



LOWER SHORE WORKFORCE ALLIANCE

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

Workforce Development Board Minutes

March 8, 2023

11:00 a.m. – 1:00 p.m.

Hybrid Meeting

Members Present: Ruth Baker, Nick Caruso, Jason Cunha, Paula Erdie, Lori Lee, Freddy Mitchell, Angela Paris, Erika Uebel, Francisco Vega, Alicia Warren

Members Absent: “Bo” Duke, Ambere’ Eskridge, Walter Maizel, Roger Martinson, Claudia Nelson, Tony Nichols, Whitney Palmer, Jena Paquin, Daniel Thompson

Staff Present: Leslie Porter-Cabell, Shelly Brown, Bob Hendricks, Sherri Sigrist, Johanna Allen, Julie Allen, Bonnie Nay, Mekia Cherone

Guests: Bryan Ashby, Wicomico County CTE; Chastity Chronister, Eastern Correctional Institution; Michelle Stewart, Department of Rehabilitation Services; Kenneth Lemberg, Governor’s Workforce Development Board

Leslie Porter-Cabell, Workforce Director, called the meeting to order at 11:07 a.m. She thanked everyone for participating in today’s hybrid meeting. The Deputy Workforce Director continued with a roll call. A quorum was not present at the time of the roll call.

Meeting Format: The Workforce Director gave a brief overview of virtual meeting protocol: 1) identify yourself when talking; 2) identify anyone who is present with you during the call; and 3) mute your line unless speaking.

Director Updates

- Blueprint for Education – A brief outline of what the blueprint is was discussed along with some statistics. \$1.4 million will be allocated to LSWA for Somerset, Wicomico, and Worcester Counties. The funding was based on \$62 per student in each county. There is a March 15 deadline to submit draft agreement. LWSA will be responsible for training the Career Counselors.
- Staffing Updates – There is a vacancy for a Business Services Career Specialist as well as a Data Specialist. David Remick has been brought back as the One Stop Operator. He will be coordinating meetings with partners and cross trainings.
- Good Jobs Challenge Award – The Lower Shore Workforce Alliance was one of the recipients of this award through Offshore Wind – Maryland Works for Wind. LSWA received approximately \$750,000 and is responsible for recruitment, placement, and data outcomes for the Offshore Wind initiative on the Lower Shore as well as planning an Offshore Wind Conference in Year 3 of the grant.
- Performance Dashboard – The Deputy Director presented a different tool of the performance report from the state. This view gives a better idea of how well or poorly we are performing. The

“Providing workforce policy, planning and oversight for the Lower Shore of Maryland”

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



LOWER SHORE WORKFORCE ALLIANCE

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

Adult numbers are really good, we are passing all categories except one which is within the threshold. The Dislocated Worker numbers are all doing well. The Youth numbers have increased since the program moved in-house but there is still some failing categories. Numbers are expected to go up since new participants have joined.

A quorum was achieved so voting items were presented.

Approval of the September 7, 2022 meeting minutes – Motion: Ruth Baker moved to approve the September 7, 2022 minutes. Paula Erdie seconded the motion. The motion was unanimously approved.

Approval of the December 14, 2022 meeting minutes – Motion: Lori Lee moved to approve the December 14, 2022 minutes. Alicia Warren seconded the motion. The motion was unanimously approved.

Motion to re-elect Tony Nichols as Chair of the WDB – The Workforce Director was informed by the Governor's Workforce Investment Board that Tony Nichols could serve another term as the Chair in an emergency capacity due to the pandemic effecting businesses leading to less participation by Board members. **Motion:** Paula Erdie moved to re-elect Tony Nichols as Chair of the Lower Shore Workforce Development Board. Ruth Baker seconded the motion. The motion was unanimously approved.

Finance

- WIOA – The WIOA budget and expenditures are on target. This is a primary source of funding and it is shrinking so more funding sources are being looked for.
- RELIEF Act – The RELIEF Act funds have allowed for On the Job Training (OJT) in various industries, particularly the Skilled Trades. The OJT program includes paying half of participant's salaries for the first 6 months. The RELIEF Act has also allowed us to do some marketing. RELIEF fund have also facilitated AJC customer service training, and updating signage around the building. Additionally there is an AJC Welcome Center video being worked on that will highlight each AJC partner agency.
- ARPA I & II – There are five awardees for ARPA I:
 - MAC, Inc. - Senior Community Health Worker Certification
 - Wor- Wic Community College – Skilled trades
 - Tidal Health – CNA nursing training certifications
 - Vehicle for Change – automotive technical training
 - Wor-Wic Computer Lab

The ARPA I funds were made available later than expected so most programs are still in the early stages.

ARPA II will be primarily focused on administration of ARPA I. ARPA II funds will also facilitate additional training to employment programs and staff to support both ARPA programs. These funds provide for the hiring of a Grant Specialist and two Business Service Specialists.

Program Updates

"Providing workforce policy, planning and oversight for the Lower Shore of Maryland"

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



LOWER SHORE WORKFORCE ALLIANCE

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

- Youth – The Youth Program transition into an all in-house service program model is going well. It has been six months since the transition started and all services are now managed by LSWA.
 - There are 12 new participants since the transition. Referral sources include DORS, Telamon, Grace Center, Shoreup, the Adult Program, the AJC Navigator, and word of mouth. The Youth Engagement Specialists have also put information on Facebook and received interest that way.
 - The two main training providers are MedCerts and Wor-Wic College. Four people have been enrolled in MedCerts in the areas of Medical Assistant, Phlebotomy, and IT Support Specialist. MedCerts will assist with exam preparation, and job placement after the courses are completed. At Wor-Wic there are three participants in CNA training, two in Driver's Education, two preparing to enroll in CNA training, and one in the process of pursuing a GED. Many of the Youth Program participants have completed courses but have not received credentials because they have not yet completed all the courses or exams necessary for the credential. MedCerts participants will be sitting for certification exams after the courses are done and that should improve the credential rate on the performance report from the State.
 - There are two established Work Experience (WEX) sites now, the Wicomico County library and the Phoenix Youth Project, and there are WEX participants at both places. Working with MAC to potentially become a WEX site in the near future.
 - Youth Career Exploration Video Project – Videos are being developed to provide key information on different career paths including salaries and employers. One video has been posted to the AJC YouTube channel, and two more are coming soon.
 - Youth Committee Chairperson – still looking for a Youth Committee Chair. The position has been vacant for 15 months. Any Board member who is interested can be the Chair.
 - Success Story – Comp TIA A+ participant, Frank D., was included in your packet.
- Adult – The Adult Program continues to find the most efficient ways to serve participants.
 - Training statistics – For the month of January, the LSWA Intake Office received interest from 36 individuals and 23 applications. In February there were 27 individuals interested, and 33 applications. In March there have been 4 individuals interested and 7 applications. From January to March there were 67 individuals that expressed interest and 63 applications.
- AJC Navigator – In February, 17 customers were assisted with various things including resume writing, job development, and job searches. Two outside events were attended, and the AJC Navigator has used social media platforms to attract customers.
 - The Job Journal has been redeveloped to be interactive. It goes out once a month and business can submit ads and job listings. In February, the Job Journal was sent out to 1200 people. Of those 1200, 280 have read the journal, 1000 have looked at parts of it, and close to 1100 have opened it. It was pointed out that these numbers do not reflect that multiple copies get printed out and distributed as well. For anyone interested in receiving or advertising in the Job Journal, email jobjournal@lswa.org

Business Services – The Business Services Manager provided updates:

"Providing workforce policy, planning and oversight for the Lower Shore of Maryland"

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



LOWER SHORE WORKFORCE ALLIANCE

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

- Welding Training – The current class has 10 participants. They will all be graduating at the end of March. There is more interest in this program than there is space for participants. All future classes will be held in the new Tech building opening on the Wor-Wic campus.
- Seaside Plumbing – This apprenticeship program started in November and two more were hired in February, including their first female participant, bringing the total up to five participants. This program has been so successful that an extension was approved and four more participants will be added.
- Offshore Wind – Exciting new industry coming to the United States. The Lower Shore is one of three areas in Maryland to receive grant money for this program. The biggest barriers are supply chain issues and workforce needs. Our European partners will be helping get this program started. The Business Services Manager will be attending an international conference at the end of March in Baltimore and will be on a panel discussing the issues of workforce development and how it relates to this program. Plans are going through a permit review which is the last step before the turbines start getting built.
- Insurance Industry Workforce Development – An in-person licensing preparation class will be held free of charge at the AJC for up to ten participants. A voucher will be given to the graduates to cover the exam. The Application process opened up on March 1 and there are 3 applicants at this time. The program is being sponsored by the five largest insurance companies in the region.
- AJC Mobile Unit – Billy Kenney is the AJC Mobile driver. For the month of February he had 43 adult visits, three youth visits, 21 referrals to the Adult Program, 10 signed up for the Maryland Workforce Exchange (MWE), 17 job applications, and he assisted some visitors with their resumes. He has had many requests for the mobile unit to come to events and next week he will be taking it to the Junior Achievement Inspire program.
- Pohanka Automotive – This is another OJT program to train auto mechanics. They have received more applications than they can handle. Vehicles for Change is working with Pohanka to give participants an elementary knowledge of auto mechanics before passing them on to Pohanka.

There was a question on what MWE is and Francisco Vega from MDOL gave a brief overview of who they are and what they do

Special Projects – The Deputy Director provided updates:

- AJC Customer Service Training – A customer service training was held for all the agencies in the AJC building. The goal was to have the same level of customer service wherever a customer went in the building. Sixty people were trained over the course of two days. This was funded through the RELIEF Act Fund.
- ID Clinic – A major barrier to employment is not having any identification. We will be starting a program to help people get their Maryland birth certificates and social security cards. We will do the paperwork for them, pay to have it processed, and pick the documents up when they are ready. Four members of staff will be getting their Notary certification to help achieve this.

Workforce Development Board

“Providing workforce policy, planning and oversight for the Lower Shore of Maryland”

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



LOWER SHORE WORKFORCE ALLIANCE

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

- Membership – The LSWA Administrative Specialist gave an update on current Board membership. At this time, there is no representation from Somerset County. This is an ongoing problem in the County. Many businesses suffered during the pandemic and the owners don't have the time to participate in the Board. We lost several Board members do to this issue. There are several leads being followed up on, but nothing firm at this time. The Wicomico County Commissioners have appointed Lori Lee to replace Mitzi Scott, and have reappointed Tony Nichols for another term.
- Terms Expiring – Jason Cunha, Transamerica Agency Network, Worcester County – term will expire September 30, 2023.
- Youth Committee Appointment – Skylar Irons was nominated to join the Youth Committee but has not yet been approved by the Board. **Motion:** Ruth Baker moved to appoint Skylar Irons to the Youth Committee. Erica Uebel seconded the motion. Unfortunately, there was no longer a quorum so the motion did not pass at this time.

Adjourn: The meeting was adjourned at 12:38 p.m.

Respectfully submitted,

Johanna Allen
Administrative Specialist

Approved June 14, 2023

"Providing workforce policy, planning and oversight for the Lower Shore of Maryland"

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