



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 28, 2016, at 11:00 a.m. at the Riverside Grill in Pocomoke City, MD.

Members present: Charles Bagley, Peggy Bradford, Jason Cunha, Paula Erdie, Geoffrey Failla, Joey Gardner, Walter Maizel, Toni March, Freddy Mitchell, Tony Nichols, Angela Paris, Micaela Tedford (proxy for Jennifer Shahan), Maria Waller, and Donna Weaver.

Absent: Ruth Baker, Greg Eberts, Christopher Eccleston, Erik Emely, Stephen Franklin, Joy Strand, Danny Thompson, and Deborah Williams.

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

Guests in Attendance: Greg Adams, DLLR Program Monitor, Heather Necessary, Somerset County Schools, Pattie Tingle, MAC, Inc. and Conal Turner, Somerset County Schools.

WDB Chair, Maria Waller, called the meeting to order at 11:15 a.m. She began by asking if anyone would like to remove any item(s) under the consent portion of the agenda. Since there were no objections, and a quorum was present, Maria asked for a motion to approve the Consent Agenda as submitted. **MOTION:** Tony Nichols moved to approve the Consent Agenda. Charles Bagley seconded motion. The motion was unanimously approved.

New Business:

PY16/FY17 Budget Summary Overview:

- As the grant recipient, Tri-County receives 10% of LSWA funding for administrative fees.
- Three funding sources:
 - **Adult and Dislocated** funds are available in separate allocations. The first allocation is available on July 1 (PY - Program Year) and the second allocation becomes available on October 1 (FY – Fiscal Year). This budget reflects the total amount LSWA will receive from both time periods.
 - **Youth** funds are available for the entire year beginning July 1.
- Includes an estimated carry-in from this program year.
- A transfer from Dislocated Funds to Adult Funds. Up to 100% can be transferred from Dislocated to Adult by written request from LSWA to DLLR.
- LSWA Operating Expenditures.
- Program Expenditures.

PY16/FY17 Detailed Budget Overview:

- Adult, Dislocated and Youth funding stream totals.
- Two cost pools: 1) Adult, Dislocated and Youth; 2) Adult/Dislocated; or charge directly to each grant.
- A brief explanation for each line item.

Maria asked for a motion to approve the PY16/FY17 Budget as submitted. **MOTION:** Paula Erdie moved to approve the PY16/FY17 Budget. Freddy Mitchell seconded motion. The motion was unanimously approved.



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PY16 In-School Youth (ISY) Funding: Last year, a decision was made by the Steering Committee to fund Out-of-School (OSY) Youth at 100%. Given the increase in this year's funding, the Steering Committee is recommending 25% (the maximum) be awarded to ISY this year.

PY16 Out-of-School Youth (OSY) Vendor Selection: Current vendors left the room. Three RFP responses were received: 1) SHORE UP!, Inc.; 2) Telamon and 3) potential vendor was eliminated. Based on the proposals and the individual service plans submitted, the Review Committee recommends that Telamon receive 60% funding and SHORE UP!, Inc. receive 40% funding. Both vendors are requesting more money than available; therefore, based on the board's decision, today, we will need to renegotiate the RFPs.

Maria asked for a motion to approve the OSY Vendor Selection as submitted. **MOTION:** Donna Weaver moved to approve the OSY Vendor Selection. Joey Gardner seconded motion. The motion was unanimously approved.

Youth Standing Committee: The previous Youth Standing Committee Chair has resigned. Donna Weaver has volunteered to fill this vacancy.

Maria asked for a motion to approve the Standing Committee Chair as submitted. **MOTION:** Joey Gardner moved to approve the Standing Committee Chair. Freddy Mitchell seconded motion. The motion was unanimously approved.

Workforce Director's Position Update: Becca Webster will become the Acting Director until the position is filled. Tri-County Council (TCC) has posted the position. The hiring committee consists of past chairs: Donna Weaver and Joey Gardner as well as the current Chair, Maria Waller, and co-Chair, Walt Maizel, and Mike Pennington, TCC Executive Director, and TCC Human Resources staff.

After a brief recess for lunch, the meeting resumed.

WIOA Local Plan: Becca will be writing the Local Plan and it's due in September. A description of the Local Board's strategic vision and goals for preparing an educated and skilled workforce has to come directly from the WDB. Volunteers are needed for a sub-committee to help her with this process. The State Plan can be found on the DLLR website, <http://dllr.maryland.gov/>. Tony Nichols volunteered.

Maria asked for a motion to adjourn the meeting. **MOTION:** Joey Gardner moved to adjourn. Tony Nichols seconded motion. The motion was unanimously approved.

Since there was no further business to discuss, the meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Dione Shaw
Operations Coordinator