



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, December 12, 2018, at 11:00 a.m. at the Ward Museum, Salisbury, MD.

Members present: Charles Bagley, Ruth Baker, Nick Caruso, Jason Cunha, Bo Duke, Greg Eberts, Paula Erdie, Joey Gardner, Michelle Garigliano, Walter Maizel, Rebecca Maldonado, Anna Moorhead (proxy for Jena Paquin), Heather Necessary, Orville Penn (proxy for Freddy Mitchell), Melanie Pursel, Danny Thompson and Pattie Tingle.

Absent: Katarina Ennerfelt, Tony Nichols, Mitzi Scott and Jennifer Shahan.

Staff present: Shannon Alexander, Shelly Brown, Kim Dykes, Bob Hendricks, Ivonne Lomax, Terri Paige, Dione Shaw and Becca Webster.

Guests: Greg Adams, DLLR Program Monitor; Gregory Padgham, Assistant Director, Tri-County Council; Angela Paris, Coordinator of Instruction for Worcester County Public Schools.

Walt Maizel, WDB Chairman, called the meeting to order at 11:00 a.m. A quorum was present. He thanked everyone for attending. The first item on the agenda was the Consent Agenda. Walt asked for a motion to approve the Consent Agenda as submitted. **MOTION:** Ruth Baker moved to approve the Consent Agenda. Rebecca Maldonado seconded motion. The motion was unanimously approved.

Announcements: Becca welcomed Terri Paige to LSWA. Terri has been hired as the part-time Intake Coordinator. This position enables the WIOA Counselors to focus more on case management and follow up. Walt welcomed two new "business" board members: Mitzi Scott, PRMC (Wicomico County) and Melanie Pursel, Greater Ocean City Chamber of Commerce (Worcester County). Due to a previous commitment, Mitzi wasn't able to attend today. Walt announced that Tony Nichols and Joey Gardner have been reappointed to the board, and he thanked them for accepting the reappointments.

Partner Sharing – Walt introduced Patti Tingle, Executive Director, MAC, Inc. MAC has been in the business of helping senior citizens since 1972, and is recognized on the Lower Shore as a trusted and respected source of all things seniors. MAC's mission is to provide programs and services that provide dignity, health and independence for an aging population to senior citizens in Dorchester, Somerset, Wicomico and Worcester counties. Examples of the services provided: Meals on Wheels, Caregiver Support Services; Fitness & Wellness Center; Senior Health Insurance and Medicare Counseling along with Information Assistance for Aging in Place, and services for Veterans.

MAC is the local host of The Senior Community Services Employment Program (SCSEP) – Workforce Development & Adult Learning. This program helps people 55 and older find employment. Goals of this community service and work-based job training program are to help participants gain skills and confidence to obtain employment leading to economic self-sufficiency. This program provides training for low-income, unemployed seniors, working to connect their particular skills and interests with employment needs and opportunities.

The Retired & Senior Volunteers Program (RSVP) has more than 250 volunteers who give more than 30,000 hours annually to local nonprofits and government agencies in the four county area. Membership

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has no restrictions based on income, education, experience, race, gender, or physical disabilities. By becoming a volunteer with RSVP, older adults have an opportunity to donate time, enthusiasm, talents, and expertise to the community and make an impact on the lives of those who need help the most.

Time was allocated for the Board to ask questions.

Old Business – Tab 3

WDB Officer Elections: Excerpt from Board Guidelines: Terms of office will be one year with the possibility of re-election to a second one-year term, but not to exceed two years.

Confirmation of Vice-Chair to Chair: With the current Chair's two-year term ending, the Steering Committee is requesting the confirmation of the Vice-Chair, Tony Nichols, to Chair. **MOTION:** Greg Eberts moved to confirm Tony Nichols as Chair. Ruth Baker seconded the motion. The motion was unanimously approved.

Election of new Vice-Chair: With the vacancy of the Vice-Chair position, the Chair asked for floor nominations; there were none. The Steering Committee was presented with a nomination, Jason Cunha. He has accepted the position, if approved by the Board today. **MOTION:** Danny Thompson moved to approve Jason Cunha as the Vice-Chair. Charles Bagley seconded the motion. The motion was unanimously approved.

Update on Youth Program Contracts:

- **Pregnant or Parenting:** Grace Center for Maternal Health (formerly Shirley Grace Pregnancy Center) \$75,000 – After the last board meeting, the Grace Center for Maternal Health was notified that some sections of their proposal needed clarifications. They have addressed those sections with satisfactory responses. The final award paperwork and Vendor Handbook training have been completed.
- **Out-of-School Youth:** Telamon Corporation \$350,000 - After the last board meeting, Telamon was notified that some sections of their proposal needed clarifications. They have addressed those sections with satisfactory responses. The final award paperwork and Vendor Handbook training have been completed.

The Youth Program Coordinator stated that funding was awarded on October 1st. At this time, the biggest barrier vendors are facing is recruitment and collecting eligibility requirements needed to be considered a participant for the Out-of-School Youth Program. Also, the certification of a participant can be challenging. Since transportation is a barrier, our goal is to certify participants at a location that is convenient for them. We are always looking for available space throughout the counties to complete certifications. Melanie Pursel told the Board that the Greater Ocean City Chamber of Commerce Foundation offers a Workforce Development Scholarship and within the Visitor and Conference Center there is a training and conference room; call for availability when needed.

After a brief recess for lunch, the meeting resumed.

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Update on Mobile Replacement Project: On behalf of the WDB, the Workforce Director wrote a letter to DLLR requesting approval for the purchase of a new mobile unit. The request has been approved, with the understanding that the purchase will follow Lower Shore's Procurement Policy and that the cost will be appropriately allocated to the WIOA Adult and Dislocated Worker cost pools. The expected cost of the new mobile is estimated at \$275,000. Letters of intent have been submitted to the Weinberg Foundation (\$80,000) and the USDA (\$63,000) for grant monies; in addition, there is the LSWA budget line item of \$124,116.25. The Rural Maryland Council awarded \$15,284 to be expended on the old mobile for equipment (generator \$8,000, computers \$7,284). Since the old mobile is out-of-commission, these funds can be reallocated towards the cost of the new mobile. The RFP will be released early January.

New Business – Tab 3

Call for Nominations for Steering Committee Vacancies: The committee is composed of 1) the Board Chair, Vice Chair and immediate past Chair, 2) two Board member representatives from the private sector, and 3) two Board member representatives from the public sector. Due to today's confirmation of Chair (Tony Nichols) and Vice Chair (Jason Cunha), there are two private sector vacancies. Also, due to committee terms expiring, there are two public sector vacancies. The call for nominations is now open. This committee provides an opportunity for Board members to have a period for informal engagement to discuss business leading to the determination of the Board's working agenda. Call or email your nominations to the Workforce Director. The Chair will reach out to the nominees to confirm their interest. Elections will occur at the March 13th Board meeting.

Guidelines Revisions: The Steering Committee has completed a thorough review of the guidelines and the revisions are being presented today for approval by the Board.

- **Workforce Development Board Guidelines:** The Workforce Director summarized the update/changes with the Board. Ruth Baker asked for clarification on the start of the officers' terms. As presented, there would be a gap between the election and term commencement. At the suggestion of Shelly Brown, the guidelines will be revised to reflect that terms begin "upon adjournment" of the election meeting. **MOTION:** Ruth Baker moved to approve the Workforce Development Board Guidelines as presented with the suggested revision "upon adjournment." Nick Caruso seconded the motion. The motion was unanimously approved.
- **Steering Committee Guidelines:** The Workforce Director summarized the update/changes with the Board. Ruth Baker suggested that the last sentence under Election of Members also be revised to reflect "upon adjournment" as suggested under the Board Guidelines. **MOTION:** Danny Thompson moved to approve the Steering Committee Guidelines as presented with the suggested revision "upon adjournment." Nick Caruso seconded the motion. The motion was unanimously approved.

State Guidance for Regional and Local Plans, pursuant to WIOA, must align with the State's vision, as set forth in the State Workforce Plan. While Local and Regional Plans are required every four years, at the end of the first two years of the four-year period, the Local Board, in partnership with the chief elected official(s), must review the Plan and submit modified Plans to ensure conformity with the revised State Plan.

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LOWER SHORE WORKFORCE ALLIANCE

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- Approval of Revised Regional Workforce Plan: The Shore Region Workforce Innovation and Opportunity Act Regional Plan is composed of the Lower Shore and Upper Shore. The Counties that are included in the regional plan are: Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico and Worcester. There have been some slight changes, but no significant changes to the content of the plan. (e.g. updating data using Chmura JobsEQ; share Chmura JobsEQ contact and use of data with the Upper Shore; allowing reciprocal local MOU/RSA relationships; and discussing training vendors outside of Maryland) The Upper Shore Board approved the Plan last week. If approved by the Board, today, it will be finalized for signatures. **MOTION:** Bo Duke moved to approve the revised Regional Workforce Plan as submitted. Heather Necessary seconded the motion. The motion was unanimously approved.
- Local Plan Revisions: Due to time constraints, this item was deferred to the March 13th Board Meeting.

Adjourn: A motion was made to adjourn the meeting. Adjourned at 1:12 p.m.

Respectfully submitted,
Dione Shaw
Operations Coordinator

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