



Serving as the workforce investment board for the Lower Shore of Maryland

The regular quarterly meeting of the Lower Shore Workforce Investment Board was held on Wednesday, April 14, 2010 at 11:00 a.m. at Peaky's Restaurant in Princess Anne, MD.

Members present: Nola Arnold, Derek C. Bland, Greg Eberts, Paula Erdie, John Ostrander, Jennifer Shahan, Zoraida Maldonado-Williams, Chair; Donna Weaver, Peggy Bradford, Diana Nolte and Jay Tawes.

Members absent: Robert McIntyre, Ted Doukas, Renee Stephens, Doug Wilson, Daniel Thompson

Staff present: Milton Morris, Workforce Director; Sharon Jones, Eileen Cross and Rosemary Davis.

Guests: Mary Ashanti, NAACP; Carl Reavis, DLLR; Patti Mannion, Youth Council Chair; Mike Pennington, Tri-County Council.

Zoraida Maldonado-Williams, WIB chair, called the meeting to order at 11:10 a.m.; a quorum was present.

The minutes of the January 13, 2010 meeting were unanimously approved on motion by Derek Bland, seconded by Donna Weaver. Nola Arnold asked that the minutes be more specific. The October 2009 minutes stated that "several MOUs were discussed." Nola requested that the MOUs be listed. Rosemary Davis, recording secretary for the Board, agreed to the suggestion.

Zoraida Maldonado-Williams, Board Chair, presented the first order of business for discussion. Board members were emailed a summary of the proposals received by Lower Shore Workforce Alliance and the Youth Council recommendation for members to review before the meeting. The proposals were in response to an RFP published by Tri-County Council in February. Patti Mannion, Chair of the Youth Council, reviewed the proposals. Since the State has not made grant awards as of this date, Patti requested that the Board vote on the programs proposed by the following vendors and allotments would be made when the grant awards are received.

Jennifer Shahan, Telamon, and Conal Turner, Somerset County Board of Education, were excused from the meeting while discussion and vote on the youth proposals take place.

Telamon – in-school and out-of-school youth. The in-school youth program is new to Telamon and provides services to Wicomico County youth not eligible for services through the Parkside CTE program. The out-of-school youth program is similar to the current program.

Worcester – in-school and out-of-school youth. Programs are similar to the current programs being offered by Worcester County Board of Education.



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Somerset – in-school and out-of-school youth. Programs are similar to the current programs being offered by Somerset County Board of Education.

Wicomico – Parkside CTE – in-school youth. Program is similar to the current program being offered by Parkside CTE.

Peggy Bradford moved to approve the youth program proposals as submitted. Bonita Porter seconded. There being no discussion. The motion was unanimously approved.

Jennifer Shahan and Conal Turner return to the meeting.

Zoraida asked Eileen Cross to present the next item of business. Eileen discussed the Matice Interactive proposal for development of a youth website. This website will eventually connect with DLLR's statewide website for the youth programs. Matice Interactive is currently working with the TCC IT department on websites for Shore Transit and the HCTC program. Taking this established relationship into consideration, the Youth Council asked the Board for approval to spend no more than \$9,000 on this project.

Derek Bland moved to approve expenditure not to exceed \$9,000 for the youth website as presented. Donna Weaver seconded the motion. Derek commented that \$9,000 for a project this size is a very reasonable rate. He also commented that he is familiar with Matice Interactive's work and is confident they will do a good job. Nola asked if there would be any maintenance charges associated with the website. Eileen said that any necessary maintenance will be performed by staff or student interns. There being no further discussion, the motion is unanimously approved.

Conal Turner, Somerset County Board of Education, thanked Zoraida Maldonado-Williams for her support in providing employment to Somerset County youth and adults.

Zoraida then introduced guest speaker, Mike Pennington, Tri-County Council. Mike was asked by the Board to speak about the Board's responsibilities and answer questions that arose during the January retreat. Mike spoke about the structure and composition of the Tri-County Council and the regional economic work they do. TCC is comprised of Wicomico, Worcester and Somerset County elected officials, the general assembly members from the 38th District and 1 member from the 37th District. He explained that this council focuses on regional planning and that TCC depends on the Workforce Investment Board to deal with regional workforce development issues. TCC is not interested in the day-to-day planning of the WIB. The WIB's responsibilities include budget development, fiscal management and appropriateness of programs.

A break was taken for lunch from 11:45 to 12:15.



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After lunch discussion continued with a few questions for Mike. Referring to the Board Guidelines, which were included in the Board packets, Nola asked about the requirements for the Board chair to be from the private sector. The Workforce Investment Act requires the Board Chair to be from the private sector. Nola also asked about the RFP process requirements. Milton stated this is something the Board can look at. Rosemary Davis added that the ARRA funding waived an RFP process because it was essential to get the money out the door as quickly as possible. Nola also commented that the language regarding conflict of interest should be tightened up.

Milton then spoke about the Board Job Description and Suggested Subcommittee Model that was included in the Board packets. He stated that while the LSWA staff put these documents together, the final decision comes from the Board. It is the Board's responsibility to define their structure. Derek questioned the suggested Job Description. Milton stated that the Board will determine what their job description is. He also stated that the first order of business for the Board to consider in the restructure should be to appoint a "Steering Committee". Freddy Mitchell asked for a definition of "oversight of the onestop". Milton stated that in other WIBs across the state these responsibilities are deferred to the staff. The WIBs will look at complaints and reports and make recommendations to the agencies. How to implement is not governed by legislation. It is up to the individual Boards to determine what "oversight" means.

The "Steering Committee" will be a committee that will be available more quickly during the time between quarterly meetings should something come up that requires a quicker response. Nola stated that she sees the Steering Committee working on broader issues and that the Program Review Committee would work on more specific issues such as budget preparation and program implementation. There was discussion about the Oversight Committee and how those duties might be combined with the Steering Committee. Jennifer Shahan stated that the Oversight Committee should be separate. Jay Tawes stated that he thought the staff suggestions and discussion is headed in the right direction.

There was general discussion about the duties of the Communications/Marketing Committee, Strategic Planning Committee and the Policy, Program Review and Work Readiness Committee. The Agenda will be created from the issues discussed at the subcommittee meetings. Zoraida urged Board members to volunteer. Nola stated that there needs to be more private sector participation. Derek expressed concern about getting people involved. He suggested that perhaps the subcommittees could meet half an hour before the Board meetings.

Donna Weaver stated that there needs to be a structure and definition for each committee. The Board asked Milton to summarize the functions of these committees. Milton will send out the information next week but for the Board to remember that these are suggestions and it is up to them to define their structure and duties. Milton asked that each Board member commit to serving on one of the subcommittees.

The Board also asked for copies of the 5-year plan and subsequent 2-year extensions.



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Zoraida shared her experience at the NAWB Conference in Washington DC with the Board members.

There being no further business to come before the Board, the meeting adjourned at 12:50 p.m.

Respectfully submitted,

Rosemary Davis
Operations Coordinator