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*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 14, at 12:15 p.m. at the Roland E. Powell Convention Center, Ocean City, MD.

**Members present:** Ruth Baker, Jerry Barbierri, Greg Eberts, Geoffrey Failla, Walter Maizel, Angela Paris, Rosa Rodriguez (proxy for Jennifer Shahan), Joy Strand, and Donna Weaver.

**Members Absent:** Charles Bagley, Jason Cunha, Christopher Eccleston, Erik Emely, Stephen Franklin, Joey Gardner, Paula Erdie, Freddy Mitchell, Tony Nichols, Michelle Stewart, Danny Thompson, 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:** Mike Pennington, Executive Director, Tri-County Council for the Lower Eastern Shore of Maryland, Greg Adams, DLLR Program Monitor and Robert "Bo" Duke, Project Manager, Harrison Group.

WDB Chair, Walt Maizel, called the meeting to order at 12:15 p.m. The meeting proceeded with introductions.

Mike Pennington addressed the WDB regarding the Worcester County Economic Development Summit. Mike acknowledged this meeting as Becca Webster's first board meeting as the new Workforce Director. He congratulated Becca on her new position and he also thanked the WDB Search Committee members for participating in the selection process.

After a brief recess for lunch, the meeting resumed.

Walt asked for a motion to approve the Consent Agenda as submitted. **MOTION:** Angela Paris moved to approve the Consent Agenda. Geoff Failla seconded motion. The motion was unanimously approved.

**Old Business:**

**Youth Program Updates:** Donna Weaver told the board that the Standing Committee Guidelines were submitted and approved at the November 17<sup>th</sup> Steering Committee meeting. She said that the guidelines include the roles and responsibilities for the: 1) Youth Standing Committee, 2) Youth Standing Advisory Committee, and 3) Sub-Committees. These committees consist of business representatives, public officials and organizations that support the youth in the Tri-County area to build an Advisory Committee to assist the board in making decisions on how to spend our youth funds. Ivonne Lomax invited the board to attend the upcoming Youth Standing Committee Meeting on January 5<sup>th</sup>, and the Youth Standing Advisory Committee Meeting on January 12<sup>th</sup> to be held at the American Job Center/One-Stop Job Market. She will be attending the Youth Development Advisory Committee Meeting (YDAC), held by the Greater Salisbury Committee, on January 10<sup>th</sup>.

**PY16/FY17 Funding:** Ivonne spoke about the **In-School Youth Programs (ISY)** – She announced that the funding had been awarded to Wicomico and Somerset County. Each vendor received \$14,250 each and will be recruiting participants ages 14-21. **Out-of School Youth (OSY)** – was awarded to Shore Up, Inc. and Telamon Corporation. Those vendors are recruiting participants ages 16-24 from Somerset, Wicomico and Worcester Counties.



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**Local Plan Update:** Becca said that a revised agenda was provided because we received comments back from the State on the Local Plan. Our Local Plan was reviewed by a team of representatives from the Governor's Workforce Development Board, the Maryland Department of Labor, the Maryland Department of Human Resources, and the Maryland State Department of Education's Division of Rehabilitation Services. A handout of the informal report was provided to the board; we expect the official report within the next two weeks. Becca told the board that anything highlighted in "red" needs attention. The State is requesting that revisions be made and our plan resubmitted within 120 days. She said that we, as a board, need to discuss the comments and form a sub-committee to help with the revision process; specifically defining the strategic goals of the board. Greg Eberts, Angela Paris, Ruth Baker, Geoff Failla, and Donna Weaver volunteered to serve on this sub-committee. It was decided that the first meeting will be held on January 19<sup>th</sup>. Becca suggested, and the board agreed, that the completion date for the revised Local Plan should be March 8<sup>th</sup> which is the next scheduled quarterly WDB meeting.

**New Business:**

**Adult Education Program** – Angela Paris stated that in an effort to have both the board members and the community aware of Adult Education Programs and services in the Tri-County area, she will begin sharing details (attendance, calendars, events, etc.) at the WDB quarterly meetings. Information provided by Wicomico and Worcester County Adult Education can be found in TAB 3 of the packet.

**Performance Negotiations** – Becca told the board that there would no longer be a quarterly performance report, formerly known as the Christmas tree. However, there will be a WIA year-end report. We were given an opportunity to negotiate with the state as to what we wanted our local performance goals to be, if we wanted them to be different than the state goals. She referred to the Program Year 2016 WIOA Negotiated Performance Measures located in Tab 3 of the packet.

Becca also reviewed Compliance and Strategic Planning dates through July 1, 2017:

**Memorandum of Understanding (MOU)** - Becca said that the "draft" MOU has been submitted to the State. The MOU states how all 19 required partners under WIOA are going to cohesively deliver services. The effective date for the MOU is January 1<sup>st</sup>.

**Resource Sharing Agreement (RSA)** - The RSA is to establish the terms and conditions of how services and operating costs of the local workforce system will be funded. The effective date for the RSA is July 1<sup>st</sup>.

**Regional Plan** - This plan is where we are placed into a region with the Upper Shore and it reflects what we are doing with our neighbors. The due date to the State is March 31<sup>st</sup> with an effective date July 1<sup>st</sup>.

**One-Stop Operators and Procurement** - Becca reminded the board that WIOA requires the board to select by competitive bid a One-Stop Operator. Guidance for the local Areas in the procurement of the One-Stop Operator can be found in Tab 3. The guidance states that "At a minimum, the one-stop operator must coordinate the service delivery of required one-stop partners and service providers". The One-Stop Operator must be in place by July 1, 2017.

**Raising the Bar 2017** – The Conference is scheduled for March 15-16 at the Turf Valley Resort & Conference Center in Ellicott City, MD. Once the registration details are finalized, we will forward them to the board. Handouts were provided: 1) Save the Date, 2) Call for Proposals, and 3) Sponsorship Opportunities. Becca



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encouraged anyone interested to attend; this is a perfect opportunity to network with colleagues across the state.

Walt asked if there was any other business to come before the Board.

Walt said that he would like to give special thanks to Bob Hendricks, OSJM Mobile Unit Specialist, for doing such a great job with the Mobile One-Stop. It is continuing to be very well received on the Lower Shore. Tab 4, in your packet, contains a quarterly report on the Mobile. Bob has provided the Steering Committee with a collection of information since the Mobile's purchase in 2005 (e.g. background/equipment/site visits/services offered/grant possibilities). Walt said that this information will allow him to reach out to organizations such as Lions Clubs, Rotary's and other organizations about raising funds to upgrade the Mobile. Mike Pennington said that the Tri-County Council has an affiliated nonprofit foundation which will allow donations to be tax deductible.

Since there was no further business to discuss, the meeting was adjourned at 2:00 p.m.

Respectfully submitted,

Dione Shaw  
Operations Coordinator