



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

## Steering Committee Meeting Minutes

February 18, 2021

3:00 pm – 4:30 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 3:07 p.m. He thanked everyone for participating in today's teleconference. A quorum was present. The Chairman asked for a motion to approve the November 17, 2020, and the January 21, 2021, minutes as submitted. **MOTION:** Whitney Palmer moved to approve the minutes. Bo Duke seconded motion. The motion was unanimously approved.

### Old Business

**Upcoming Compliance** – The Workforce Director gave an update:

- Local Plan – Each partner will be sent their section of the plan, for final review, by the end of the week. It will must be posted for a 30-day public comment period. Notification of the public comment period will be posted on the LSWA website, Facebook, and in the local newspaper. The document will be presented for approval at the March 10<sup>th</sup> Board meeting for submission to the State on April 1<sup>st</sup>.
- Memorandum of Understanding (MOU) and the Resource Sharing Agreement (RSA) – The MOU is the document that states how we are going to work together to deliver services and the Resource Sharing Agreement is the document that establishes how the shared costs will be funded. The Workforce Director said she is currently working on the MOU/RSA and was aiming to have both documents completed to present to the Board on March 10<sup>th</sup>, however, the timeline is not going to work out. It is due to Maryland Labor April 30<sup>th</sup> and will be completed by then. The MOU/RSA will be presented to the Board for approval on June 9<sup>th</sup>.

**Diversity, Equity, and Inclusion (DEI) Review** – As a follow up to the DEI presentation at the December Board meeting, the Workforce Director presented and reviewed data and analysis on demographics, industries, occupations, and wages from the US Census Bureau, the United Way's ALICE Report, and JobsEQ. The Workforce Director provided and reviewed data from last year's participation for all our programs. This analysis shows that we are serving the population that lives in our area; if there were disparity, we should be aware of it and why. Should this data, if any, be presented to the Board at the March Meeting? The group recommended that the Workforce Director prepare a general data presentation and show how it correlates with what we are doing.

### New Business

**Youth Committee Appointments** – The Workforce Director said that the Youth Committee is currently working on a targeted recruitment to expand their membership. Three community members have been nominated: 1) Bishop Anthony Dickerson, Executive Director, Christian Shelter, 2) Erica Jackson, Families

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in Transition Case Manager, Wicomico County Board of Education, and 3) Ivy Wells, Director for Economic and Community Development for the Town of Berlin. Committee members are appointed by the Steering Committee, therefore, a motion is needed. **MOTION:** Whitney Palmer moved to approve all three appointments. Bo Duke seconded the motion. The motion was unanimously approved. All three nominations will be placed on the March Agenda for confirmation by the Board.

**In-School Youth Request for Information (RFI)** – The Workforce Director shared the results of the recent Request for Information (RFI) which was sent to community stakeholders. The survey was specifically designed with questions to help build an In-School Youth program based on the needs of the community. The feedback should provide valuable information to help us develop service strategies that will provide maximum impact. At this time, 17 surveys have been returned and that feedback was shared with the committee. Based on the returned surveys, the Workforce Director feels that we should not move forward with an ISY program at this time and the committee agreed.

**Youth Committee Goal Setting** – The Workforce Director said that the Youth Committee is currently working on new goals for the Youth Strategic Plan. Action Items should be ready to present in June.

**Board Meeting Agenda** – the following topics will be included on the March agenda: DEI data; confirmation of the Youth Committee membership appointments; and Local Plan approval. The committee discussed possible guest speakers/topics.

**Next Steering Committee Meeting** – The Workforce Director asked about the time of the April 15<sup>th</sup> meeting. Will 3 p.m. work for everyone? Since there are three committee members absent today, a Doodle Poll will be sent for confirmation.

**Adjourn:** A motion was made to adjourn the meeting. Adjourned at 4:24 p.m.

Respectfully submitted,

Dione Shaw  
Operations Coordinator

Approved April 15, 2021

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