



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

Steering Committee Meeting Minutes

October 21, 2021

3:00 pm – 4:30 pm

Hosted via GoToMeeting teleconference service

Members Present: Bo Duke, Walt Maizel, Tony Nichols and Whitney Palmer

Members Absent: Jason Cunha, Paula Erdie and Pattie Tingle

Staff Present: Shelly Brown and Dione Shaw

Guest: Leslie Porter-Cabell, Workforce Director Candidate and Gregory Padgham, Executive Director, Tri-County Council for the Lower Eastern Shore of Maryland

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 August 25, 2021, minutes as submitted. **MOTION:** Bo Duke moved to approve the minutes. Walt Maizel seconded motion. The motion was unanimously approved.

The Deputy Workforce Director said that the agenda reflects the introduction of our newest Board member Jim Brannon, but he had a conflict arise and is not able to attend today.

Old Business

LSWA Staffing Updates:

1. Youth Program Coordinator – The Deputy Workforce Director announced that LSWA has made an offer for the Youth Program Coordinator position, and Human Resources is waiting on the candidate's acceptance.
2. Workforce Director – The Deputy Workforce Director said that after interviewing five candidates for the Workforce Director position, Leslie Porter-Cabell was selected to present for approval. Leslie was invited to participate in today's meeting to speak with the committee about her background and the experiences that she will bring to the Lower Shore. The Chairman said that he thinks the opportunities are endless with Leslie's skill set and background. He is excited to hear a new and fresh view on how the Workforce Development Board can get things done. Gregory Padgham, Executive Director, Tri-County Council for the Lower Eastern Shore of Maryland said that the Lower Shore Workforce Alliance (LSWA) is a division of the Tri-Council Council (TCC) and he feels that TCC can do more to support LSWA and workforce. The Deputy Workforce Director asked if anyone had questions for Leslie. Since there were none, Leslie left the meeting.

At this time, the Chairman asked for a motion to put forth Leslie Porter-Cabell's name to the Workforce Development Board for confirmation as the Workforce Director for the Lower Shore Workforce Alliance. **MOTION:** Bo Duke moved to approve the hiring of Leslie Porter-Cabell as the Workforce Director for LSWA. Whitney Palmer seconded motion. The Chairman opened the floor said for discussion. There was a concern about the selection process and the involvement of the Board in that process. After much discussion, the Chairman called for a roll call vote. After the

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roll call vote, the ayes were 4 and the nays were 0. The motion is carried. **ACTION ITEM:** The Deputy Workforce Director will email Leslie Porter-Cabell's resume and cover letter to the Board. **ACTION ITEM:** The Chairman will send an email to the Board to request a Special WDB meeting to confirm the hiring of Ms. Porter-Cabell and to stress the importance of having a quorum at this meeting. **ACTION ITEM:** The Deputy Workforce Director will send a Doodle Poll to the Board for an consensus of a day and time for this Special WDB meeting.

Relief Act Projects:

1. Metrix Learning has launched. The Deputy Workforce Director said that currently there are 48 registrations with 36 training hours and 10 course completions. LSWA recently received an email from the Ocean City Chamber saying that they would like to have all of their staff register to brush up on Microsoft Word and Excel. A press release was planned for the first week of November, however, we have postponed that release date. LSWA staff are reviewing the required job readiness bundle to see if changes need to be made; prior to the press release. **ACTION ITEM:** The Deputy Workforce Director will send the flyer to the Chairman.
2. ARPA Workforce Summit – The Deputy Workforce Director said that LSWA and TCC will hold a Regional Workforce Development Summit. The purpose of the event is to bring together members of the private sector, workforce and economic development professionals and elected officials to discuss the following:
 - the parameters of allowable use for the funds
 - the specific program proposals already received by LSWA and the amount that would be allocated to each
 - baseline compliance, LSWA's current capacity and any steps necessary to increase capacity as necessary to meet baseline compliance
 - attendees' recommendations for use of these funds

The Summit will be an in person meeting with a virtual option for those who cannot attend. Mark your calendar(s) for November 2, 2021. The meeting will begin at 2:00 p.m. in the Worcester Room at the AJC. The meeting will be moderated and conducted by Greg Padgham and Shelly Brown. If you haven't already, please RSVP by next Friday. All Board members were invited to attend.

Membership Review

The Deputy Workforce Director said the Board Guidelines state that required programs with multiple agencies in the local area will serve two-year terms to allow rotation among the Tri-County representatives (examples: Adult Education and Department of Social Services).

- Adult Education – Denean Jones-Ward representing Wicomico County, will be rotating off in December and Angela Paris will be joining the Board representing Worcester County.
- Department of Social Services – DSS representation needs to be considered as well. Paula Erdie has been on the Board representing Wicomico County for quite some time. **ACTION ITEM:** The Deputy Workforce Director said that this topic will be added to the Steering Committee agenda for November. **ACTION ITEM:** The Operations Coordinator will include the names of DSS representation for all three counties in the November packet.

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- The Youth Committee Chair – Denean Jones-Ward is the current Youth Committee Chair. As of December her term ends. The Youth Committee Chair has to be a Board member. Ivy Wells was appointed to the Youth Committee in June. As the sole Board member on the Committee, the Deputy Workforce Director will reach out to Ivy Wells to consider serving as Chair for the next two years.
- WDB Chair and Vice Chair – The Deputy Workforce Director said the Board Guidelines were rewritten and approved December 9, 2020 to lengthen the officers terms from one year to two years. The purpose of this action was to provide the officer with the opportunity to learn and serve in a more efficient capacity. A discussion ensued. **ACTION ITEM:** The Deputy Workforce Director said that this topic will be added to the December Board agenda.

New Business

WDB Attendance – The Deputy Workforce Director read the Board Guidelines stating that failing to attend either a) two consecutive meetings of the WDB or b) 50% of the meetings in a rolling one-year period will result in contact with the member inquiring whether the member wishes to remain on the Board. The member then has the option of renewing his/her commitment to the Board or resigning. A resignation from the WDB will result in the Chair contacting the relevant local elected authority to request a replacement. A second attendance offense may result in requesting replacement of the member. An attendance sheet was provided for review. **ACTION ITEM:** The Chairman said that he will reach out to the Deputy Workforce Director and together they can compose a letter of reminding the Board member that they were appointed to the WDB because they bring value to the table and to express the importance of attendance so that they can share their passion and experience with other members on the Board.

PROXY: The Deputy Workforce Director read the Board Guidelines stating that the nature of the business and composition of the board does not allow for proxy voting. Members may send a representative to the meeting in their absence but those representatives are not able to vote on items, cannot be counted towards a quorum, and will not count as the member's presence for attendance purposes. The Deputy Workforce Director said there has been previous discussion about proxy voting and it was felt that an individual needed to be an integral part of the discussion. The Chairman said the guidelines were written prior to the pandemic. We live in a different world now and he is definitely in favor of proxy voting, as well as voting my email. What we don't want is for an individual who could not attend a meeting to feel as though their vote did not matter. The Deputy Workforce Director shared and a draft proxy ballot that was prepared for review and discussion. **ACTION ITEM:** The Deputy Workforce Director will place the draft proxy ballot on the December Board agenda.

Adjourn: A motion was made to adjourn the meeting. Adjourned at 4:16 p.m.

Respectfully submitted,

Dione Shaw
Operations Coordinator

Approved February 17, 2022

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