



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, June 14, 2017, at 11:00 a.m. at the One-Stop Job Market/AJC, Salisbury, MD.

Members present: Charles Bagley, Ruth Baker, Jason Cunha, Greg Eberts, Erik Emely, Katarina Ennerfelt, Paula Erdie, Geoffrey Failla, Stephen Franklin, Walter Maizel, Freddy Mitchell, Angela Paris, Rosa Rodriguez (proxy for Jennifer Shahan), Michelle Stewart, Danny Thompson, Pattie Tingle, and Donna Weaver.

Absent: Jerry Barbierrri, Christopher Eccleston, Joey Gardner, Tony Nichols, Joy Strand and Maria Waller.

Staff present: Becca Webster, Shannon Alexander, Bob Hendricks, Jennifer Joynes, Ivonne Lomax, and Dione Shaw.

Guests in Attendance: Mindie Burgoyne, Sr. Business Development Representative, MD Department of Commerce, Rosa Rodriguez, Operations Coordinator, Telamon Corporation, Susan Stevenson, ESL Specialist, Telamon Corporation and Jeremy Tyler, Manager, One-Stop Café.

Walt Maizel, WDB Chairman, called the meeting to order at 11:00 a.m. The first item on the agenda was the Consent Agenda. Walt asked for a motion to approve the Consent Agenda as submitted. **MOTION:** Pattie Tingle moved to approve the Consent Agenda. Angela Paris seconded motion. The motion was unanimously approved.

Walt welcomed the new **Wicomico County Board Member, Katarina Ennerfelt**. Katarina is the CEO of Toroid Corporation and Arcon Welding. She is a member of the Governor's Workforce Development Board, an active member of the Salisbury Chamber of Commerce, on the Board for the Eastern Shore Manufacturing Council, member of Salisbury Wicomico Economic Development, and is also serving on the Wicomico County CEDS Committee.

Ruth Baker told the board that Katarina has been the visionary and partner for the welding training that we've been doing for the past few years. This training is designed to provide the entry level welder with the skills necessary to secure employment in the welding industry. WIOA funded participants have completed the training and are successfully employed.

Food and Service Training Program (FAST): Rosa Rodriguez began by saying that the FAST Program is designed to empower individuals to self-sufficiency as they complete a 12-week full-time training program. During training, participants will receive wrap-around support services with learning materials, travel expenses, uniforms, etc. Jeremy Tyler described his role with participants as they experience hands-on food service training in the One-Stop Café and Susan Stevenson described her role providing job readiness and educational support including English as a Second Language. Rosa said that upon successful completion of the program they will provide local employers with quality, trained employees for job placement opportunities.

Two of Telamon's FAST program students spoke to the Board regarding their journeys. Time was allocated for the Board to ask questions.

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Old Business:

Regional Plan: Becca began by saying that the Regional Plan is located in Tab 3 of the WDB packet. She gave a brief review of the plan and asked if there were questions. Since there were no questions, she requested a motion to accept the Regional Plan as written. Becca told the Board that the plan was being presented before the Governor's Workforce Development Board (GWDB) today for approval as well.

MOTION: Donna Weaver moved to approve the Regional Plan as written. Geoff Failla seconded motion. The motion was unanimously approved.

New Business:

One Stop Operator Procurement: Becca referred the Board to the Procurement Overview for the One Stop Operator also in Tab 3. Becca reminded everyone that part of the formal procurement process is for the reviewers (Steering Committee) to review the proposals and to complete a scoring rubric for each proposal. The Rural Maryland Foundation received six responses to the RFP. At the May 11th Steering Committee meeting, the proposals were reviewed and discussed and three were eliminated. Becca shared the reasons for those eliminations. After review of the other three proposals, the Steering Committee felt that additional information was needed from them to move forward with the evaluation process. Therefore, questions were composed and sent to The Rural Maryland Foundation for distribution. Once the additional information was received, Becca emailed the responses to the Steering Committee to review. A conference call was conducted to discuss the responses and after much deliberation, the Steering Committee's recommendation for the One Stop Operator is KRA. A discussion ensued. **MOTION:** Danny Thompson moved to approve the One Stop Operator recommendation. Greg Eberts seconded motion. The motion was unanimously approved.

After a brief recess for lunch, the meeting resumed.

Walt began the second half of the meeting with recognitions:

- **Chris Eccleston**, President, Delmarva Veteran Builders, was presented the Bright Lights Award for Innovation and Entrepreneurship.
- **Ruth Baker**, Dean of Continuing Education and Workforce Development was recognized in the Metropolitan Magazine featuring Women in Business.
- **Ivonne Lomax**, Youth Program Coordinator, participated with Salisbury Mayor, Jake Day, in the Door-to-Door Community Outreach.
- **Bob Hendricks**, Mobile One-Stop Specialist, participated in a career expo held by the State of Maryland Department of Public Safety and Corrections Services. Approximately 80 people completed online applications prior to testing and interviews.

Out-of-School Youth Procurement: Since Telamon and Shore Up! Inc. applied for the Out-of-School Grant, Rosa Rodriguez and Freddy Mitchell left the meeting. Becca reminded the Board of the review process which included a bidder's conference this year. The bidder's conference was designed to give interested and eligible vendors the chance to ask questions regarding the Out-of-School RFP. Becca referred the Board to the Procurement Overview for the Out-of-School Youth Program in Tab 3. This year's Evaluation Committee consisted of three members from the community engaged with Youth programs. Three proposals were received and reviewed and one was selected to be recommended for

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funding. Both Youth Standing and Steering Committees reviewed the recommendation and agreed to present for final approval to the Board. Strengths and weaknesses for all three proposals were shared with the Board. A lengthy discussion ensued. **Motion:** Donna Weaver moved to approve the recommendation to fund Telamon as the only vendor at \$250,000.00. Angela Paris seconded the motion. Motion was unanimously approved.

Due to time constraints, the remaining agenda items were tabled to the September 13th WDB meeting.

The meeting was adjourned at 1:10 p.m.

Respectfully submitted,
Dione Shaw
Operations Coordinator

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