



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 10, 2020, at 11:00 a.m., hosted via GoToMeeting teleconference service.

Members present: Ruth Baker, Jason Cunha, Bo Duke, Paula Erdie, Michele Garigliano, Denean Jones-Ward, Tony Nichols, Jena Paquin, Jennifer Shahan, Danny Thompson, Pattie Tingle and Francisco Vega.

Absent: Nick Caruso, Mike Corbin, Joey Gardner, Tim Howlett, Walter Maizel, Rebecca Maldonado, Freddy Mitchell, Mitzi Scott, and Nelson Sheppard.

Staff present: Shelly Brown, Mekia Cherone, Kim Dykes, Bob Hendricks, Dione Shaw, Rebecca Snoddy, Monique Snyder, Becca Webster and Helen Young.

Guests: Ken Lemberg, Deputy Director of the Governor's Workforce Development Board, and Whitney Palmer, Practice Manager, Berlin Animal Hospital.

Tony Nichols, WDB Chairman, called the meeting to order at 11:03 a.m. A quorum was present. He thanked everyone for participating in today's teleconference.

Meeting Format: In order to comply with the Open Meetings Act, the Workforce Director began the meeting with an overview of virtual meeting protocol: 1) the meeting will be recorded; 2) identify yourself when talking; 3) identify anyone who is present with you during the call; and 4) mute your line unless speaking. The Workforce Director continued with a roll call.

The first item on the agenda was the Consent Agenda. The Chairman asked for a motion to approve the Consent Agenda as submitted. **MOTION:** Michele Garigliano moved to approve the Consent Agenda. Bo Duke seconded motion. The motion was unanimously approved.

Director's Report re: COVID-19 The Workforce Director gave a brief overview of the last three months:

- Service Delivery - Telephone and email services were still available to interact with customers. Currently, customer inquiries are down for Adult and Dislocated Workers and this is most likely due to schools closing and operating in a different capacity. At this time, customers immediate needs are food, housing, and childcare, and they are not likely thinking about program participation. The Youth providers are saying the same; different levels of ability to engage with customers.
- LSWA Staff - Initially, staff were asked to work from home. A phase return to the office has begun for TCC and LSWA, however, we are still not seeing customers. We will not see customers until the American Job Center reopens their doors to customers.
- American Job Center Building (AJC) - Partners within the building began to shut down their offices, therefore, the AJC was eventually closed to customers. Postings were placed on the AJC front doors, the AJC Website and the AJC Facebook page stating that many services are still available remotely and the instructions were provided.
- Summer Youth Employment Programs - Due to a budget freeze at the State level, our funding has been reduced this year. We are also delayed in getting confirmation from the State about the

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funding. Due to the pandemic, there is a concern for placing young people out for work in the community, so the actual student placement within the community is being left up to the discretion of the individuals running the programs.

- Longer-term effects – A few concerns throughout the state are the budget allocations, and the ability to spend funds, and performance. These are state and countrywide issues. The Workforce Director asked if anyone had questions regarding these concerns; there were none.

The Workforce Director addressed the reopening of the AJC. All agencies are attempting a similar approach to the reopening. Prior to the return of customers in the building, agencies are attempting to have some staff in the office. Some are working by appointment only. To protect front desk staff and customers, clear acrylic sneeze guards have been placed in the reception area and the front desk staff will be working to get customers to the appropriate agency as quickly as possible. Hand sanitizer stations have been mounted on the walls throughout the building and the foot traffic will be one way in and one way out. There will be door signage stating: 1) if you are sick, please don't enter the building; and 2) face masks or face coverings are required before entering. Upon reopening, the appearance of the AJC may look different; however, the quality of customer service will remain the same.

Old Business

Mobile American Job Center: The Workforce Director said that the Lower Shore Workforce Alliance recently took delivery of the new Mobile. An official press release for the public will come out later this summer as we are not quite ready to hit the road. Our anticipated timeline is August 1st. Bob continues to work with us, but will move into an oversight role for the Mobile; therefore, LSWA will be hiring a driver-operator. Pictures and specifications were provided and discussed.

The Workforce Director began with a follow up to the March 11th Board meeting and the request on how does WIOA work and how does it function in our local area.

Organizational Overview

- I. US Congress - Enacts legislation (WIOA) and appropriate funds.
- II. US Department of Labor - Oversees public Workforce System, distributes funds to the states, provides guidance and interpretation of legislation.
- III. MD Department of Labor and Governor's Workforce Development Board - Oversees public workforce system in the state, distributes funds to local areas, provides guidance where applicable, develops WIOA state plan, monitors local area compliance.
- IV. Local Workforce Development Areas - Twelve in Maryland, identified by Chief Local Elected Officials

Time was allotted for the Board to ask questions.

Lower Shore Workforce Development Area

- Individual Counties - Appoint WDB members who represent their county, review and audit as desired.

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- Workforce Development Board - Prepare budget, prepare local and regional plans, provide program oversight, negotiate performance standards, establish sub-committees, etc.
- Tri-County Council (Board) - Approve local and regional plans, approve budget, appoint at-large members to the WDB.
- Tri-County Council (Organization) - Grant recipient, fiscal agent and administrative entity, staff carries out the programmatic responsibilities of WIOA through the workforce division (LSWA).

Time was allotted for the Board to ask questions.

The Workforce Director said that this is the first of a series of several presentations over the course of multiple board meetings. Suggestions and/or recommendations are always appreciated.

PY20/FY21 Draft Budget – The Workforce Director began with:

1. **Budget Basics:**
 - There are three different categories for funding: 1) Adult, 2) Dislocated Worker, and 3) Youth.
 - There are two separate allocations for Adult and Dislocated funds. An explanation for Program Year (July 1st) and Fiscal Year (October 1st) was provided. Youth funds are available for the entire year beginning July 1st. LSWA actually receives 5 grants each year for the three funding sources.
 - Costs are charged to grants in two different ways: 1) Direct Charge - cost can be attributed directly to the grant and benefits only that grant; 2) Cost Pool - cost that cannot be attributed only to one grant and benefits multiple grants. Percentages are based on the average number of participants over the last five years.
 - Transfer Ability – LSWA can transfer up to 100% of funds between Adult and Dislocated, but not Youth.
2. **Allocation Comparison:** The Workforce Director talked about last year's budget (PY19/FY20) and compared it to next year's budget (PY20/FY21) and gave a review of the differences in amounts and percentages. The chart does show a reduction in this year's allocations, however, there is no need for concern because there is more carryover funds this year than expected.
3. **Proposed Budget:** The Workforce Director reviewed the three categories:
 - Allocated Funds - PY20/FY21 and the transfer of funds between Adult and Dislocated Worker
 - Programs and Projects - Subgrant Expenses
 - Operations - LSWA Operating Expenses

Time was allotted for the Board to ask questions.

The Workforce Director said that this draft budget is based on the current allocation numbers provided by Labor and includes any carryover funds. After the books are closed for this year, a final budget will be presented for approval at the September Board meeting. The Chairman asked for a motion to approve the budget draft. **Motion:** Jason Cunha moved to approve the draft budget as presented. Denean Jones-Ward seconded motion. The motion was unanimously approved.

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The Workforce Director reminded everyone that the next Board meeting is scheduled for September 9th in Worcester County; pending the status of the pandemic.

Adjourn: A motion was made to adjourn the meeting at 11:57 a.m.

Respectfully submitted,
Dione Shaw
Operations Coordinator

Approved September 9, 2020

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