



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

Steering Committee Meeting Minutes

October 13, 2020

1:30 pm – 3:30 pm

Hosted via GoToMeeting teleconference service

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

Tony Nichols, WDB Chairman, called the meeting to order at 1:30 p.m. He thanked everyone for participating in today's teleconference. A quorum was present. The Chairman asked for a motion to approve the August 20, 2020, Steering Committee minutes. **MOTION:** A motion was made by Walt Maizel to approve the minutes as submitted. The motion was unanimously approved. The Workforce Director proceeded with roll call.

Old Business

Diversity, Equity, and Inclusion Planning: The Workforce Director asked the committee for guidance on this topic. GWIB will be holding a presentation on this topic for local WDB Chairs and Vice Chairs next week. The Committee advised the Director to proceed with identifying a speaker for the December Board meeting.

Youth Programs:

- Youth Program Manager – The Workforce Director said that LSWA is hiring a Youth Program Manager and the position has been posted.
- Committee Reappointments – The Workforce Director said that the Youth Committee members are appointed by the Steering Committee, and the membership is for two years. She requested that Heather Mahler and Dave Harner be reappointed to third terms and that Denean Jones-Ward be reappointed to a second term. Denean is requesting to remain on the Youth Committee, but is resigning from her role as Chair. Since the Chair must be a member of the Board, the Deputy Workforce Director will reach out to Denean and see if she will reconsider. **MOTION:** Jason Cunha moved to approve all three reappointments to the Youth Committee. Walt Maizel seconded motion. The motion was unanimously approved. The reappointments will be placed on the December 9th Board Agenda for confirmation.
- Status of Committees – There are two Youth Committees. The Workforce Director said that, at this time, the Youth Committee consists of six members. Each person on the committee has value, but ten members would be ideal. A discussion ensued. The Youth Advisory Committee is a larger networking committee. This committee does not have

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any voting or administrative responsibilities related to the Board. It's an opportunity to make connections and get feedback from the community about local youth programs. At the beginning of the year, we were working to increase interest and membership on this committee. And then, COVID happened and everything stalled. The Youth Committee felt that the Advisory Committee has a role, particularly now during COVID, and decided to move forward with a "virtual kickoff" meeting. The Deputy Workforce Director said that on September 24, 2020, the Youth Committee held the "kickoff meeting" for the Youth Advisory Committee. 107 people were invited and 39 people participated on the call. Topics for discussion included: 1) Current challenges/problems still being faced in trying to serve youth during the pandemic, 2) Long-term planning or contingency action plans in the event of COVID-19 spikes, 3) How is your organization doing business? In-person, remotely/virtual, or maybe hybrid, 4) How are you marketing to let people know you are still open for business and responsive to customer needs, and 5) What are you doing for self-care during the pandemic? A discussion ensued. The next meeting is scheduled for December 3rd. Since we aren't sure as to why some people didn't attend the first meeting, we will send invitations to the same 107 people. Overall, this virtual meeting was a great success. The Deputy Director requested time to speak about both committees at the December Board meeting.

- PY20 OSY Programs – The Workforce Director reminded the group that the current providers were selected for a three-year period with contract negotiations every year. The negotiation piece is done for this year; however, we are still working on contracts. We received notification from Worcester Youth and Family Counseling Services that due to COVID and delays in providing services, they wished not to engage for a second year. Telamon is requesting \$350,000 to serve 27 customers, and the Grace Center is requesting \$297,000 to serve 30 customers. A discussion ensued.
- In-School Youth – The Workforce Director reminded the committee that in December 2019, the WDB approved to return to funding In-School Youth, and again due to the pandemic this was derailed. The Youth Committee previously discussed sending a Request for Information to stakeholders. Since we have control on the way the program is developed, their feedback would be helpful when designing a program. This topic will be revisited at the November 9th Youth Committee meeting.
- Youth Strategic Plan – The Workforce Director said that the Youth Standing Committee created the Youth Strategic Plan to supplement the Local Plan. A brief update was provided.

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New Business

Workforce Development Board Guidelines – The Workforce Director asked the committee for recommendations. The current Guidelines state that the “terms of office will be one year with the possibility of re-election to a second one year term, not to exceed two years.” The committee discussed revising the Guidelines allowing terms to last two years. The Workforce Director will present draft changes at the November Steering Committee meeting for discussion and approval. Once finalized, we will request policy approval at the December 9th Board meeting.

Lower Shore Workforce Alliance Local Plan – The Workforce Director said it’s time to review/revise the current four-year plan (2016-2020). A brief update was provided. The Local Plan is due March 1st.

2021 Steering Committee Meeting Dates: The Workforce Director asked, “do the dates and times need to be changed?” A discussion ensued. There was a consensus that the dates and times would remain the same. The third Thursday of every month at 1:30 p.m. with exception for the months with a Board meeting.

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

Respectfully submitted,

Dione Shaw
Operations Coordinator

Approved November 17, 2020

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