



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

Steering Committee Meeting Minutes

May 26, 2022

3:00 pm – 4:00 pm

Hosted via GoToMeeting teleconference service

Members Present: Jason Cunha, Paula Erdie, Tony Nichols, Whitney Palmer and Pattie Tingle

Members Absent: Bo Duke and Walt Maizel

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

Tony Nichols, WDB Chairman, called the meeting to order at 3:14 p.m. He thanked everyone for participating in today's teleconference. A quorum was present.

The Chairman asked for a motion to approve the February 17, 2022, minutes as submitted. **MOTION:** Paula Erdie moved to approve the minutes. Whitney Palmer seconded motion. The motion was unanimously approved.

Finance: An overview of the current status of the budgets was provided: 1) FY23 WIOA Draft, 2) Relief Act, and 3) ARPA FY22. The budget format provided has changed. It is much easier to read and it shows all three budgets on one page. A discussion ensued. When the final allocations are made, the current funding may be slightly modified.

Policy Revisions: Due to Grace Center's contract termination, their youth participants were split between LSWA and Telamon Corporation. Revisions are needed to the current LSWA policies to include the youth participants. The revised policies listed below will be placed on the June 8th WDB agenda as a voting item for approval by the Board.

1. Individual Training Accounts (ITA) - The primary method by which Adult and Dislocated Workers and Youth Program participants enter occupational skills training programs is through an Individual Training Account (ITA), which is used to arrange payment for the training services. ITAs must be directly related to the individual goals established between the participant and the case manager.
2. Supportive Services Financial Assistance – LSWA provides supportive services reimbursements for expenses that are necessary to enable an individual to participate in training services. Reimbursements are made to Adult and Dislocated Worker participants based on need. Expenses for Youth participants will be paid in-advance on their behalf. Expenses will be limited to \$500 per participant for the duration of their program participation.
3. Follow Up Procedures – Local areas must provide follow-up services to Adult and Dislocated Worker and Youth Program participants who obtain employment for up to 12 months after the first day of employment. Follow up services are intended to provide assistance and guidance after entering employment such as supporting progress on the job, referrals for additional services, and other assistance that may increase employment success. Case managers will contact participants on a quarterly basis for one year following exit. The contact may be accomplished by a variety of means that will include telephone, email, mailings, personal contact and contact initiated by a WIOA partner. Follow-up efforts will be documented via electronic case notes in MWE. If there is an indication that additional services may be beneficial, the customer will be referred to the appropriate contact.

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Directors Comments: The Workforce Director talked with Mike DiGiacomo, Executive Director, at the Governor's Workforce Investment Board about the frequency of meetings post COVID. The State no longer has sub-committee meetings or task force meetings. They have found that the monthly meetings and subcommittee meetings became redundant, therefore, their meetings have been consolidated to about 30 minutes. Now that businesses are getting back up to speed, meetings are incredibly time consuming and not necessarily productive. GWIB's new focus is project-based. When a project arises, the appropriate board members are asked to meet and address the subject matter. Is this a direction that the Steering Committee would like to pursue? A lengthy discussion ensued. All Committee members agreed to future Steering Committee meetings being held two weeks (Wednesday @ 3 p.m.) prior to the quarterly Board meetings. Work sessions or special meetings may also be held as deemed necessary.

Adjourn: A motion was made to adjourn the meeting. Adjourned at 4:02 p.m.

Respectfully submitted,

Dione Shaw
Operations Coordinator

Approved June 8, 2023

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