



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

Workforce Development Board Minutes

June 8, 2022

11:00 a.m. – 1:00 p.m.

Hybrid Meeting

Members Present: Nick Caruso, Jason Cunha, Tim Howlett, Freddy Mitchell, Tony Nichols, Whitney Palmer, Jena Paquin, Angela Paris, Danny Thompson, Erika Uebel, Francisco Vega and Alicia Warren

Members Absent: Ruth Baker, Mike Corbin, Bo Duke, Paula Erdie, Ambere' Eskridge, Joey Gardner, Walter Maizel, Roger Martinson, Mitzi Scott, Nelson Sheppard and Pattie Tingle

Staff Present: Leslie Porter-Cabell, Shelly Brown, Lashika Bonner, Bob Hendricks, Angela Manos, David Noonan, Dione Shaw, Sherri Sigrist and Rebecca Snoddy

Guests: Greg Padgham, Executive Director, Tri-County Council for the Lower Eastern Shore of Maryland

Tony Nichols, WDB Chairman, called the meeting to order at 11:05 a.m. He thanked everyone for participating in today's hybrid meeting. The Deputy Workforce Director continued with a roll call. A quorum was not present.

Meeting Format: The Deputy Workforce Director gave a brief 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.

Welcome and Introductions – The Chairman introduced two new Board members and requested they share their background with the Board.

- Erika Uebel, Program Director, Workforce Development Division, Telamon Corporation. Erika said she started this position in October and currently runs the National Farmworker Jobs Program (NFJP) in MD, DE, VA and West VA. She also oversees the Out-of-School Program for the Lower Shore Workforce Alliance.
- Alicia Warren, Human Resources Director, Atlantic General Hospital. Alicia said she has been with Atlantic General Hospital over seven years. Prior to the Human Resources Director, she was the Human Resources Generalist.

Approval of the Consent Agenda – Since there was not a quorum, the Chairman tabled this voting item until the September 7, 2022, Board meeting.

LSWA Updates

- **Business Services Staffing** – LSWA is expanding the Business Services capacity. Following the remodeling of the former Hot Desks office space, two new Business Services positions will be posted. The new positions are funded through ARPA and they will focus on a subset of local industries (healthcare, manufacturing, construction, hospitality, etc.) Bob Hendricks was available to give a tour after the meeting. Also through the ARPA funding, LSWA is able to support four programs: 1) TidalHealth, 2) MAC, 3) WWCC and 4) Vehicles for Change.

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Program Updates

- Youth – The Youth Program continues to transition into an all in-house service program model. Telamon continues as LSWA's sub grant recipient until September 30, 2022. And as of October 1st, LSWA's OSY Youth Program will be completely in-house and managing services through MOUs with community service providers. Policy, Procedures and Guidelines are being developed and written as needed.
 - Staffing – Since the program continues to expand, LSWA has hired two new Youth Engagement Specialists to do case management. Angie Manos, was hired in March and Lashika Bonner, was hired in May. Both individuals bring a wealth of knowledge and experience to the Youth Program.
 - Success Story – Angie Manos provided a brief synopsis of this participants success. Angie said the participant began the Dental Assistant Program at Wor-Wic Community College in May, while simultaneously finishing her GED and gaining her high school equivalency diploma.
- Adult – The Adult Program continues to find the most efficient ways to serve participants. This process actually started during COVID when the AJC was closed. At that time, new processes were needed and developed to serve participants remotely and efficiently.
 - Training Statistics – FY22 participant numbers were provided and they clearly reflect that the CDL program is the most popular training program. For the month of May, the LSWA Intake Office received correspondence from 42 individuals regarding interest in the WIOA Adult Program and out of those 42 individuals, 27 WIOA applications were received.
 - Success Story – CDL participant, Rose Stigall, was included in your packet.

Business Services – The Business Services Manager provided updates:

- Offshore Wind Energy Workforce
 - The US Wind Project has entered the permitting process with the Bureau of Ocean Energy Management.
 - The Unions and Orsted have signed the National Offshore Wind Agreement.
 - Currently working on scheduling a roundtable with Orsted, US Wind and local training providers to discuss workforce preparation.
- Welding Training/Metal Fab
 - The most recent welding graduation was held on April 22, 2022. All ten students that started the class completed the class. Most of the graduates were hired by Chesapeake Shipbuilding and Delaware Elevator.
 - Student selection was held on May 12, 2022, for the class that started on May 23, 2022.
- Construction Academy
 - Due to low enrollment, the State of Maryland has declined to renew the Construction Academy EARN grant.
 - Discussions are underway with Wor-Wic for a separate stand-alone trade school/academy.
 - The National Center for Construction Education and Research (NCCER), which is a not-for-profit education foundation for professional craft certification, actually has a syllabus and curriculum for construction trades. Looking forward to contacting NCCER in the near future.

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- Recruiting Event - Chesapeake Shipbuilding
 - This 3-hour recruiting event was held on May 17, 2022, at the American Job Center. Five people stopped by to talk with the recruiter. Two were automatically hired with the possibility of a third hire.

Finance – The Workforce Director provided updates:

- WIOA – WIOA funds provide funding for a very strategic group of people. Our region has so many needs beyond what WIOA funding provides. We are looking to leverage WIOA funds with other opportunities, public and private, to serve more residents in credentialing and training. These opportunities are coming fast and we want to make sure that the residents in this region are beneficiaries of these training opportunities and obtaining a livable wage. **Action Item:** Once the budget is finalized with the new numbers, the Workforce Director will email the final draft to the entire Board.
- Annual Performance Review – The required paperwork was submitted and an on-site review was held last week. Overall, LSWA did well.
- RELIEF Act – The RELIEF Act funds have afforded LSWA the opportunity to develop marketing materials to inform the public of LSWA and AJC services.
- ARPA – Maryland Department of Labor approved the modified budget to include an increase of funding for training programs. Guidelines were received and the benchmarks will focus on **SUCCESS STORIES**.

Special Projects – The Grant Program Manager provided updates:

- ARPA Funded Activities
 - Budget modifications for Phase 1 were completed and approved by MD DOL.
 - WWCC, Vehicles for Change and TidalHealth submitted budget modifications and revised proposals to match funding awards.
 - In order to meet budget constraints, MAC, Inc. funding was moved to Phase 2
 - Currently developing MOUs for Phase 1 grants.
 - TidalHealth on-the-job training project in Somerset County to earn CNA/GNA certifications received media attention, promoting LSWA in the community.
- RELIEF Act Funded Activities
 - Procurement for the American Job Center Customer Service Training is nearly completed.
 - American Job Center Orientation Video is currently in the development stage.
 - Lower Shore 4E Activities
 - Marketing – 1) Brochures have been distributed to Employers, Chambers of Commerce, Partner Organizations and Government Representatives, 2) PAC14 Training (*4E and Me*) Plans to develop a show in upcoming months and 3) Blog should go live this month (*The 4E Weekly*).
 - Networking – Trade Shows, Chamber of Commerce Events, In-Person and Virtual Contacts, Business Engagement and Focus Groups and Services.
 - Applications for Services – One business applicant for Re-employment funding; four additional referrals. Two employees for Certification Scholarship; one additional referral.
 - Upcoming Events – A Healthcare Virtual Job Fair is scheduled for July 14, 2022.

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Workforce Development Board

- “What is a Workforce Development Board?” Video – The Deputy Workforce Director shared the video with the Board. This informative video is designed to educate members of the public about the integral role workforce development boards play in local communities, and how workforce development boards collaborate with local education institutions, local businesses and government officials at the local, state and federal level. If you would like to review the video, it can be found on The National Association of Workforce Boards (NAWB) website. (<https://www.nawb.org/>)
- Policy Revisions – Due to Grace Center’s contract termination, their youth participants were split between LSWA (in-house) and Telamon Corporation. As a result, revisions needed to be made to current LSWA policies to include the youth participants. Also, the Supportive Services policy has been revised to reflect a \$500 cap per participant. Expenses will be limited to \$500 per participant for the duration of their program participation, exceptions will require approval from the Director. Since there was not a quorum, these voting items were tabled until the September 7, 2022, Board meeting.
 1. Individual Training Accounts (ITA)
 2. Supportive Services Financial Assistance
 3. Follow Up Procedures
- Membership – The Workforce Director said Danny Thompson has been very helpful in identifying potential Board members in Somerset County. Tony Nichols’ term is ending in October, which will leave the Workforce Development Chair position vacant. And, the Youth Committee Chair position is still vacant. Roger Martinson has shown interest, but has not made a commitment. Input is needed from the entire Board to help LSWA fill these vacancies. The Deputy Workforce Director said since Tony’s term is ending in October, nominations are needed. Expect to receive several emails over the next few months for nominations. Nominations may be made by any member of the Board and self-nominations are welcome. Once a nomination is received, the nominated member will be contacted to find out if he or she is willing to serve.
- September Board Meeting Date Change – The Workforce Director said due to LSWA staff attending Raising the Bar Conference (Sept. 11-14) the Board meeting has been moved to September 7, 2022. Also due to Board packet preparation, the Steering Committee meetings are now scheduled two weeks prior to the Board meetings, therefore, the next meeting is scheduled for August 24, 2022.

Other Updates

- AJC Customer Satisfaction Survey – There are two customer kiosks located at the front of the AJC. The survey helps us to stay up-to-date on any improvements or changes that may need to be made. A sample of the questions and answers were provided and reviewed.
- TransfrVR – TransfrVR is creating classroom-to-careers pathways, training the next generation of workers for well-paying jobs across every industry via hands-on, simulated training that teaches critical skills for in-demand jobs. TransfrVR’s hands-on simulation training provides an immersive learning environment that gives trainees real-world experience in the skills they need for well-paying jobs. A sample video was shown, industry trainings were reviewed and headsets were available to demo.

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Adjourn: A motion was made to adjourn the meeting at 12:36 p.m.

Respectfully submitted,

Dione Shaw
Operations Coordinator

Approved September 7, 2022

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Lower Shore American Job Center ■ 31901 Tri-County Way, Suite 215 ■ Salisbury, MD 21804
Phone: (410) 341-3835 ■ Fax: (410) 341-3735
www.lswa.org