



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, June 13, 2018, at 11:00 a.m. at the American Job Center, Salisbury, MD.

Members present: Charles Bagley, Nick Caruso, Jason Cunha, Greg Eberts, Paula Erdie, Geoffrey Failla, Michelle Garigliano, Walter Maizel, Heather Necessary, Tony Nichols, Jena Paquin, Larry Robinson (proxy for Pattie Tingle), Rosa Rodriguez (proxy for Jennifer Shahan), and Danny Thompson.

Absent: Jerry Barbierrri, Ruth Baker, Bo Duke, Katarina Ennerfelt, Stephen Franklin, Joey Gardner, and Freddy Mitchell.

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

Guests: Greg Adams, DLLR Program Monitor; Gregory Padgham, Deputy Director, Tri-County Council; and Jeff Wooten, Work Study Program, Worcester County Public Schools.

Walt Maizel, WDB Chairman, called the meeting to order at 11:03 a.m. 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:** Danny Thompson moved to approve the Consent Agenda. Geoffrey Failla seconded motion. The motion was unanimously approved.

Announcements – Walt announced that Nick Caruso, I.B.E.W. Local 24, has agreed to join our Workforce Development Board. Nick can represent both Board vacancies: 1) representatives of labor organizations, and 2) a representative or training director for a joint labor-management apprenticeship program. He also welcomed Michele Garigliano, Vice President and General Manager for K & L Microwave. She was appointed by Wicomico County’s Executive Office to fulfill a Wicomico County vacancy.

Introduction – Walt introduced Gregory Padgham, incoming director for Tri-County Council. Greg said his official start date is July 2nd; however, Mike Pennington isn’t retiring until the end of the calendar year; so there will be a six-month transition period where he will be working alongside Mike as the Assistant Director. He lives with his family in Somerset County and he’s an attorney by trade. He said, it’s exciting to take on this new challenge, and looks forward to meeting everyone.

Partner Sharing – Walt introduced Rosa Rodriguez, Operations Coordinator at Telamon Corporation. She gave a PowerPoint Presentation on the programs and services provided by Telamon.

- **National Farmworker Jobs Program (NFJP):** This program assists qualifying farmworkers and their dependents by providing job readiness training, English in the workplace classes, work experiences and aid in job search and placement. Other services may include emergency assistance, on-the-job training, emergency food assistance, transportation assistance, college training and referrals to other providers.
- **Young Adult Career Program:** This program is for qualifying Wicomico, Worcester & Somerset County residents, age 18-24, who have graduated or withdrawn from high school. This program assists young adults with achieving their educational and/or employment goals. Services may

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include job readiness training, GED preparation, work experience, job search and placement, resume building, and college training.

- **Financial Coaching:** Build your assets, and create a spending plan that works. Meet one-on-one to work on financial goals that reflect your needs and values.
- **Emergency Assistance and Financial Literacy Education:** For customers in need of emergency assistance with rent, foreclosure and/or utilities. Financial literacy classes and budgeting sessions are required. Customers are encouraged to make an appointment with the Housing Advisor for assistance with these services.
- **Emergency Food Pantry:** The food pantry is open on Tuesdays from 9 a.m. to 12 p.m. Must be a Maryland resident and identification and proof of family size is required.
- **Food and Service Training (FAST) Program:** A 16-week, full-time training program. Trainees experience hands-on training in the One Stop Café located here at the American Job Center (AJC) and the catering kitchen located on East Main Street in Salisbury, as well as attend classroom training each day. ServSafe Food Handler Certification is incorporated as part of the training services, and ServSafe Manager Certification may be available to qualifying trainees.
- **One Stop Café:** The Café is open to the public for breakfast and lunch Monday thru Friday (8 a.m. – 3 p.m.) It's a social enterprise component of Telamon Corporation and serves as a hands-on training part of the FAST Program.
- **Rosetta Stone:** Currently available in the Career Resource Lab. Participants must register for a Rosetta Stone Orientation through Telamon.
- **Workplace Safety, Pesticide Safety & Heat Stress Training:** Provides health and safety training for farmworkers, poultry workers and individuals considering employment in the poultry industry.

Time was allocated for the Board to ask questions.

Old Business – Tab 3

Youth Standing Committee – Becca referred the Board to Page 1 of their packet to review excerpts from the Youth Standing Committee Guidelines, approved 11/17/2016:

Committee members are appointed by the Steering Committee based on their expertise to help address the employment, training, education, human and supportive service needs of eligible youth.

Youth Standing Committee Nominations:

1. Alicia Dennis, Regional Business Solutions Consultant, Lower Shore for Maryland's Division of Workforce Development & Adult Learning, DLLR
2. Nicole Higgins, Regional Job Developer and Retention Specialist, Department of Social Services.

MOTION: Jason Cunha moved to approve both nominations. Charles Bagley seconded the motion. The motion was unanimously approved.

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Vice Chair Nomination – Becca said that the Board is still seeking a Vice-Chair. Floor nominations are now being accepted; there were none. Walt said that he has talked with Tony Nichols in great depth and he has graciously agreed to accept the Vice Chair position, if approved by the Board today.

MOTION: Danny Thompson moved to approve Tony Nichols as the Vice Chair. Geoff Failla seconded the motion. The motion was unanimously approved

Resource Sharing Agreement Update –

Becca gave a summary on the RSA status. Due to two partnering agencies not agreeing to provide cash contributions as required under WIOA, dispute resolution was filed with DLLR. "Dispute resolution" is an official statement to DLLR indicating that the partners cannot come to an agreement and would like assistance. One of the partners has already agreed; a call is scheduled for mediation with the other.

After a brief recess for lunch, the meeting resumed.

New Business – Tab 3

Vendor Selection: Pregnant or Parenting Young Adults – The agenda includes a vote to select a vendor for a program to address services for pregnant or parenting youth. Pregnant or parenting youth is one of the categories/target populations marked under WIOA and \$75,000 was earmarked through the Youth Strategic Plan for this project. Becca explained to the board that due to an internal error in the procurement process, the entire solicitation is invalid and we must start over. A new RFP will be released with a new timeline. The results of the second solicitation will be ready for the September board meeting.

PY18/FY19 "Draft Budget" – Becca gave a brief summary. She said that funding for the Adult and Youth programs has increased and Dislocated funds have decreased.

- Allocations: Two cost pools Adult/Dislocated and WIOA. The percentages are based on the average of the last five years participants.
- Funding Sources: 1) Adult and 2) Dislocated funds, these are separate allocations. The first allocation is available on July 1st and the second allocation becomes available on October 1st and; 3) Youth funds are available for the entire year beginning July 1st.
- Expenditures: 1) Subgrant Expenses (projects and programs) – discussion line by line and 2) Operating Expenses. (self-explanatory)

MOTION: Paula Erdie moved to approve the "draft budget". Heather Necessary seconded the motion. The motion was unanimously approved.

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,
Dione Shaw
Operations Coordinator

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