



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, December 9, 2020, at 11:00 a.m., hosted via GoToMeeting teleconference service.

Members present: Ruth Baker, Nick Caruso, Jason Cunha, Bo Duke, Paula Erdie, Joey Gardner, Michele Garigliano, Tim Howlett, Denean Jones-Ward, Tony Nichols, Whitney Palmer, Jena Paquin, Jennifer Shahan, Danny Thompson, Pattie Tingle and Ivy Wells.

Absent: Mike Corbin, Walter Maizel, Rebecca Maldonado, Freddy Mitchell, Mitzi Scott, Nelson Sheppard and Francisco Vega.

Staff present: Shelly Brown, Kim Dykes, Bob Hendricks, Luis Mercado, Terri Paige, Dione Shaw, Rebecca Snoddy, and Becca Webster.

Guests: Roberta Baldwin, Director, Department of Social Services, Worcester County, Mike DiGiacomo, Executive Director, Governor's Workforce Development Board, Ken Lemberg, Deputy Director, Governor's Workforce Development Board, Angela Paris, Adult Education Facilitator & Coordinator of Instruction, Worcester County Public Schools, and Troy Williams, Chief Diversity Officer at Baltimore County.

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: 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:** Pattie Tingle moved to approve the Consent Agenda. Ruth Baker seconded motion. The motion was unanimously approved.

Welcome and Announcements: The Chairman introduced the new Mobile Unit Specialist, Luis Mercado and reintroduced Board members Ivy Wells and Whitney Palmer.

Guest Speaker: Troy Williams, Chief Diversity Officer at Baltimore County Government was introduced as the guest speaker. Today's presentation was on Diversity, Equity, and Inclusion.

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Time was allotted for the Board to ask questions.

Old Business

The Workforce Director began with voting items:

1. Approve changes to Board Guidelines - At the September meeting, we discussed making changes to the existing policy. An initial draft was discussed with the Steering Committee; the finalized draft is provided. The Director reviewed the requested changes with the group. The Chairman asked for a motion to approve the policy changes.
MOTION: Michele Garigliano moved to approve the changes as submitted. Jena Paquin seconded motion. The motion was unanimously approved.
2. Approve changes to Youth Committee Guidelines - Upon review of the Youth Committee Guidelines, staff have multiple recommendations for updates and changes. An initial draft was discussed with the Steering Committee; the finalized draft is provided. The Director reviewed the requested changes with the group. The Chairman asked for a motion to approve the policy changes. **MOTION:** Tim Howlett moved to approve the changes as written. Ruth Baker seconded motion. The motion was unanimously approved.
3. Youth Committee Membership - The Deputy Workforce Director provided a presentation on: 1) what is the LSWA Youth Committee, 2) what does the Committee do, 3) who are the members, and 4) how you can help. Committee Guidelines state that the Youth Committee will consist of no less than five members and no more than 15 members. Currently there are six members. In January, the Committee is planning a targeted recruitment campaign. They are seeking to recruit additional key partners from the community; which includes the Board. The benefits of becoming a Youth Committee member: 1) offers a community leadership opportunity, 2) puts you in a strong position to stimulate broad-based change, and 3) improves performance in youth development and youth organizations. A strong Youth Committee will amass stakeholders, shape a community vision, maximize resource sharing, and hold systems accountable. If anyone on this Board is interested in joining the Committee or may have referrals, please reach out to Denean Jones-Ward, Youth Committee Chair, or any Committee member. Ivy Wells, Director for Economic and Community Development for the Town of Berlin, volunteered to join the Youth Committee. Her nomination will be carried to the January Steering Committee meeting for appointment.

New Business

The Workforce Director began with voting items:

1. Election of Officers for Chair and Vice Chair - Tony Nichols was nominated for Chair. The

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floor was open for nominations; there were none. Jason Cunha was nominated for Vice Chair. The floor was open for nominations; there were none. The Chairman asked for a motion to approve the Chair and Vice Chair nominations. **MOTION:** Pattie Tingle moved to approve both reappointments. Michele Garigliano seconded motion. The motion was unanimously approved.

2. Confirm Youth Committee Chair – The Steering Committee voted to reappoint Denean Jones-Ward as the Youth Committee Chair for a second term. The Chairman asked for a motion to approve Denean Jones-Ward’s reappointment. **MOTION:** Bo Duke moved to the approve the reappointment. Michele Garigliano seconded motion. The motion was unanimously approved.
3. Confirm Youth Committee Membership Appointments – The Steering Committee voted to reappoint three members to the Youth Committee. Heather Mahler and Dave Harner are founding members of the Committee and seeking a third term. Denean Jones-Ward is seeking a second term. The Chairman asked for a motion to approve all three reappointments. **MOTION:** Ruth Baker moved to the approve the reappointments. Tim Howlett seconded motion. The motion was unanimously approved.
4. Election of Steering Committee Members – Two seats for business members are vacant. No nominations were received. The floor is open for nominations; self-nominations are welcome. Whitney Palmer and Bo Duke volunteered to fill the business seats. The Chairman asked for a motion to approve the nominations. **MOTION:** Jason Cunha moved to the approved the nominations. Michele Garigliano seconded motion. The motion was unanimously approved.

Adjourn: A motion was made to adjourn the meeting at 12:55 p.m.

Respectfully submitted,

Dione Shaw
Operations Coordinator

Approved June 9, 2021

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