LOWER SHORE
WORKFORCE ALLIANCE

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

Steering Committee Meeting Minutes

November 30, 2022
3:00 pm – 4:00 pm
Hosted via GoToMeeting teleconference service

Members Present: Claudia Nelson, Paula Erdie, and Whitney Palmer

Members Absent: Tony Nichols, Jason Cunha, Bo Duke and Walt Maizel

Staff Present: Leslie Porter-Cabell, Shelly Brown and Johanna Allen

Leslie Porter-Cabell called the meeting to order at 3:13 p.m. A quorum was not present.

Finance:

1. ARPA – Training awards were given to Wor-Wic Skill Trades, Wor-Wic Computer Lab, MAC, Tidal Health, and Vehicles for Change. Due to the late start because of the ARPA funding, Department of Commerce, and the Department of Labor, they are just getting off the ground.
    a. Wor-Wic Skills is hiring instructors.
    b. Wor-Wic computer lab is experiencing more foot traffic.
    c. MAC is hiring staff.
    d. Tidal Health has a community health worker program. They have three students participating in certification course to be community health workers. They completed on 11/04.
    e. Vehicles for Change recruitment has exceeded the amount of available slots. Twenty-three were recruited and eleven were enrolled. Five students have already passed the certification test.
2. ARPA II – Maryland Department of Labor has approved access to the funds. These funds will allow staff to support, monitor, and expand the programs to support the training to employment programs. These funds have allowed the hire of a Business Service Specialist, Julie Allen, and will soon support the hire of a Project Coordinator.
3. Relief Act –
    a. Approximately $90,000 has been allocated to OJT projects to date. LSWA pays half of participants' salary for six months.
    b. AJC Customer Service Training provided through Relief Act funds to provide consistent customer service for all the customers of the AJC no matter what agency they go to. Training will happen late winter or early spring.
    c. Signage has been updated on the outside of the building. Looking at directional signage for inside the building.
    d. AJC Welcome Center video is being put together with the cooperation of all the agencies in the building. Telamon has a completed script. DSS and Department of Labor have not given theirs yet.
4. WIOA – FY23/PY22 funding was approved.

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Off-Shore Winds: Currently waiting to have the funds released. The signed grant was received today. Once funds are release, three new positions will be filled to work with employers, recruit participants, track outcomes, and plan a conference in year three. A focus group is being developed to bring together the key stakeholders. LSWA plans to become the main contact for Off-Shore Winds.

Staffing: The positions Grant Manager, AJC Front Desk, and Administrative Coordinator were vacant due to staff retiring or moving on. The job description for the Grant Manager has been submitted, and the AJC Front Desk and Administrative Specialist positions have been filled. A Business Service Specialist and a Placement Coordinator have also been hired. ARPA 2 funds facilitated the enhancement of the Business Services Department.
Sheronda Brown is the new Youth Engagement Specialist. She started October 1, and brought over all of her cases from Telamon.
Johanna Allen is the new Administrative Specialist. She replaced Di Shaw.
Patricia McCafferty is the new Front Desk Receptionist. She replaced Johanna, who had been brought on as a temp employee until the front desk position could be filled.

Youth Program Update: The Director discussed the reasoning behind moving the Youth Program in house. The transition has been successful. We have achieved better service and better metrics since moving in house. Money spent on sub-grantees has been put back into training. Still figuring out all the details but metrics are improving and things are doing really well. Engaging in more outreach and working more with our partners.
Asked board members if they have any needs or are aware of any businesses that have needs for people who are now skilled. Looking to support paid internships as they are key for professional development. We have the resources to provide OTJ training and paid internships but we need our business partners to tell us what they need. This is the reason for the Placement Coordinator position.

Adult Program Update:

- October numbers:
  - 33 individuals requested information on WIOA
  - 34 WIOA applications were submitted
- November numbers:
  - 17 individuals requested information on WIOA
  - 8 WIOA applications were submitted
- Training numbers since July 1:
  - 21 participants in training
  - 20 completed class
  - 4 more come January 2023

Business Services: The office is now complete. Through the Relief Act, we are supporting several industries that need development in this area.

- Seaside Plumbing: OTJ training for 4 employees. Relief Act funds will cover half of their salary for the first 6 months. It's capped at $10,000.

- Maryland Broadband: They will also have 4 employees receiving OTJ training.
- Insurance Industry: 10 students will have their property and casualty exams covered (approx. $300 each).

MD DOL Performance Review: Validation of data analysis performance review showed zero errors. Committed to continuous process improvement.

Mobile Career Unit: Billy Kenney has been hired to drive the Mobile Career Unit. He has been well received by the public and our partners. We have been receiving positive feedback from the community that we are accessible and available. If they can't come to us, we will go to them.

Blueprint for Education: This is a three year pilot program. Around $1.4 million will be coming into this region and will be divided between Somerset, Worcester, and Wicomico counties. The amount is based on $62 per student for both middle and high school. The WDB is responsible for career awareness. We will be partnering with school districts and community colleges to determine how best to use the funds. There is an advisory board that is separate from the school district. There has been a request to change some of the language regarding the career counseling as there is some ambiguity. The program is supposed to start in the fall of 2023, but no one has received proper direction. The Director is very concerned, as are those she has talked to in the Wicomico and Somerset school districts.

Board Business: Three board members from Somerset County officially resigned. The Director has been working with Danny Thompson to identify potential replacements and Johanna Allen will be reaching out to see if any of them are interested.
Mitzi Scott is leaving the board and Lori Lee will be replacing her. The process for that has been started but has been slightly delayed due to the recent election.
Once these board members are replaced, we will hopefully be adding two new at-large members. One will be from the CTE board, Bryan Ashby, and the other will be from ECI, Chastity Chronister.

There was some extended discussion about Chesapeake Shipping and the Blueprint for Education.

Adjourn: Adjourned at 3:45 p.m.

Respectfully submitted,

Johanna Allen
Administrative Specialist

Approved June 8, 2023