



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

Workforce Development Board Minutes

December 8, 2021

11:00 a.m. – 1:00 p.m.

Hosted via GoToMeeting teleconference service

Members present: Ruth Baker, James Brannon, Nick Caruso, Jason Cunha, Bo Duke, Paula Erdie, Michele Garigliano, Tim Howlett, Rebecca Maldonado, Freddy Mitchell, Tony Nichols, Jena Paquin, Danny Thompson, Pattie Tingle, Francisco Vega and Ivy Wells.

Absent: Mike Corbin, Joey Gardner, Denean Jones-Ward, Walter Maizel, Roger Martinson, Whitney Palmer, Mitzi Scott, Jennifer Shahan, and Nelson Sheppard.

Staff present: Leslie Porter-Cabell, Shelly Brown, Shannon Alexander, Mekia Cherone, Bob Hendricks, Niccole Oliver, David Noonan, Terri Paige, Dione Shaw, Sherri Sigrist, and Rebecca Snoddy.

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. The Chairman also welcomed two new Board members: Jim Brannon and Angela Paris.

Meeting Format: The Deputy 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:** Danny Thompson moved to approve the Consent Agenda. Michele Garigliano seconded motion. The motion was unanimously approved.

Announcements

Workforce Development Board: The Deputy Workforce Director provided Board Updates:

- James Brannon, Human Resources Director at Atlantic General Hospital (AGH) was appointed to the Workforce Development Board by the Worcester County Commissioners in September. Jim recently notified LSWA that he is resigning from AGH and moving out-of-state, therefore, he must resign from the Board as well. Even though his tenure was short, his participation and impact on the Steering Committee is appreciated.
- Rebecca Maldonado Rey is also resigning from the Board. She is expecting her first child in March and feels that she will not have the time needed to fully commit to the Board. Rebecca's input and active engagement over the last three and a half years is greatly appreciated.
- Adult Education representation on the Board rotates between the three counties every two years. Denean Jones-Ward, Wicomico County Adult Education, is rotating off the Board today and Angela Paris, Worcester County Adult Education, has agreed to return and serve on the Board for a two-year term.
- AJC Navigator Report – LSWA used a portion of the Relief Act funds to create the AJC Navigator position. The goal of the AJC Navigator is to assist people in making the connections they need

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to help remove barriers to employment. This has been more successful than LSWA could have ever imagined. An excerpt from the AJC Navigator report was shared with the Board.

Priority of Service Policy Revision – The Deputy Workforce Director said a new Training and Employment Guidance Letter (TEGL) was released by US Labor in November 2020 revising their vision of required Priority of Service. As a result, LSWA has revised the local Priority of Service policy to reflect TEGL 7-20. The new policy draft was included in your packet for review. The new policy focuses on recipients of public assistance, low income individuals and individuals who are basic skills deficient. It also adds a priority that allows the Governors Workforce Board and/or local area Workforce Boards to add additional targeted populations if needed. The Chairman asked for a motion to approve the revisions to the Priority of Service Policy. **MOTION:** Danny Thompson moved to approve the policy revisions as submitted. Tim Howlett seconded motion. The motion was unanimously approved.

Updates Youth Committee

Youth Committee Chair – The Deputy Workforce Director reminded the Board that the Youth Committee Chair must be a member of the Board. Since Denean Jones-Ward's term as the Adult Education Representative ends today, she cannot remain as the Chair. However, Ivy Wells is a member of the Workforce Board, as well as the Youth Committee, and she has agreed to assume the Youth Committee Chair position. Denean has agreed to remain on the Youth Committee as a member at large. The Deputy Workforce Director thanked Denean for her guidance and leadership over the last two years.

Youth Committee Membership Appointments – The Deputy Workforce Director gave Committee updates:

- Jennifer Bertrand, Somerset County Local Care Team, was up for reappointment in June. Unfortunately, there was not a quorum at the June or the September Board meetings, so a vote is needed to reappoint Jennifer to the Youth Committee. The Chairman asked for a motion to approve Jennifer Bertrand's reappointment for another two-year term. **MOTION:** Ruth Baker moved to reappoint Jennifer Bertrand. Michele Garigliano seconded motion. The motion was unanimously approved.
- Denean Jones-Ward recently suggested that LSWA invite the Somerset County Adult Ed representative to join the Youth Committee. The Youth Program Manager reached out to Heather Necessary, Adult Education Coordinator, Somerset County Public Schools, and she accepted the invitation. The Chairman asked for a motion to appoint Heather Necessary for a two-year term on the Youth Committee. **MOTION:** Pattie Tingle moved to appoint Heather Necessary. Paula Erdie seconded motion. The motion was unanimously approved.
- Denean Jones-Ward also suggested that LSWA invite the Worcester County Adult Ed representative to join the Youth Committee. The Youth Program Manager reached out to Angela Paris, Adult Education Facilitator & Coordinator of Education, Worcester County Public Schools, and she accepted the invitation. The Chairman asked for a motion to appoint Angela Paris for a two-year term on the Youth Committee. **MOTION:** Tim Howlett moved to appoint Angela Paris. Pattie Tingle seconded motion. The motion was unanimously approved.

LSWA Updates: The Deputy Workforce Director reported that LSWA is now 99% fully staffed!

- Staffing
 - Mobile Workforce Specialist – LSWA is still looking for a Mobile Unit Specialist. The job description is changing from a full-time position (\$15/hour with benefits) to a part-time position (\$18 to \$20 per hour) with paid holidays. To focus more on the Workforce aspect of

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the job, the job title is changing to Mobile Workforce Specialist. Hopefully these changes, will be more of an attraction for retired or semi-retired individuals to apply.

New staff introductions:

- AJC Front Desk Receptionist (part-time) – Tammy Littleton
- Youth Program Coordinator – Niccole Oliver
- Grants Manager – David Noonan
- Workforce Director – Leslie Porter-Cabell. The Deputy Workforce Director introduced the new Workforce Director. Leslie gave the Board a brief summary of her background as well as fresh perspectives for the future of the WDB and LSWA. **ACTION ITEM:** The Workforce Director would like to follow up with the Board members sometime in February to discuss each county's needs and how LSWA can assist them.
- ARPA Funds – The Deputy Workforce Director said the Lower Shore Regional Workforce Development Summit was held on November 2, 2021. 32 people attended either in person or virtually and of those 11 were Board members. After reviewing the parameters of the ARPA grant and the proposals received to date, the floor was opened to brainstorm ideas for proposals. The group determined there should be a regional approach focused on incumbent worker trainings. There was also discussion about shortening the timeline; this has been completed. The Deputy Workforce Director shared the new dates for the first round of funding. Proposals will be evaluated based on a rubric, and the proposal evaluation team will include Bob Hendricks, David Noonan, Leslie Porter-Cabell, Shelly Brown and Tony Nichols.
 - New Timeline
 - Dec. 31, 2021 Proposal Submission Deadline
 - January 3, 2022 Proposal Evaluation Period Begins
 - February 4, 2022 Proposal Selection
 - February 7, 2022 Proposal Acceptance Announcement
 - February 10, 2022 ARPA Funding Orientation
 - February 11 - 25, 2022 Contract Negotiations
 - March 1, 2022 First Funding Disbursement

Business Services: Bob Hendricks, Business Services Manager, provided a summary on the following projects:

1. Offshore Wind Energy Workforce – Orsted announced plans to build an Operations and Maintenance facility in West Ocean City. The industry plans to employ 110 people.
2. Masonry Apprenticeship – Bricklayers and Allied Craftworkers Local 1, Camp Springs, MD. This is a 3 to 4 year Masonry Program and the training facility offers free room and board.
3. Delmarva Veteran Builders Incumbent Training – 10 classes have been completed. The next and final class has 11 students/employees enrolled.
4. Welding Training – The EARN Grant extension has been approved. Funding is through March 2023. Industry partners: Crystal Steel, Cambridge International, Chesapeake Shipyards, and Delaware Elevator. Ruth Baker spoke about the evening Metal Fabrication class. She said Welding and Metal Fabrication are very much related and it is a benefit to have both skills as the Off Shore Wind industry develops. A success story on the Metal Fabrication program was shared with the Board.
5. Construction Academy – The Construction Academy is held at Parkside High School. The first half of the class is wrapping up December 2, 2021, and the second half starts in January 2022. Industry partners: Messick Builders, Tyler Construction, Delmarva Veteran Builders, Gillis Gilkerson, and Tanglewood Conservatories.

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6. 4E Partnership – The Deputy Workforce Director said David Noonan, LSWA's Grants Manager, has only been on the job one week, and he has already created a program to meet two of our deliverables of the Relief Act of 2021. The Mission and the Vision of the 4E Partnership was shared with the Board and the Deputy Workforce Director briefly spoke about the Re-Employment Incentives. **ACTION ITEM:** The Operations Coordinator will mail the 4E Partnership draft brochure to the Board.

Workforce Development Board Membership – The Deputy Workforce Director said the Membership Quick Reference Sheet will continue to be a standard agenda item. Each Board member can review term dates as well as vacancies. LSWA is preparing to take this Board into a new direction, so your continued participation and engagement are very much appreciated.

2022 Workforce Development Board Meetings – The Chairman said the Steering Committee has discussed various ways to bring the Board meetings back to in person meetings. As of the March 2022 Board meeting, all Board meetings will be held in person with a hybrid option. We are sensitive to individual comfort levels during this time. For those individuals, who for whatever reason, would like to continue virtually they can do so. However, the ultimate goal is to have everyone participate in person. Normally the meetings are held at various restaurants throughout the three counties, however, to better control the environment, all Board meetings will be held at the American Job Center in Salisbury for the foreseeable future.

Board Member Spotlight – The Deputy Workforce Director would like to see the Board Member Spotlight return as a standard agenda item. Good things are happening in our community, and we believe it makes sense to take note of them, especially when it seems that all we hear about today is the bad news. The logistics need to be worked out, but this will allow Board members the opportunity to share what is happening in your community; professionally and/or personally.

Adjourn: A motion was made to adjourn the meeting at 12:08 p.m.

Respectfully submitted,

Dione Shaw
Operations Coordinator

Approved March 9, 2022

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