



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 14, at 11:00 a.m. at the One-Stop Job Market, Salisbury, MD.

Members present: Charles Bagley, Ruth Baker, Jerry Barbierri, Jason Cunha, Greg Eberts, Christopher Eccleston, Paula Erdie, Geoffrey Failla, Stephen Franklin, Freddy Mitchell, Angela Paris, Jennifer Shahan, Joy Strand, Danny Thompson, Pattie Tingle, Maria Waller, and Donna Weaver.

Absent: Erik Emely, Joey Gardner, Walter Maizel, Toni March, Tony Nichols 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.

WDB Chair, Maria Waller, called the meeting to order at 11:02 a.m. She reminded the board that the meeting would begin with a tour of the One-Stop Job Market. She introduced the tour guides: Larry Anderson, TCC Risk Manager, Greg Eberts, DLLR Labor Exchange Administrator and Jennifer Shahan, State Director at Telamon Corporation.

Once the WDB members returned from the tour, Becca Webster, Acting Director, began the meeting by informing everyone that terms of office are for one year with the possibility of re-election to a second one-year term, but not to exceed two years. Maria will not request a second term as Board Chair; therefore, the current Vice-Chair Walt Maizel will become the new Board Chair. **MOTION:** Donna Weaver moved to nominate Walt Maizel as Chair. Charles Bagley seconded motion. The motion was unanimously approved. Joy Strand was nominated for Vice-Chair. **MOTION:** Charles Bagley moved to nominate Joy Strand as Vice-Chair. Ruth Baker seconded motion. The motion was unanimously approved. Walt and Joy will assume their positions immediately following this meeting. On behalf of the board, Becca thanked Maria for her hard work and dedication.

Next on the agenda was the Consent Agenda. Maria began by asking if anyone would like to remove any item(s) under the consent portion of the agenda. Ivonne Lomax, Youth Program Coordinator, asked for an amendment to the June 28, 2016, minutes. She stated that page two, PY16 In-School Youth (ISY) Funding reflects the word "minimum" and it should be changed to reflect the word "maximum". Since there were no objections, and a quorum was present, Maria asked for a motion to approve the change and the Consent Agenda. **MOTION:** Donna Weaver moved to approve both. Angela Paris seconded motion. The motion was unanimously approved.

Maria welcomed the new Somerset County Board Member, Jerry Barbierri. He's the Human Resources Business Partner for Sysco and has been with the company over 22 years. Mr. Barbierri said that Sysco is growing and they are continuously looking for individuals to join the company. He stated that Sysco is currently discussing ideas that they would like to implement and from a training standpoint, he hopes that this board will be the vehicle to get them done. He's looking forward to sharing those ideas with the board.

After a brief recess for lunch, the meeting resumed.



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Old Business:

Local Plan: Becca presented a quick overview of the Local Plan. (A handout was provided) She stated that while writing this plan, there were some common themes that kept reoccurring, such as increasing business involvement; seeking additional funding; increase community awareness of LSWA; developing a Partner Memorandum of Understanding and Resource Sharing Agreement. She said that sub-committees of the board are needed to work towards positive change and implementation of the law. The timeline presented reflects all-day workgroup meetings which were held during the months of June, July and August. Our core partners, Department of Labor, Licensing and Regulation (DLLR), Adult Education and Family Literacy, Division of Rehabilitation Services (DORS) and Temporary Assistance for Needy Families (TANF), were included in these meetings and the information provided was effective in preparing the local plan draft. A discussion ensued. Becca said that the draft has been sent to everyone for comment and the 30 day public comment is still on-going. The notice was run in legal section of the Daily Times and was also posted on the lswa.org website. Since the plan is due to the State September 30th, Becca asked for approval of the plan as written. **MOTION:** Ruth Baker moved to approve the Local Plan. Joy Strand seconded motion. The motion was unanimously approved. Becca said with the WDB approval, she will now share this presentation with the Tri-County Council Board for approval and submission to the State.

Youth Standing Committee: Newly appointed Chair, Donna Weaver, said that she and Ivonne have made progress with the Youth Standing Committee and requested appointment of the suggested committee members. Since this is a voting item, she referred the board to Tab 3 of their packet for the list reflecting committee members. **MOTION:** Geoff Failla moved to approve the Youth Standing Committee Membership. Chris Eccleston seconded motion. The motion was unanimously approved. Donna stated that the first official YSC meeting will be held tomorrow. The first order of business is to work on the guidelines and have them completed for presentation at the November Steering Committee meeting. Other priorities are to create an Advisory Committee which will meet quarterly, and to reach out to the community on the needs and barriers of our youth in all three counties.

Workforce Director's Position Update: Maria said the application deadline has closed. The selection committee will meet on the 22nd to begin the process of reviewing applications and resumes to prepare for the interviewing process. Members of this board that are on the interviewing committee are Donna Weaver, Joey Gardner, Walt Maizel and Maria Waller.

New Business:

Program Updates: Since there has been customer interest in programs of study at Delaware Technical Community College, Becca asked approval for Del-Tech to be approved as an additional training provider as well as two new programs: Medical Office Specialist and Pharmacy Technicians. She reminded the board that WIOA legislation states that training services shall be provided in a manner that maximizes consumer choice. A discussion ensued. **MOTION:** Joy Strand moved to approve adding Del-Tech to the Eligible Training Provider List and approval of the two new programs. Angela Paris seconded motion. The motion was unanimously approved.

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

Respectfully submitted,
Dione Shaw
Operations Coordinator