



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, March 14, 2018, at 11:05 a.m. at the Somerset County Civic Center, Princess Anne, MD.

Members present: Ruth Baker, Jerry Barbierrri, Greg Eberts, Paula Erdie, Walter Maizel, Heather Necessary, Jena Paquin, Orville Penn (proxy for Freddy Mitchell), Jennifer Shahan, Danny Thompson and Pattie Tingle.

Absent: Charles Bagley, Jason Cunha, Bo Duke, Katarina Ennerfelt, Geoffrey Failla, Stephen Franklin, Joey Gardner, Tony Nichols and Maria Waller.

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

Guests: Nick Caruso, Assistant Business Agent, I.B.E.W. Local 24; Theo Williams, Housing and Homeless Manager, City of Salisbury; Kim Dykes, WIOA Counselor, Lower Shore Workforce Alliance; and Greg Adams, DLLR Program Monitor.

Walt Maizel, WDB Chairman, called the meeting to order at 11:05 a.m.

Becca Webster spoke briefly about the composition of the board. WIOA outlines specific requirements for board membership, and we have vacancies in the following two categories: 1) representatives of labor organizations, and 2) a representative or training director for a joint labor-management apprenticeship program. Nick Caruso, I.B.E.W. Local 24, was invited to attend today. Hopefully, today's meeting will persuade Nick to join our Workforce Development Board.

Guests Introductions:

Nick Caruso is the Assistant Business Agent for I.B.E.W. Local 24. He's also a Labor Union Representative and Secretary for the Apprenticeship Board; and he currently runs the Satellite Office located in Salisbury. The International Brotherhood of Electrical Workers (I.B.E.W.) Local Union 24 represents more than 2000 electrical workers from the Baltimore area and the Eastern Shore of Maryland. The I.B.E.W. is divided into different territories and his territory is the Eastern Shore of Maryland and Virginia.

Theo Williams works for the City of Salisbury, and is a member of the Youth Standing Committee. He assisted with the Youth Strategic Plan and has prepared, for us today, a presentation on the Youth Funding Allocation Methodology.

Kim Dykes has accepted the position of WIOA Counselor, Lower Shore Workforce Alliance. Although the role of WIOA Counselor is new to her, she isn't new to LSWA. For the past three years, she has worked at the front desk as our Customer Service Representative.

The next 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. Jennifer Shahan seconded motion. The motion was unanimously approved.

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Partner Sharing: Paula Erdie, Director, Wicomico County Department of Social Services.

"Wicomico County Department of Social Services has three work sites. The primary location is at 201 Baptist Street, the second is the Child Advocacy Center which is co-located with the States' Attorneys Office, and the third is the American Job Center (One-Stop Job Market). Part of our Family Investment Division, as well as our Child Support offices, are located at the One-Stop. We are able to maximize our capacity by working with our partners in this venue. Job search, education, life skills, transportation, child care, addictions services, mentoring and job training and coaching are all part of the process of assisting people with work and livable wages. We also partner with Wor-Wic Community college to further enhance skill sets for our customers. We also piloted the Public Assistance to Entrepreneurship program (PA2E), which has expanded to the upper shore and the western shore. The 2 gen project is being piloted in Dorchester County, which seeks to work with intergenerational poverty. Assisting our clients to move forward with housing, jobs and resources is only possible with the help of our community partners." (Submitted by Paula Erdie)

Old Business – Tab 3

Youth Standing Committee Chair Nomination – 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.

And

The Youth Standing Committee Chair must be a member of the Workforce Development Board and appointed by the Board to serve a one year term. The term can be extended at the approval of the Steering Committee.

Becca said that Jason Cunha has talked with Ivonne in great depth and he will accept the Youth Standing Committee Chair position, if approved by the board today. **MOTION:** Ruth Baker moved to approve the nomination for Jason Cunha as the Youth Standing Committee Chair. Paula Erdie seconded motion. The motion was unanimously approved.

Youth Funding Allocation Methodology – Becca referred the board to Page 2 to review excerpts from the Youth Strategic Plan which was approved at the December 13, 2017 WDB meeting:

In order to address the needs of residents in each of the three counties and to ensure appropriate allocation of funds, the board requests a sub-committee recommendation of a funding formula for Out-of-School Youth program provision. The sub-committee will present formula recommendation(s) beginning with PY2018 funding at the March 2018 board meeting. An additional formula is requested related to the provision of ISY program services in the event that additional non-WIOA funds are received.

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At the February 15th Steering Committee Meeting, Theo Williams presented two options of funding for the Youth Allocation Formula. Both options contained the same data points, the difference being in how each point was weighted. He reviewed both options with the committee, and answered all their questions.

The Steering Committee voted to recommend to the board the formula below:

LSWA Formula 1 - Youth Labor Force (20%) & Total Pop (40%) & Indiv Poverty (15%) & Youth Poverty (15%) & Unemploy Rate (10%)								
Total LSWA Funding	\$100,000							
	Weight	Lower E.S.	WI #	WI Multiplier	WO #	WO Multiplier	SO #	SO Multiplier
Youth Labor Force (16-19)	0.1	4,229	2,807	0.6638	1,038	0.2454	384	0.0908
Youth Labor Force (20-24)	0.1	10,822	7,587	0.7011	2,025	0.1871	1,210	0.1118
Total		15,051	10,394		3,063		1,594	
Total Population	0.4	179,929	102,557	0.5700	51,444	0.2859	25,928	0.1441
Individual Poverty Rate	0.15	17.2%	16.3%	0.9477	10.2%	0.5930	25.10%	1.4593
Youth Poverty (u18)	0.15	24.7%	21.1%	0.8543	13.9%	0.5628	39.1%	1.5830
Unemployment Rate	0.1	7.3%	6.0%	0.8182	9.0%	1.2273	7.0%	0.9545
Total Funding Breakdown		\$180,000.00	\$ 71,658.36		\$ 45,371.55		\$ 62,970.09	
Pro Rated	1.80	\$100,000.00	\$ 39,810.20		\$ 25,206.42		\$ 34,983.38	

Data Point	Overview	Source
Labor Force	Those working or actively seeking work	ACS_16_5YR_S2301 - Census Bureau (average of 2012-2016 estimates)
Population	Residents	PEP_2016_PEPANNRES - Census Bureau (1YR estimates of 2016)
Poverty	Those living below the federally defined poverty level	ACS_16_5YR_S1701 - Census Bureau (average of 2012-2016 estimates)
Unemployment rate	Not employed but available and actively seeking work	Not Seasonally Adjusted - Unemp.Rate - 2016 Annual Averages - Bureau of Labor Statistics

After a thorough presentation by Theo, a discussion ensued. **MOTION:** Ruth Baker moved to approve LSWA Formula 1 as presented. Jena Paquin seconded motion. The motion was unanimously approved.

Board Membership - Becca referred the board to Page 3 to review the current WDB membership. Five business members are needed from each county. There are two vacancies in Somerset County; two vacancies in Wicomico County; and one vacancy in Worcester County. The Board has two options: 1) contact the County Commissioners and make them aware that there are vacancies; and the Commissioners will fill the vacancies, or 2) contact the County Commissioners and let them know that the Board has strategically thought about what industries are wanted/needed on the board; please appoint this individual(s). A few years ago, it was decided that the board would contact the counties and make them aware of the individual(s) to appoint. Danny Thompson and Jerry Barbierrri suggested contacting McCready Health, Rubberset Company, and Handy Seafood in Crisfield. Becca asked the board for recommendations to help fill the vacancies. Walt asked everyone to reach out to the people in your community that you think might be interested in joining our board. We are happy to talk with any prospective individual and give an overview of the organization. Becca also pointed out that Joy Strand has resigned from the board; this creates a vacancy for the Vice Chair. Officers of the WDB shall consist of a Chair and Vice Chair, who shall be nominated from the membership and confirmed by the Tri-County

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Council (TCC). Responsibilities primarily include presiding at meetings and following the order of business in the absence of the Chair. If anyone is interested in assuming this role, please contact Walt.

After a brief recess for lunch, the meeting resumed.

New Business – Tab 3

Staff Updates - Becca referred the board to Page 1 which shows the current LSWA employee flowchart. Departmental changes have been made with staffing. Shannon Alexander has been transferred from Adult/Dislocated to Youth Case Manager and Rebecca Stack and Kim Dykes are the Adult/Dislocated Job Counselors. The application deadline for the front desk Customer Service Representative position has closed, and we are anticipating interviews within the next couple weeks.

Becca referred the board to Page 2 which describes a Lean Process. Through a grant available from Department of Labor, Licensing and Regulation, we were able to fund a special project. Operational Performance Solutions, Inc. (OPS) was hired for a lean review of our training enrollment process for Adult and Dislocated Worker participants. LEAN means creating more value for our customers with fewer resources.

- What LSWA staff did during that process:
 - Participated in training where they learned about lean and the concepts behind it.
 - Identified our current state and area of waste, our ideal state, our desired future state, and developed an implementation plan.

Becca gave the board a visual demonstration of our "Current State" for the Adult and Dislocated Worker Enrollment Process. She continued to demonstrate the Ideal State and the Future State.

- The result of this process:
 - New enrollment procedures which are designed to reduce the length of time it takes to receive services, reduce the number of in-person visits to the American Job Center, and improve the customer experience.

Major changes to the process include:

- Immediate access to a WIOA Counselor
- Elimination of Orientation
- Possibility to be excused from testing
- Reduction of the paperwork from 30+ pages to 5
- More streamlined for the customer (customer friendly)
 - Indicate training interest at the front desk
 - Speak with a WIOA Counselor to complete the intake packet and schedule the Math and Reading Assessment (CASAS) testing
 - Return required documents and take CASAS test
 - Meet with WIOA Counselor for Certification and enrollment into training.

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Overall, Becca said that the intention of the Lean process is to better serve our customers and to increase enrollment; now and as we move forward with this process.

In closing, Walt briefly spoke about the deconstruction of old houses. He said that deconstruction is the selective dismantlement of building components, specifically for re-use, repurposing, recycling, and waste management. This differs from demolition where a site is cleared of its building by the most expedient means. He would like to see if the board may have a role in connecting the job-seeking clients of our partner programs with deconstruction opportunities.

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

Respectfully submitted,
Dione Shaw
Operations Coordinator

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