



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

Steering Committee Meeting Minutes October 18, 2018 1:30 – 3:30 p.m.

Attendance: Ruth Baker, Jason Cunha, Greg Eberts, Walt Maizel, Tony Nichols, Dione Shaw, and Rebecca Webster

Absent: Shelly Brown

Walt Maizel called the meeting to order at 1:33 p.m.

Board Administration:

1. **Workforce Development Guidelines** - At the August 30th Steering Committee meeting, guideline changes were proposed. Becca provided the updated draft. The Committee reviewed and discussed changes/additions to each section. Per the Steering Committee recommendations, Becca will make the additional changes and provide a second draft. The updated guidelines will be emailed to the committee members. Once a final draft is completed, they will be presented to the WDB for approval.
2. **Steering Committee Guidelines** – The Committee as a whole agreed that the placement/layout of the content is incomprehensible. Becca will make changes to the layout. As with the board guidelines, the committee made recommendations. The updated guidelines will be emailed to the committee members. Once a final draft is completed, they will be presented to the WDB for approval.
3. **Membership Status** – Board Composition requires five business members from each county. Becca gave a quick review of the current status. There are three vacancies in Somerset County. The Commissioners for Somerset County have reappointed Joey Gardner for another four-year term; however, Jerry Barbierri submitted his resignation letter stating that he doesn't have the time to commit to the Board. With Geoff Failla's term expiring in September, Worcester County now has two vacancies. The Wicomico County's Executive Office has appointed Mitzi Scott, Vice President of People at Peninsula Regional Medical Center to fill the Wicomico County vacancy. At yesterday's Wicomico County Council meeting, Tony's membership was on the agenda for reappointment. The Committee did a thorough review of each member's status. The intent is to get the business community to the table to talk about workforce and some members on the Board are not representing their industry. Becca suggested contacting all three Counties and request time to speak at an upcoming meeting to educate them on who we are and what we do. This will be an opportunity to help them understand what's required by WIOA to fill WDB vacancies and to help us with recruitment and retention.
4. **Vice-Chair Vacancy** – Becca said that Walt fulfilled his two-year term as Chair at the September meeting. Tony's term, as the Chair, will be confirmed at the December meeting. Terms of office are for one year with the possibility of re-election to a second one-year term, but not to exceed two years. There was a call for nominations at the September meeting. Since no nominations have been received, Becca will send out a reminder email. During this discussion, Jason Cunha was nominated for Vice-Chair and he accepted. The Steering Committee will move

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forward with a nomination to appoint Jason at the December 12th meeting and any other nominations received by the set deadline.

5. **Steering Committee Membership** – The Board Chair, Vice-Chair and Immediate Past Chair are automatically voting members of the Steering Committee. The committee is composed of 1) the officers, 2) two board member representatives from the private sector, and 3) two board member representatives from the public sector. Becca said the public sector terms for Greg and Ruth have expired and now that Tony is Vice-Chair, the committee has a private sector vacancy. The committee reviewed and discussed the current vacancies. Greg will call Danny Thompson and ask if he's interested in accepting a nomination for one of the public sector vacancies. Becca's email to the Board requesting Vice-Chair nominations will also include a request for Steering Committee nominations; stating two members from the public sector and one member from the private sector are needed. She will also remind them that, if interested, any Board member is welcome to participate in the Youth Standing Committee.

6. **Open Meetings Act** – Maryland's Open Meetings Act is a statute that requires many State and local public bodies to hold their meetings in public, to give the public adequate notice of those meetings, and to allow the public to inspect meetings minutes. The Act permits public bodies to discuss some topics confidentially. The Act's goals are to increase the public's faith in government, ensure the accountability of government to the public, and enhance the public's ability to participate effectively in our democracy. The Compliance Checklist for Meetings Subject to the Maryland Open Meetings Act and the Statutory Authority to Close Session were provided for review. The Committee discussed the Maryland's Open Meetings Act and agreed that there are times when a closed session is necessary.

The meeting was adjourned at 3:30 p.m.

Respectfully submitted,
Dione Shaw
Operations Coordinator

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