



Serving as the workforce development board for the Lower Shore of Maryland

Workforce Development Board Minutes

November 7, 2022
11:00 a.m. – 1:00 p.m.

Members Present: Ruth Baker, Robert “Bo” Duke, Paula Erdie, Ambere’ Eskridge, Tim Howlett, Tony Nichols, Whitney Palmer, Jena Paquin, Danny Thompson, Francisco Vega, Alicia Warren

Members Absent: Nick Caruso, Mike Corbin, Jason Cunha, Joey Gardner, Walter Maizel, Roger Martinson, Freddy Mitchell, Angela Paris, Mitzi Scott, Nelson Sheppard, Erika Uebel

Staff Present: Leslie Porter-Cabell, Shelly Brown, Rebecca Snoddy, Sherri Sigrist, Bob Henderson, David Noonan

Guests: Claudia Nelson

Tony Nichols, WDB Chairman, called the meeting to order at 11:17 and thanked everyone for taking the time out of their day to attend the meeting. Tony announced this is his official last meeting as the Steering Committee Chair. The Deputy Workforce Director continued with a roll call. A quorum was not present. Tony advised need 13 for quorum and have 12. Any voting will have to be tabled unless someone joins virtually.

LSWA Updates

- Good Jobs Challenge Award Offshore Wind Initiative: This award from the MD Department of Labor includes 3 positions: 1) The Navigator will be working directly with clients, 2) the Program Coordinator will work directly with Orsted, US Wind and their sub-contractors, 3) the Data Specialist will be responsible for outcomes and performance with the Business Service Department. These three positions will be housed in our new business services office, which is the former Hot Desks office.
- Business Services Staffing: The following positions have been facilitated with pandemic funding. 1) Jobs Placement Coordinator, this position will facilitate the placement of LSWA participants with prospective employers. We have made an offer to Bonnie Nay and she has accepted. We hope to have her on board October 1, 2022. 2) Business Service Specialist, we are in the process of interviewing for this position, and will begin interviewing for the Offshore Winds Positions as well.

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Finance FY 23 Budgets

- **WIOA Budget**: Approved by the MD Department of Labor and was attached in a previous Email that was sent out.
- **Relief Act**: This was another pandemic source that has afforded on the job training initiatives, media development, and professional development.
- **ARPA I and ARPA II**:
 - **ARPA I**: Currently, under **ARPA I** there were five awardees. We are completing the MOU's for those award recipients and waiting for the signatures. So far, we have received three out of the five signatures and have completed those MOU's. Those MOU's amounted to about \$1.34 million dollars and were allocated to the following:
 - 1) MAC - Senior Community Health Worker Certification (update from David Noonan, we have a contract with MAC that has been signed)
 - 2) Wor- Wic Community College – Skilled trades
 - 3) Tidal Health – CNA nursing training certifications (update from David Noonan, Tidal Health should have their signed contract in the next few days)
 - 4) Vehicle for Change – automotive technical training
 - 5) Wor-Wic Computer Lab (we were no longer able to fund under WIOA)
 - **ARPA II**: Will primarily focus on staffing and further program development. We cannot access **ARPA II** until we receive the final agreements on those MOU's. Maryland has requested that **ARPA I** funds have to be obligated before we access the **ARPA II** funds. Once MOU's are signed, those funds will be considered obligated according to MD Department of Labor and **ARPA II** will work in tandem with **ARPA I**.

PROGRAM UPDATES

- **ADULT PROGRAM UPDATE**: Rebecca Snoddy – WIOA Adult Program Manager advised the beginning of March we took our applications online to be more efficient and a convenience for customers. Our Quarterly reports found we have increased numbers tremendously, as far as individuals not only interested in WIOA training and supportive services but also those submitting applications and being put in to classes. CDL is the most popular training program followed by CNA. There have been increases in numbers for Dental Assistants, Clinical Medical Assistants and HVAC.
- **YOUTH PROGRAM UPDATES**: Sherri Sigrist – Youth Program Manager advised the Youth Program continues with its staffing expansion and program changes. In May, we hired Lashika Bonner as Youth Engagement Specialist. She has been focusing on outreach and recruitment as well as her case load of active participants. Angie Manos

was hired temporarily and is no longer with us, but we have hired a full time permanent Youth Engagement Specialist, Sheronda Brown. Sheronda will be keeping all 49 of Telamons participants that are coming over to us so it will be a seamless move. The remaining participants from Telamon will be assigned to Lashika Bonner. We are working on creating WEX partnerships and Sherri is out in the community creating those partnerships to get ready for placement.

Paula Erdie questioned what is meant by "in house": Sherri Siegrist explained prior to October 1, 2022 LSWA Youth Program had grant sub recipients and Telamon was one of our sub recipients. A sub recipient carried out all of the case management portions of that grant. We handled the grant physically and the sub recipient handled the case management. We now cover everything. We are service provider and the physical monitor of the WIOA funding. We terminated the contract with Grace Center (due to lack of performance) and we contracted thru Telamon as a MOU provider and not a sub recipient.

Angela Paris joined and we now have a quorum.

SUCCESS STORY: We reported on Harlow Baysinger last meeting but she is making such progress we wanted to continue with her success story. She enrolled in January 2022 in the Dental Assistant program at WOR-WIC and she completed that successfully. In August 2022, she started the second portion for the Dental Assistant Program at WOR-WIC. She is also a participant in the Tidal Health CNA program. She is very ambitious and very determined and as she said to make a good life for her and her son.

APPROVAL OF CONSENT AGENDA

Angela Paris joined and we now have a quorum. Tony Nichols stated since we now have a quorum do I have a motion to approve the consent agenda. **MOTION:** Paula Erdie moved to approve the Consent Agenda. Ruth Baker seconded the motion. The motion was unanimously approved.

WORKFORCE DEVELOPMENT BOARD

- **POLICY REVISIONS:**

These revisions were included in your packet and were reviewed during the Steering Committee meeting. We however did not have a quorum at the Steering Committee meeting so we need that motion and approval now.

1. Individual training accounts (ITA): **MOTION:** Ruth Baker moved to approve the revisions. Alicia Warren seconded the motion. The motion was unanimously approved.

2. Supportive Services Financial Assistance: **MOTION:** Paula Erdie moved to approve the revisions. Alicia Warren seconded the motion. The motion was unanimously approved.

3. Follow up procedures: **MOTION:** Robert "Bo" Duke moved to approve the revisions. Ambere' Eskridge seconded the motion. The motion was unanimously approved.

• MEMBERSHIP:

Call for nominations: The Workforce Director stated Di Shaw had sent out emails and we have not received any calls for nominations. We have vacancies.

• VACANCIES:

1) WDB Chair Chairperson - Tony Nichols term is expiring in October 16, 2022. The guidelines state if a replacement is not voted on for two consecutive meetings (6 months) then the chair of the TCC will choose a replacement. Tony Nichols asked if any calls for nominations or any volunteers. No one responded. The workforce director will follow up and reach out before the next board meeting.

2) Youth Committee Chair – vacant - As a reminder the youth committee chair must be a member of the board.

• TERMS EXPIRING:

Joey Gardner, Somerset County –September 4, 2022 – Status – will not remain on the board

Nelson Sheppard, Somerset County – May 2023 - Status – will not remain on the board

Mike Corbin, Somerset County – Status - will not remain on the board

Mitzi Scott, Tidal Health, Wicomico County – term is expiring September 18, 2022
Lori Lee, Workforce Development Manager is the replacement for Mitzi and will be going thru the process for that

WHITNEY palmer, Worcester County, September 30, 2022- status- will remain on the board and we will begin the process for that

The workforce director stated she has some candidates from Somerset County, Danny Thompson and Tim Howlett . She will review and move forward with that.

- YOUTH COMMITTEE APPOINTMENTS AND REAPPOINTMENTS:

We have appointments and reappointments that need to be voted on.

NEW

Kaleel Neal, Shore Up, **MOTION:** Ruth Baker motion to appoint. Paula Erdie seconded the motion. The motion carries.

Roger Martinson, Edward Jones, **MOTION:** Alicia Warren motion to appoint. Ambere' Eskridge seconded the motion. The motion carries.

REAPPOINTMENTS

Michelle Bradley, Town of Hebron, **MOTION:** Ruth Baker motion to reappoint. Paula Erdie seconded the motion. The motion carries.

Alicia Dennis, MD. DOL, **MOTION:** Alicia Warren motion to reappoint. Jena Paquin seconded the motion. The motion carries.

Denean Jones-Ward, Wor- Wic Community College, **MOTION:** Ruth Baker motion to reappoint. Paula Erdie seconded the motion. The motion carries.

Heather Mahler, Vice Chair, Community Foundations with youth committee, **MOTION:** Paula Erdie motion to reappoint. Alicia Warren seconded the motion. The motion carries.

Business Services Updates: Bob Hendricks – Business Services Manager

- Offshore Wind Workforce: Things are picking up with Offshore Wind workforce . The project developers Orstead and US Wind are both anxious to start talking about the workforce they are going to need. We had several meetings during the recent MACO Conference in Ocean City with both companies and tomorrow a meeting with representatives from US Wind to go over planning for informational events with the community on workforce. We expect to have that event sometime in late October or early November. We will open it up to the community, and have both Orstead and US Wind there to talk about their positions and the training that may be needed for those roles and how we will go about setting up the training. The training partners are WOR-WIC and Arcon training center. US Wind is still in the permitting phase with the Bureau of Energy and Ocean management. Orstead has yet to apply for that permitting phase so they are a little behind but sure, they will be catching up soon. Bob put in an Op-Ed to the Ocean City today newspaper regarding the Offshore Wind workforce needs and our Good Jobs challenge funding for understanding our department work on our workforce needs for US Winds.

- Welding Training/Metal Fab:

Welding class #18 finishes in October, class #19 is scheduled and applications are being accepted for that class right now which starts in November. Metal fab class #8 is in progress and ends in December and the next class #9 starts in January.

- Construction Academy: The State of MD earn grant has dried up for the construction academy and we are looking at other alternatives to try to continue it in some way. We have had several meetings with WOR-WIC and TRI County Council of the Lower Eastern Shore to talk about funding, and about how the construction academy is structured and possible locations. We are still in the concept phase right now.

- Seaside Plumbing: We have entered in to a contract with Seaside Plumbing that is based out of Berlin MD. They have set up a registered apprenticeship for plumbers and we are supporting that with the on the job training program that we have. We will be paying 50% of their new hires for the first 6 months while they are in training. They hired their first new hire on September 1, 2022 and they are looking at possibly an additional three more people.

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Special Projects Update: David Noonan - Grant Manager

- Lower Shore 4E Partnership

Just to fill in on the Seaside plumbing, this was funded by the Relief Act project. David does the reporting and compliance part, so David and Bob Hendricks collaborate on this project. Other partnerships we are trying to build is 1) The Youth Program started with the work experience partnership with visiting angels. Efforts thru the lower shore 4E partnership, those relationships benefited other departments as well. 2) Through the same networking we came in contact with Salisbury University down town Rommel center for entrepreneurship. We are looking at funding an on the job training for an internship for marketing. 3) We are also looking at funding another training for Tidal Health that is separate from ARPA for community health workers. We are working on putting the contract together for that now. Overall, since the beginning of the relief act the Lower Shore 4E Partnership has contacted 121 businesses for services. About four of them applied for re-employment applications but two had to be denied and we have two more to review. Also, we have about five customers seeking career training. We have a Healthcare Virtual Job fair that is scheduled for September 21, 2022 to address the healthcare career shortage we have in this area.

- AJC Welcome VIDEOS: We have procured our services with KRR Creative Strategies. We are now working on a storyboard and are talking to the five agencies in the building to develop that storyboard. We are planning to develop and shoot, that video for the welcome center in the next month or two and have that produced in the next two months.
- AJC Professional Development for Customer Service: We are holding that sometime in the second week of November but we do not have a date yet for that.

Deputy Director Shelly Brown shared that the LSWA staff and the administration upstairs will be participating in a self-care workshop in October. This is due to the stressfulness of the pandemic, the re-entry in to the building, youth program coming in house, and the explosion of our adult program and business services. All WIOA funded staff are going to the raising the bar conference which is the Maryland state workforce development conference next week. Our youth staff will be attending the "National Association of Workforce Development Professional Youth Symposium" in North Carolina being held in November.

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A motion to adjourn the meeting was made at 12:09.

Respectfully submitted,

Tammy Littleton

LSWA Customer Service Representative

Approved March 8, 2023

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