth enrollment is being done via Youth providers.

September Board Meeting Planning – At the June Board meeting, the Workforce Director spoke about the Organizational Overview of WIOA funds and the Lower Shore Workforce Development Area. The September meeting will be a continuation “Part II” of the previous presentation.

A motion was made to adjourn the meeting. Adjourned at 11:50 a.m.

Respectfully submitted,

Dione Shaw
Operations Coordinator

Approved October 13, 2020

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