



Serving as the Workforce Development Board for the Lower Shore of Maryland

Steering Committee Meeting Minutes

January 21, 2021

1:30 pm – 3:30 pm

Hosted via GoToMeeting teleconference service

Attendance: Shelly Brown, Jason Cunha, Bo Duke, Tony Nichols, Whitney Palmer, Dione Shaw, and Rebecca Webster

Absent: Paula Erdie, Walt Maizel, and Pattie Tingle

Tony Nichols, WDB Chairman, called the meeting to order at 1:30 p.m. He thanked everyone for participating in today's teleconference. The Chairman welcomed Bo Duke and Whitney Palmer to the Steering Committee. They will be representing the private sector. The Workforce Director said that the November 17, 2020, Steering Committee minutes need to be tabled until the February 18th meeting.

Old Business

Upcoming Compliance – The Workforce Director gave an update:

- Memorandum of Understanding (MOU) and the Resource Sharing Agreement (RSA) – WIOA states that all the required partners within the system have an agreement known as an Memorandum of Understanding. The MOU states how we are going to deliver services together within the American Job Center (AJC) system. The Resource Sharing Agreement establishes the terms and conditions of how the shared costs of operations and key services of the AJC system will be funded. The due date to the State for both documents is April 30th.
- Local Plan – WIOA requires that each Local Board develop and submit to the Governor a comprehensive four-year Local Plan. The due date to the State for the Local Plan is April 1st.

The Workforce Director said approval is needed by the Board, therefore, March 1st is the anticipated date for completion so that it can be presented at the March 10th Board meeting. Once these documents are reviewed at the State level, revisions may be requested. Both documents become effective July 1st.

Diversity, Equity, and Inclusion (DEI) Next Steps – The Workforce Director referred back to the DEI presentation to the Board in December and asked for recommendations as to what the next steps should be, if any. A discussion ensued. The

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Workforce Director will pull some data/statistics for review at the February Steering Committee meeting to determine if it is of value for the March Board meeting.

2021 Steering Committee Schedule – The Workforce Director asked everyone to review their calendars to narrow down days/times for the 2021 meetings. A Doodle Poll will be sent seeking member availability.

New Business

Regional Plan – The Workforce Director said that the plan is composed of the Lower Shore and Upper Shore. The Counties that are included in the Regional Plan are the five Upper Shore counties, as well as the three Lower Shore counties. A brief review was provided. Since there were no questions, a motion was requested to accept the Regional Plan as written. **MOTION:** Whitney Palmer moved to approve the Regional Workforce Plan as submitted. Bo Duke seconded the motion. The motion was unanimously approved.

Monitoring Report – The Workforce Director said that someone from the Department of Labor usually comes to the AJC for a physical review, as well as a programmatic review of our files. Normally, the visit is over several days. The Monitor will talk with staff, walk around the AJC to see how services are being delivered, and they review a random sampling of our Adult, Dislocated, and Youth files. This year's monitoring was scheduled for May and, of course, we were closed. Essentially, a desk monitoring was performed. The requested participant files, were securely transmitted electronically. The Workforce Director quickly reviewed the monitoring report received by the Department of Labor and stated that, again this year, there were no findings.

Governor's Workforce Development Board (GWDB) Chair Calls – The Workforce Director referred to a phone call held by GWDB. They have decided that they would like to do more with the local Board Chairs and Vice Chairs. Jason did participate in the call. He said there was great data, but if it's not in relation to us on the Shore it does no good at all. He felt it could have been more valuable. The Workforce Director said if there was not a purpose and end goal for future meetings, she was not going to request the Chair or Vice Chair to participate.

Incumbent Worker Training (IWT) – The Workforce Director said that WIOA funds can be used for Incumbent Worker Training. Incumbent worker training provides both workers and employers with the opportunity to build and maintain a quality workforce

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and increase both participants' and companies' competitiveness. A contract has been signed with Delmarva Veteran Builders for incumbent worker training. An update was provided on the progress.

Adjourn: A motion was made to adjourn the meeting. Adjourned at 2:35 p.m.

Respectfully submitted,

Dione Shaw
Operations Coordinator

Approved February 18, 2021

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