



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

## Steering Committee Meeting Minutes

May 20, 2021

3:00 pm – 4:30 pm

Hosted via GoToMeeting teleconference service

Attendance: Shelly Brown, Jason Cunha, Bo Duke, Paula Erdie, Dione Shaw, Pattie Tingle and Rebecca Webster

Absent: Walt Maizel, Tony Nichols, and Whitney Palmer

Jason Cunha, WDB Vice Chair, called the meeting to order at 3:03 p.m. He thanked everyone for participating in today's teleconference. A quorum was present. The Vice Chair asked for a motion to approve the April 15, 2021, minutes as submitted. **MOTION:** Bo Duke moved to approve the minutes. Jason Cunha seconded motion. The motion was unanimously approved.

### Old Business

Relief Act – The Workforce Director said that these are State funds coming to the local areas, and LSWA will receive approximately \$400,000. We are excited to use this funding on things that we cannot do with our normal restricted funds. There will be a progress report to share at the next meeting.

American Rescue Plan Act (ARPA) – The Workforce Director said this is Federal funds that were given to the State and that Governor Hogan has earmarked \$75 million to workforce development. All local areas will be receiving ARPA funds for workforce development activities over the next few years and this is completely different than WIOA funds. LSWA is expecting 1.9 million on July 1, 2021, and a second 1.9 million on July 1, 2022.

Re-Opening Status – The Workforce Director said that while we still do not have a return-to-the-office date, there is tentative information to share regarding our partners:

- Department of Labor: Staff will return to the AJC with a hybrid work schedule beginning July 1; remain closed to the public completely; begin one-on-one scheduled appointments with customers several weeks later, however, the office will remain closed to walk-in traffic; and re-evaluate the beginning of August; potential opening of lab by appointment later in August.
- Telamon: As of June 1, they will meet with customers face-to-face by appointment only.
- DORS: AJC office is not open for face-to-face customers or walk-in traffic.
- DSS: Flexible hybrid work model; seeing customers by appointments only.
- LSWA: Will follow the lead once other partners are back in the building and available to customers on a regular basis. The Department of Labor has the highest traffic, so we are relying on DOL and Social Services to give the OK for the building to be open to walk-in traffic.

### New Business

PY21/FY22 Budget – The Workforce Director said that there is a reduction in funds this year but at this time, it is not a concern. A brief review of the first draft budget was provided. The Allocations (cost pool percentages), PY21/FY22 Funding, Subgrant Expenses and Operating Expenses were explained. There are three different categories for funding: 1) Adult, 2) Dislocated, and 3) Youth. There are two separate

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allocations for Adult and Dislocated funds. An explanation for Program Year (July 1) and Fiscal Year (October 1) was provided. Youth funds are available for the entire year beginning July 1, however, the Youth Program year doesn't begin until October 1. LSWA actually receives five grants each year for the three funding streams. The draft budget will be presented to the Board in June and the final budget will be presented for approval at the September Board meeting.

Summer Youth Employment Program (SYEP) – The Workforce Director provided a brief overview. Funding allocations have been received from the state for the Summer Youth Connections (SYC) and the Rural Maryland Prosperity Investment Fund (RMPIF) All three school districts will be funded for in-person work experience.

Voting Items - Policy Updates:

1. Work-Based Learning – The Workforce Director reviewed this policy stating that this covers our ability to do On-the-Job training contracts, Customized training contracts, and Incumbent Worker training contracts.
  - o The section on Customized Training – A motion is needed to approve an additional statement to reflect "Available to individual employers as well as groups of employers."
  - o The section on Incumbent Worker – A motion is needed to approve changes from a flat 50% reimbursement to a reimbursement based on the size of the company.
2. Self-Sufficiency – The Workforce Director reviewed this policy stating that the current policy reflects \$11.60 and this needs to be updated to \$12.38 based on the 2021 HHS Poverty guidelines.

**MOTION:** Pattie Tingle moved to approve both policy changes. Paula Erdie seconded motion. The motion was unanimously approved.

June Board Meeting – The Workforce Director suggested two presentations and asked for opinions on each: 1) A panel with Economic Development. The purpose would be to share information they are hearing from local businesses regarding COVID recovery challenges, or 2) Tri-County Council (TCC) is launching a new website (lesmd.net). This is a great resource for those of us who are service providers and also for the general public to be aware of what is going on with economic conditions in our region. Since the Board meets on June 9, it may be too short a notice for the Economic Development panel, therefore, the Workforce Director will move forward on requesting a presentation on the new Tri-County website.

**Adjourn:** A motion was made to adjourn the meeting. Adjourned at 3:35 p.m.

Respectfully submitted,

Dione Shaw  
Operations Coordinator

Approved August 25, 2021

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