



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, March 8, 2017, at 11:00 a.m. at The Washington Inn, Princess Anne, MD.

Members present: Charles Bagley, Ruth Baker, Jerry Barbiéri, Jason Cunha, Greg Eberts, Geoffrey Failla, Stephen Franklin, Joey Gardner, Lisa Hartman, Anna Jacobs, Walter Maizel, Freddy Mitchell, Angela Paris, Jennifer Shahan, Joy Strand, Danny Thompson, and Donna Weaver.

Absent: Christopher Eccleston, Erik Emely, Tony Nichols, Pattie Tingle, Maria Waller, and Deborah Williams.

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

Guests in Attendance: Greg Adams, DLLR Program Monitor and Heather Necessary, Somerset County Adult Education.

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

Old Business:

Status of Local Plan Revisions: Becca Webster referred the Board to Tab 3 - Strategy for Completion/How to Accomplish. She reviewed each section and gave the current status of each:

- Section 1 – Regional Analysis – Contracted with BEACON
- Section 2 – Alignment of Workforce System – Make revisions, contact partners
- Section 3 – AJC Delivery System – Make revisions, contact partners
- Section 4 – Adult, Dislocated and Youth – Make revisions internally
- Section 5 – Wagner-Peyser – Make revisions, contact WP partner
- Section 6 – Adult Education – Make revisions, contact Adult Education partners
- Section 7 – Vocational Rehabilitation – No changes required
- Section 8 – TANF – Make revisions, contact TANF partners
- Section 9 – Jobs for Veterans – Language provided by the State
- Section 10 – Fiscal, Performance and Other – Meet with TCC Administration, make revisions internally

Becca said the deadline for the Local Plan to be returned is April 13th.

One-Stop Operator Duties:

Becca began by saying that at the last WDB meeting we talked about what the One-Stop Operator is and why we need to procure a One-Stop Operator. She reminded everyone that WIOA states that the Local Board must competitively select a One-Stop Operator and that person or entity must be in place by July 1st. Our current One-Stop Operator is DLLR. Under WIA, DLLR was grandfathered in; however, WIOA does not allow that. As a Board, we need to decide what will be the responsibilities of a One-Stop Operator. Becca said, that the Steering Committee has reviewed and discussed the current duties of the One-Stop Operator and has provided the WDB with recommendations (Tab 3) for additional duties to be added into the procurement. A discussion ensued. This is a voting item, so the procurement process and the evaluation needs to happen within the next couple of weeks so that the recommendation from the review committee can be voted on at the June 14th Board meeting.



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A draft timeline was provided. Becca talked about the actual process of the procurement and stated that Tri-County Council has asked the Rural Maryland Foundation to be a third/neutral party to facilitate the procurement process. This means that they would: 1) assist in creating the RFP; 2) release the RFP; 3) facilitate the pre-bid meeting; 4) collect the RFP responses and 5) ensure that a dispute resolution mechanism is in place. However, the Board will evaluate the responses and award the contract. Becca said that the neutral party is the firewall between the WDB and bidders. A discussion ensued. The voting request is for the approval of the recommended duties listed.

MOTION: Donna Weaver moved to approve the One-Stop Operator Duties as recommended. Geoff Failla seconded motion. The motion was unanimously approved.

Guest Speaker: Ian Fleming, owner of the Washington Inn, spoke to the Board about some workforce related challenges in the hospitality industry. He addressed issues such as: 1) Image – the industry is stereotyped as low-wage and entry level with little opportunity for advancement; 2) Retention – high turnover is a key challenge; 3) Language Skills – English proficiency is a key challenge. A large number of the hospitality workforce doesn't speak English as their primary language; 3) Soft Skills – difficulty finding workers who possess basic "soft skills", often a prerequisite for success in a customer service-oriented field. He said that he is still hiring at the Inn and it's a challenge. He's looking for some degree of experience in hospitality. He stated that vocational training is needed; also a change of skill set. He told the Board that he's willing to invest in training and he actually has a trainer, but there needs to be a foundation to build upon.

Geoff Failla stated that at a previous meeting, the Board had talked about doing some type of needs assessment to gain information to develop programs for employers that are in need of employees. He asked, Mr. Fleming, what is one method that we could use to approach the business owners in the community to find out what their needs are? We know there are needs out there but without this information from employers, we can't develop the programs. How do we reach them? A discussion ensued. Mr. Fleming suggested a catalyst such as Economic Development. He feels that they should be able to help create a working group who are willing to come together and provide direction.

Mr. Fleming thanked everyone for coming to the Washington Inn and said he hopes that the day is as productive as enjoyable.

After a brief recess for lunch, the meeting resumed.

Walt took this opportunity to extend congratulations from the entire WDB to:

Charles Bagley – WBOC Jefferson Award
Chris Eccleston – The WeHeartSBY Award
Joy Strand – Leadership Maryland Class of 2017

New Business:

Out-of-School Youth RFP Release: Ivonne Lomax stated the purpose of this RFP is to identify service providers for WIOA Out-of-School Youth training and employment services. She gave a brief overview of the RFP timeline. The RFP was released on February 26th and is available for review on the Tri-County Council website at <http://www.lowershore.org>. The bidder's conference is Friday, March 10th at 10:30 a.m. at the One-Stop Job Market/AJC. The bid deadline is Friday, April 7th. Bids will be reviewed by the RFP Review Committee beginning April 10th through May 5th. The Youth Standing Committee will review those recommendations on



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May 10th. Their recommendations will be presented to the Steering Committee on May 11th and the final recommendations will be presented to the WDB on June 14th for approval.

Adult Education: Becca said that Adult Education services are out for proposal through the Maryland Department of Labor, Licensing and Regulation. The RFP and related technical assistance documents are all posted on the DLLR website at <http://www.dllr.maryland.gov/gedmd/aerfp.shtml>. She stated that part of the requirement is that the Local Workforce Boards review the qualified proposals for alignment with the Boards' Local Plan. The WDB will need to review proposals submitted to serve Somerset, Wicomico or Worcester County residents. Proposals are expected Friday, March 10th. Local Boards must submit the results of their review to DLLR by April 26th (45 days to review).

Since the Board does not meet between the review period (March 10th - April 26th), Becca is proposing that the Steering Committee submit the results of the review to DLLR as opposed to having the full board come back together and create the alignment letter.

MOTION: Joey Gardner moved approval for the Steering Committee to submit the results to DLLR. Stephen Franklin seconded motion. The motion was unanimously approved.

The proposals will be emailed to the entire Board. Since the Steering Committee meets on April 13th, board feedback is needed no later than April 12th.

Additional information provided by Becca:

- In addition to our Local Plan there is also a Regional Plan due to DLLR. After working with the Upper Shore Director, Dan McDermott, the first draft is now ready. This will be emailed to the entire Board soon. It will require a vote at the June 14th WDB meeting.
- The Mobile One-Stop Job Market is currently down for repairs. The mobile unit suffered extensive damage to its roof while returning from Diakonia in West Ocean City on January 23, 2017. The roof is covered by a fiberglass skin. Apparently a corner of the fiberglass skin became loose and was caught by the wind which separated it from the front half of the mobile's roof. The mobile was taken for an estimate for repairs and an insurance claim was filed and subsequently approved on February 8, 2017. The work on the mobile was authorized, and the parts were ordered. If all goes well, we expect the mobile to be back in service on March 20th. We are only responsible for the insurance deductible.
- The opening for the Deputy Director has been extended and will close on April 1st.
- Currently working with IT to create a simple email blast (newsletter) that can be sent to board members in between the WDB meetings.
- Tab 5 of the WDB packet now includes **DATES AND TIMES FOR ALL MEETINGS:** 1) Board, 2) Steering Committee, 3) Youth Standing Committee, and 4) Youth Advisory Committee.
- Introduction to Computer Numeric Control (CNC) course to start on March 20th. CNC is the automation of machine tools that are operated by precisely programmed commands encoded on a storage medium. M4Reactor, Wor-Wic Community College and Quality Staffing Services, with funding provided by the United States Department of Agriculture, have formed a partnership to offer this 2 week course.
- Employment Advancement Right Now (EARN) Grants – Under the leadership of Governor Hogan, Kelly M. Schulz, Secretary of the Maryland Department of Labor, EARN Maryland is a business-led initiative, designed with the flexibility to ensure that Maryland's businesses have the talent they need to compete and grow. The program encourages collaboration, investing in Strategic Industry Partnerships comprised of employers, non-profits, higher education, local workforce investment boards, and local governments. The grants are for a maximum of \$150,000 and they are industry focused. They are looking for industries to come together and discuss their needs and how those needs can be filled.



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There are two EARN Grant Opportunities: 1) Existing grant recipients can request additional funding; and 2) an opportunity to apply for new programs.

Wor-Wic Community College has taken the lead by being the grant applicant and recipient for a couple of EARN Grant. We are involved with The Arcon Welding Services Training Center. Welding training is on the Eligible Training Provider List. LSWA committed to ten participants and we have provided nine. Tuition will be paid with WIOA funds for individuals that are placed in the welding class through LSWA. This allows additional EARN funds for other individuals. Becca said that this is a great example of leveraging funds. WWCC has submitted a Letter of Intent for another year of additional funding.

We are the fiscal agent for Sentinal Robotics Solutions. Their EARN Grant is for the Unmanned Aerial Vehicle (UAV). One of the newest trends in law enforcement is the use of unmanned aircraft/aerial systems. Their program model has changed somewhat this time. They will be offering UAS for First Responders.

We are also partnering on a new EARN Grant. We have worked with a construction focus group and identified a need for basic carpentry skills. WWCC applied for that grant and we are partner and convener for that industry group. Great feedback was received from employers as to what the training should look like, what the components should be, and the length of the training. The training location will be at the Worcester Technical High School. This grant will start on May 1st, if received. Becca said that there are lots of things going on in the industry world with concentration on employer led, business focused services.

- Becca encouraged all WDB members to attend the upcoming Board meeting. A quorum is needed for voting items.

The next WDB meeting:

DATE: Wednesday, June 14, 2017

TIME: 11 a.m. – 1 p.m.

PLACE: One-Stop Job Market/AJC

Topics for discussion: 1) FY17 Budget; 2) In-School Youth Funding; 3) One-Stop Operator; and 4) Regional Plan ... just to name a few.

Since there was no further business to discuss, the meeting was adjourned at 1:10 p.m.

Respectfully submitted,
Dione Shaw
Operations Coordinator