



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, September 12, 2018, at 11:00 a.m. at the Worcester County Library – Berlin Branch, Berlin, MD

Members present: Charles Bagley, Ruth Baker, Nick Caruso, Jason Cunha, Greg Eberts, Paula Erdie, Geoffrey Failla, Michelle Garigliano, Walter Maizel, Rebecca Maldonado, Orville Penn (proxy for Freddy Mitchell), Heather Necessary, Jena Paquin and Jennifer Shahan.

Absent: Jerry Barbierrri, Bo Duke, Katarina Ennerfelt, Stephen Franklin, Joey Gardner, Tony Nichols, Danny Thompson and Pattie Tingle.

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

Guest: Gregory Padgham, Assistant Executive Director, Tri-County Council and Angela Paris, Coordinator of Instruction for Worcester County Public Schools.

Walt Maizel, WDB Chairman, called the meeting to order at 11:06 a.m. He thanked everyone for attending.

Introduction – Walt introduced Rebecca Maldonado, Executive Administrator, Salisbury Wicomico Economic Development. She was appointed by Wicomico County’s Executive Office to fulfill a Wicomico County vacancy. Rebecca looks forward to becoming more involved in the community and thanked everyone for the opportunity to serve on this board.

The first order of business was the Consent Agenda. Walt asked for a motion to approve the Consent Agenda as submitted. **MOTION:** Geoffrey Failla moved to approve the Consent Agenda. Charles Bagley seconded motion. The motion was unanimously approved.

Board Vice-Chair Nominations – Walt said that the Board is still seeking a Vice-Chair. Floor nominations are being accepted. There were none. Walt encouraged the Board to reach out to Tony, or Becca, or himself with nominations. Becca reminded the Board that representation must be from the business sector and that nominations are needed before the December Board meeting. The WDB membership list can be found in Tab 5 of the packet. We are always in need of business members who are willing to be appointed to the Board.

Partner Sharing – Adult Education – Walt introduced the guest speakers: Angela Paris, Coordinator of Instruction for Worcester County Public Schools and Heather Necessary, Adult Education Coordinator, Somerset County Public Schools. Both Angela and Heather gave a PowerPoint presentation about Adult Education Programs in their counties. Time was allocated for the Board to ask questions.

Walt thanked Angela and Heather for their presentations. He said that the partner sharing segment is a valued part of the Board meeting, and a great opportunity for us to learn about each other and what we do.

“Providing workforce policy, planning and oversight for the Lower Shore of Maryland”



LOWER SHORE WORKFORCE ALLIANCE

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

Old Business – Tab 3

PY18 FY19 Budget – The draft budget was approved at the June Board meeting. Becca referred the Board to page 1 which reflects a revised budget. She reviewed the revisions and a summary of changes for funding, sub grant expenses and operating expenses. Some of the revisions included; funding for a part-time intake person for 25 hours per week, services at additional public libraries, a reduction in the expense for the one stop operator and a more accurate reflection of previously estimated expenses based on last year's actual expenditures. The Mobile replacement has been added as a line item (\$124,116.25), but the expense cannot be added until a replacement option is approved.

Mobile One-Stop – Walt told the Board that the Mobile is currently out-of-service. Becca gave an overview of the current condition and pictures showing the rot and decay. Service numbers for regular stops and special events were also provided. After significant research, our request is to replace the Mobile with the new downsized configuration. Two major reasons for downsizing: 1) unless at a major event, the bus is usually not filled to capacity. Bob may see 12 people on the Mobile, but not at one time. Special events are only 10% of our stops so downsizing is not an issue; 2) A smaller Mobile may allow us to participate at other locations, but due to the size of the current Mobile we cannot. Becca said because of the amount of money, preapproval from DLLR is needed. We want to approach DLLR stating that we have the money in our budget, and the support of the board to request approval for this purchase. Other options for funding will be explored. **MOTION:** Ruth Baker moved to approve the PY18 FY19 Budget as submitted with the earmarked item for the Mobile. Geoffrey Failla seconded motion. The motion was unanimously approved.

Youth Vendor Selection

- **PY18 Pregnant or Parenting Young Adults (\$75,000)** – Geoff Failla and Angela Paris recused themselves from the meeting. One of the Youth Strategic Plan initiatives was to have a program that specifically addressed Pregnant or Parenting youth. Becca said that two proposals were received in response to the RFP. She presented the RFP recommendation summary for both proposals. The Youth RFP Review Committee, Youth Standing Committee and the Steering Committee recommend awarding the full amount to Shirley Grace Pregnancy Center. **MOTION:** Nick Caruso moved to approve the Shirley Grace Pregnancy Center recommendation with the caveat that satisfactory responses to several clarifying questions is provided. Heather Necessary seconded the motion. The motion was unanimously approved.

After a brief recess for lunch, the meeting resumed.

New Business – Tab 3

Youth Standing Committee – Several appointments were presented to the Board for approval.

- Heather Mahler, Program Director, Community Foundation of the Eastern Shore
 - Reappointment - extended two-year term.
 - Accepts the Vice Chair role, if approved by the Board today.

"Providing workforce policy, planning and oversight for the Lower Shore of Maryland"



LOWER SHORE WORKFORCE ALLIANCE

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

- Dave Harner, Wicomico Board of Education
 - Reappointment - extended two-year term.
- Tina Williams, Department of Juvenile Services
 - Reappointment - extended two-year term.
- Denean Jones-Ward, Director of Continuing Education and Workforce Development, Wor-Wic Community College
 - New Appointment

MOTION: Michelle Garigliano moved to accept the appointments as presented. Paula Erdie seconded the motion. The motion was unanimously approved. Ruth Baker abstained.

Youth Vendor Selection

- PY18 Out-of-School Youth (\$350,000) – Heather Necessary and Jennifer Shahan recused themselves from the meeting. Becca said that two proposals were received in response to the RFP. She presented the RFP recommendation summary for both proposals. She said that the Youth RFP Review Committee, Youth Standing Committee and the Steering Committee recommend awarding the full amount to Telamon Corporation. **MOTION:** Nick Caruso moved to approve the vendor recommendation with the caveat that satisfactory responses to several clarifying questions is provided. Michelle Garigliano seconded the motion and the motion was unanimously approved.

Open Discussion:

Shelly Brown announced that the American Job Center (AJC) in cooperation with DLLR and several other partners is sponsoring a Reverse Job Fair on Friday, September 28, 2018, at Dove Point, from 1-4 p.m.

Ruth Baker gave updates on WWCC EARN Grants:

- Carpentry Training
- Welding/Fabrication Training

The meeting was adjourned at 1:20 p.m.

Respectfully submitted,
Dione Shaw
Operations Coordinator

"Providing workforce policy, planning and oversight for the Lower Shore of Maryland"

Lower Shore American Job Center ■ 31901 Tri-County Way, Suite 215 ■ Salisbury, MD 21804
Phone: (410) 341-3835 ■ Fax: (410) 341-3735
www.lswa.org