



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

Steering Committee Meeting Minutes

February 17, 2022

3:00 pm – 4:30 pm

Hosted via GoToMeeting teleconference service

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

Staff Present: Leslie Porter-Cabell, Shelly Brown and Dione Shaw

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. He turned the meeting over to the Workforce Director, Leslie Porter-Cabell.

Leslie Porter-Cabell also thanked everyone for attending today's Steering Committee meeting. She expressed sincere appreciation to the Committee for their dedication and commitment to the Workforce Development Board. She said she has had the opportunity to speak with some of the Board members, one-on-one, and she will continue to extend an open invitation. These meetings have given her a sense of the direction the Board would like to pursue, what LSWA can do better to connect/engage Board members, and the mission to connect employees to employers.

The Chairman asked for a motion to approve the October 21, 2021, minutes as submitted. **MOTION:** Whitney Palmer moved to approve the minutes. Bo Duke seconded motion. The motion was unanimously approved.

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 to allow for Proxy Voting by email. **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 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 to change the WDB guidelines to allow for Proxy Voting by email. **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.

LSWA Updates - The Workforce Director said two people have been hired for the Mobile Workforce Development Specialist part-time position. La Toya Handy-Duncan will work Monday through Friday (9:00 a.m. – 2:00 p.m.) and Jack Pinkham will be on-call for the after hour events, weekend events or when La Toya is not available. They will provide direct job search assistance to a diverse group of individuals utilizing the services on the mobile unit. LSWA is rapidly expanding and will be hiring many new staff to fill many new roles. Due to this expansion, LSWA is restructuring office layouts so that staff are all located

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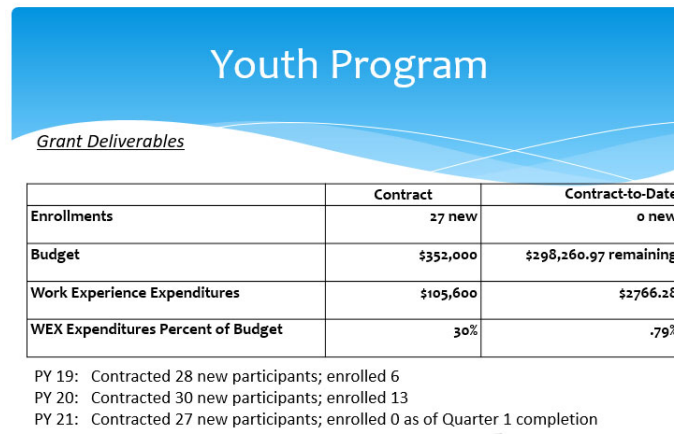
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by department. The Business Services staff, the Grant Manager, and the Mobile Specialist will be moving into the vacant HotDesk location within the American Job Center.

Program Updates

1. Youth Program

- Subgrantee - Grace Center for Maternal and Women's Health - The Workforce Director reviewed the chart below. LSWA is in the final year of a three-year grant and Grace Center has underperformed for each of these three program years. Grace Center was awarded \$352,000 and has only spent \$53,739.03 with zero new enrollments. Low enrollment has been an issue since the beginning of the grant in 2019 (pre-COVID).



- Subgrantee - Contract Termination - Grace Center for Maternal and Women's Health - The Workforce Director said LSWA consulted with the Youth Program Representative at Maryland Department of Labor and LSWA has decided to terminate Grace Center's contract. The contract termination timeline is as follows:
 - February 15, 2022 – Formal notification of contract termination
 - February 17, 2022 – Temporary Local Policy approved by the Steering Committee
 - March 9, 2022 – Local Policy confirmation by the Workforce Development Board
 - March 15, 2022 – Final Termination
- Temporary Policy: WIOA Out-of-School Youth Program Services - The Department of Labor requires LSWA to have a policy stating how services are provided to youth. The current policy states LSWA sub-grants this program. Since LSWA is terminating a sub-grantee and bringing Youth Program Services in-house, there should be a temporary policy that states how LSWA will provide services until the end of the program year. The Workforce Director provided the committee with a temporary Youth Program Policy. After review, the Chairman asked for a motion to approve the new temporary Youth Program Policy. **MOTION:** Whitney Palmer moved to approve the temporary Youth Program Policy. Bo Duke seconded motion. The motion was unanimously approved. The Chairman said that the temporary Youth Program Policy will be placed on the March 9th Board Agenda as a voting item for confirmation by the Board.

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- PY22 Youth Program – LSWA is bringing the Youth Program in-house for PY22 and will set up an MOU with service providers, including Telamon. Service providers will be providing the services outlined in the WIOA Youth Program 14 Elements. Two Youth Engagement Specialists will be hired to provide comprehensive case management and advocacy services to Workforce Innovation and Opportunity (WIOA) Youth Program participants seeking employment and/or career and skills training.
- 2. “Good Jobs Challenge” Grant – Off Shore Wind Initiative - The Workforce Director said LSWA was asked by the Maryland Department of Labor to submit a proposal for the Good Jobs Challenge” Grant – Off Shore Wind Initiative. Maryland Department of Labor submitted a proposal just short of \$25 million dollars as part of a \$500 million dollar U.S. Department of Commerce grant. LSWA’s proposal was for \$750,000 and includes three additional positions dedicated to the Offshore Wind Industry: 1) the Navigator will be working directly with clients; 2) the Program Coordinator will work directly with Orsted and US Wind and their sub-contractor, and 3) the Data Specialist will be responsible for the reporting of all matrix for the Business Services Department.
- 3. New Business Services Department - The Workforce Director said LSWA is expanding the Business Services Department and plans to hire two Business Services Specialists. They will serve as the liaison between the Lower Shore Workforce Alliance and the local business community. They will be responsible for building partnerships with area employers and assisting them with their talent acquisition and employment training needs. LSWA will be leasing a space in the American Job Center (AJC) formerly occupied by Hot Desk. This department will include Bob Hendricks, Business Services Manager, David Noonan, Grant Manager, the two new Business Service Specialists, the three Off Shore Wind staff and the Mobile drivers. Construction is expected to be completed by the end of April. After everyone is moved in and settled, LSWA will plan an open house for the Board and WIOA partners. The Workforce Director and Bob Hendricks met with Dr. Robert Mock, Chief of Staff at UMES and Jim Mathis to strengthen LSWA’s relationship with UMES administration for future partnerships.
- 4. Lower Shore 4E Partnership - The Workforce Director said the Lower Shore 4E Partnership envisions a community where businesses and job seekers come together to strengthen workforce readiness in Somerset, Wicomico, and Worcester Counties through implementing strategies that address four essential E’s: 1) **E**ngage, 2) **E**ducate, 3) **E**mploy and 4) **E**quip. LSWA is preparing to post the application for funding on the LSWA website. Please spread the word about this great new program funded by the RELIEF Act funds.
- 5. ARPA Funding - The Workforce Director provided a brief update on the ARPA funding. The deadline to submit proposals was December 31st. Twelve proposals were received and evaluated. The evaluation committee selected four proposals for funding: 1) Vehicles for Change – Full Circle Mechanic Training and Placement Program, 2) Wor-Wic’s CEWD: Business & Industry Training (Skilled Trades), 3) TidalHealth Nursing Assistant Training Program, and 4) MAC Inc. – Caregiver Advantage Workforce Development Program (CAWDP). Contract negotiations are ongoing and the distribution date for funds is to be determined.

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Workforce Development Board – The Workforce Director provided updates:

- Wicomico County Business membership seats are now full; thanks to newly appointed Ambere' Eskridge. Ambere' is the Human Resources Staffing Coordinator at Delaware Elevator and was recently appointed by the Wicomico County Council.
- However, Michele Garigliano has informed LSWA that she will be resigning from the Board at the end of her term on May 1st. At that time, a Wicomico County Business Member seat will become vacant. There is still one business vacancy in both Somerset and Worcester counties. The Workforce Director said if anyone on this committee knows of any individuals or businesses that we could target for any vacancy on the Board, please let us know. We would be happy to set up a meeting or phone call to give a brief overview of the Board and how they contribute to improving the workforce in our community.
- Due to increased job responsibilities, Ivy Wells has reluctantly resigned from the Board, effective immediately. Since Ivy has resigned her position on the Board, she must also resign her position as Chair of the Youth Committee. WIOA regulations state that the Youth Committee Chair must be a member of the Workforce Development Board. As such, we are in desperate need of a Board member to step up and assume this responsibility. The Operations Coordinator will send out a Call for Nominations and an election will be held at the March 9th Board meeting.
- Ivy's position on the Board is not one of the required 51% business owners, so LSWA is not required to fill that position immediately, however, we should consider having representation of economic development from all three counties.

Meet and Greet – The Workforce Director said LSWA would like to schedule a Workforce Development Board Meet & Greet. This would be something other than a structured Board meeting, This would be a gathering where everyone can get together, speak candidly and really have an exchange of ideas and information. A discussion ensued. LSWA will move forward with the logistics.

Meeting Platform – The Workforce Director said all future Board meetings will be held as Hybrid meetings and the Steering Committee meetings will remain virtual via GoToMeeting.

Board Member Spotlight – The Workforce Director said LSWA would like to bring back the “Board Member Spotlight” to the Board meetings. It would give an opportunity for Business members and/or Public sector members to tell everyone what's going on at their business or in their industry and workforce needs.

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

Respectfully submitted,

Dione Shaw
Operations Coordinator

Approved May 26, 2022

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