



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

Steering Committee Meeting Minutes

November 18, 2021

Amended February 17, 2022

3:00 pm – 4:30 pm

Hosted via GoToMeeting teleconference service

Members Present: Jason Cunha, Bo Duke, Walt Maizel, Tony Nichols, Whitney Palmer and Pattie Tingle

Members Absent: Paula Erdie

Staff Present: Shelly Brown, Sherri Sigrist and Dione Shaw

Guest: James Brannon, Human Resources Director, Atlantic General Hospital

Tony Nichols, WDB Chairman, called the meeting to order at 3:01 p.m. He thanked everyone for participating in today's teleconference. A quorum was present. The Chairman said the October 21, 2021, draft minutes are not available for approval today, therefore, the draft minutes will carry over to the January 20, 2022, meeting. He thanked Jim Brannon, our newest Board member, for attending today and he asked Jim to provide the committee with some background information on himself.

Announcements provided by the Deputy Workforce Director:

1. Names and start dates for new LSWA staff:
 - Leslie Porter-Cabell, Workforce Director, December 6th
 - Nicole Oliver, Youth Program Coordinator, November 1st
 - Tammy Littleton, AJC Front Desk Receptionist (pt) –November 15th
 - David Noonan, Grant Manager, November 29th
 - AJC Mobile Workforce Development Specialist, vacant. Interviews are scheduled for tomorrow (November 19th). Once this position is filled, the LSWA will be fully staffed.
2. 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 to help remove barriers to employment. This has been more successful than LSWA could have ever imagined. Calls continue to increase based on word of mouth referrals. A success story was shared with the committee.
3. LSWA Regional Workforce Development Summit – On November 2nd, the Tri-County Council for the Lower Eastern Shore of Maryland (TCC) held the Lower Shore Regional Workforce Development Summit. 32 people attended either in person or virtually and of those attending 11 were Workforce Development 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, which has been done. The Deputy Workforce Director briefly summarized the ARPA proposal timeline.

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WDB Proxy Voting – The Deputy Workforce Director said at the last meeting, proxy voting was brought up for discussion and the general consensus was in favor of proxy voting. However, the current Workforce Development Board Guidelines state: “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 Chairman opened the floor for discussion: 1) Consideration of proxy voting, 2) Methods of proxy voting, and 3) Revision of the WDB Guidelines. After a lengthy discussion, the consensus of the Steering Committee was to allow voting by email. The Chairman asked if there was any further discussion; there was none. The Chairman called for a roll call vote. After the roll call vote, the ayes were 6 and the nays were 0. The Chairman asked for a motion to approve Proxy Voting by email. **MOTION:** Whitney Palmer moved to approve Proxy Voting by email. PattieTingle seconded motion. The motion was unanimously approved.

Amendment: The Chairman said the November 18, 2021, minutes as submitted reflect the approval of Proxy Voting by email. Since Proxy Voting is not permissible by the State, the Chairman asked for a motion to rescind the unanimous vote. **MOTION:** Pattie Tingle moved to rescind Proxy Voting by email. Jason Cunha seconded motion. The motion was unanimously approved. The Chairman asked for a motion to approve the November 18, 2021, minutes as amended. **MOTION:** Pattie Tingle moved to approve the amended minutes. Paula Erdie seconded motion. The motion was unanimously approved.

The Deputy Workforce Director reminded the Board that the WDB Guidelines would need to be revised. After a lengthy discussion, the consensus of the Steering Committee was to amend the Guidelines to reflect: email voting is allowable if a Board member cannot attend a meeting, and that the votes also counts towards a quorum as long as it is documented that the individual voting has a clear understanding of the topic and substance of what they are voting on. The Chairman asked for a motion to amend the Workforce Development Guidelines to reflect Proxy Voting by email. **MOTION:** Pattie Tingle moved to approve the Guidelines to reflect Proxy Voting by email. Whitney Palmer seconded motion. The motion was unanimously approved.

Amendment: The Chairman said the November 18, 2021, minutes as submitted state to change the Workforce Development Board Guidelines to reflect Proxy Voting by email. Since Proxy Voting by email is not permissible by the State, the Chairman asked for a motion to rescind the unanimous vote. **MOTION:** Pattie Tingle moved to rescind the changes to the Workforce Development Board Guidelines. Jason Cunha seconded motion. The motion was unanimously approved.

The Chairman asked for a motion to approve the November 18, 2021, minutes as amended. **MOTION:** Jason Cunha moved to approve the amended minutes. Whitney Palmer seconded motion. The motion was unanimously approved.

Membership Review

Workforce Development Board – 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. Denean Jones-Ward, representing Wicomico County Adult Education, will rotate off in December and Angela Paris will be joining the Board representing Worcester County Adult Education, pending her approval by the Steering Committee. The Chairman asked for a motion to approve Angela Paris to the Workforce Development Board representing Title II Adult

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Education and Literacy activities. **MOTION:** Pattie Tingle moved to approve Angela Paris. Jason Cunha seconded motion. The motion was unanimously approved.

The Deputy Workforce Director told the Steering Committee that Bob Hendricks, Business Services Manager, has reached out to Ambere' Eskridge, Human Resources Staffing Coordinator, Delaware Elevator, as a potential Board member. The timing is perfect because Rebecca Maldonado recently resigned from the Board as a Business member from Wicomico County. Rebecca and her husband are expecting their first child in March. We wish them all the best.

Youth Committee

Chair – The Deputy Workforce Director said the Youth Committee Chair must be a member of the Workforce Development Board (WDB). The current Chair is Denean Jones-Ward and her term ends in December. Ivy Wells is a Board member and has accepted the Chair position pending her approval by the Steering Committee and confirmation by the WDB in December. The Chairman asked for a motion to approve Ivy Wells to the position of Youth Committee Chair. **MOTION:** Whitney Palmer moved to approve Ivy Wells. Pattie Tingle seconded motion. The motion was unanimously approved.

Members – The Deputy Workforce Director said the Youth Committee membership must reflect the needs of the Tri-County area. Youth Committee members are approved by the Steering Committee and confirmed by the WDB. New Appointments to the Youth Committee: 1) Heather Necessary, Adult Education Coordinator, Somerset County Public Schools. The Chairman asked for a motion to approve Heather Necessary as a member of the Youth Committee. **MOTION:** Whitney Palmer moved to approve Heather Necessary. Pattie Tingle seconded motion. The motion was unanimously approved. 2) Angela Paris, Adult Education Facilitator & Coordinator of Education, Worcester County Public Schools. The Chairman asked for a motion to approve Angela Paris as a member of the Youth Committee. **MOTION:** Whitney Palmer moved to approve Angela Paris. Pattie Tingle seconded motion. The motion was unanimously approved.

Meetings for 2022 – The Chairman opened the floor for discussion. The consensus of the Steering Committee is to continue Steering Committee meetings virtually. The Workforce Development Board meetings should be held in person with a hybrid option. At this time, due to the pandemic, all future Workforce Development meetings will be held at the American Job Center in Salisbury, MD.

Adjourn: A motion was made to adjourn the meeting. Adjourned at 4:00 p.m.

Respectfully submitted,

Dione Shaw
Operations Coordinator

Approved February 17, 2022

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