



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

Workforce Development Board Minutes

June 14, 2023

11:00 a.m. – 1:00 p.m.

Hybrid Meeting

Members Present: Ruth Baker, Jason Cunha, Paula Erdie, David Galeone, Lori Lee, Claudia Nelson, Whitney Palmer, Angela Paris, Francisco Vega, Alicia Warren

Members Absent: “Bo” Duke, Ambere’ Eskridge, Walter Maizel, Roger Martinson, Freddy Mitchell, Tony Nichols, Jena Paquin, Daniel Thompson, Erika Uebel

Staff Present: Leslie Porter-Cabell, Bob Hendricks, Sherri Sigrist, Rebecca Gagnon, Mekia Cherone, Johanna Allen, Bonnie Nay, Julie Allen, Cassidy Feeney

Guests: Robert Zimmeroff, MD Department of Labor; Joellyn Scott, Delaware Elevator; Georgeta Wainwright, Delaware Elevator; Nicholas DiMartino, IBEW Local 24; Katharine Campbell, Worcester County Public Schools; Gregory Padgham, Tri-County Council for the Lower Eastern Shore of MD

Leslie Porter-Cabell, Workforce Director, called the meeting to order at 11:05 a.m. She thanked everyone for participating in today’s hybrid meeting and 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.

Welcome and Introductions – The Workforce Director introduced a new Board member, David Galeone, from Gary Marshall Insurance.

Finance

- WIOA – The WIOA budget and expenditures are on target, and performance is on point. The Youth program is outperforming the former sub-grantees.
- RELIEF Act – The RELIEF Act funds have allowed for On the Job Training (OJT) in various industries, particularly the Skilled Trades. This funding runs out at the end of June. ARPA funding will be used to continue these programs.
Additionally, the RELIEF Act funds have allowed for some marketing to be done. Signage around the building has been updated and there have been several Delmarva Life TV spots done.
- ARPA I – 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
- 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.
- Offshore Winds – 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.
- 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.

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The funding was based on \$62 per student in each county. LWSA will be responsible for training the Career Counselors.

A quorum was achieved so voting items were presented.

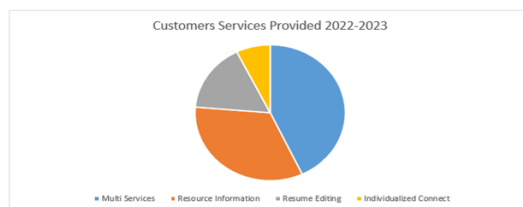
Approval of the March 8, 2023 meeting minutes – Motion: Whitney Palmer moved to approve the March 8, 2023 minutes. Angela Paris seconded the motion. The motion was unanimously approved.

Youth Committee Appointments – Motion: Two candidates, Skyler Irons and Katharine Campbell, were presented for appointment to the Youth Committee and were accepted. **Motion:** Angela Paris moved to appoint Skyler Irons and Katharine Campbell to the Youth Committee. Claudia Nelson seconded the motion. The motion was unanimously approved.

Program Updates

- Staffing Updates – A Grant Specialist was hired.
- Youth – The Youth Program transition into an all in-house service program model is going well. June 30 will be a full year of in-house services.
 - There are currently 20 active and 18 follow up participants.
 - In April through June, there was 54 referrals to the Youth Program, 31 are now in the eligibility process, and five are now new participants.
 - The goal for the year was 42 new participants, currently at 38 for the year.
 - Eleven participants are currently in training. Eight started in March, two in February, and one in April.
 - There are two established Work Experience (WEX) sites now. Planning to partner with Salisbury University and Telamon to potentially become WEX sites in the near future. A partnership with TidalHealth is being established as an internship location for the participants in training who need clinical experience.
 - Summer Youth Employment is gearing up. Budgets from each of the three counties have been received and fully executed grant contracts are in place. Summer Youth Connection and RMPiV funding help fund this five week program.
- Adult – The Adult Program continues to find the most efficient ways to serve participants.
 - CNA and CDL continue to be the most popular programs
 - Training statistics – For the second quarter, the LSWA Intake Office received interest from 80 applications. There are 18 participant currently enrolled and 14 participants have successfully completed training programs. The goal was 42 new participants for the year, and at the end of June there should be 47 new participants.
 - In April, the Adult program participated in several reentry resource fairs.
- AJC Coordinator – the AJC Coordinator gave an update on the services she provides as well as some statistics for the Job Journal and Social Media outreach. For anyone interested in receiving or advertising in the Job Journal, email jobjournal@lswa.org

B. Services Total Fiscal Year:



Services Provided	Customers
Multi Services	129
Resource Information	100
Resume Editing	49
Individualized Job Coaching	22

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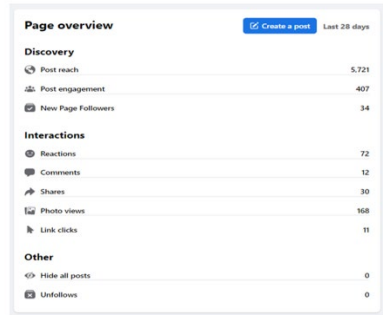
www.lswa.org



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D. Social Media: Facebook



Instagram:



Business Services – The Business Services Deputy Director provided updates:

- Insurance Industry Workforce Development – An in-person licensing preparation class was held free of charge at the AJC in May. A voucher was given to the graduates to cover the State Property and Casualty exam. Five participants graduated. Informal study groups have been formed by several grads. Business Services will continue to monitor their progress.
- Fundamentals of Construction Class – Partnering with ABC Chesapeake Shores to hold an introductory class for those interested in the construction industry. Classroom portion was held at the AJC and the OSHA certification classes and class project were held at Safety Resources and Real HVAC. The class project of picnic tables will be donated to Habitat for Humanity. The graduation is June 16 and 12 employers will be in attendance to meet the graduates. Business Services will monitor their employment search and attainment.
- Forklift Certification – this is a half-day class to get people OSHA certified on forklifts. There was significantly more demand than expected so three more class times were scheduled. All classes are full and there is a waiting list. One of the classes will be devoted to the Haitian-Creole population and an interpreter will be hired.
- AJC Mobile Unit – In May, the generator broke and the mobile unit was unable to go out to locations so numbers are lower than usual and should go back up in June. Twenty clients we assisted in May: 3 in Somerset, 7 in Wicomico, and 10 in Worcester. The mobile unit participated in two special events.
- Offshore Wind Roundtable – This was held on June 12 for all the area training providers and Offshore Wind developers. The purpose was to discuss the workforce and training needs and to generate ideas to address them. Feedback from the participants was very positive. A follow-up meeting will be held in the fall.
- Job Placement – Bonnie Nay is our Job Placement Specialist. She has been working with the Adult/Dislocated program and the Youth program to identify jobs for certain participants.
- Broadband Rollout – Each state is getting a minimum of \$1 Million. Maryland's application includes a request for additional funding. The current fear is that there won't be enough workforce to cover the work that needs to be done. We're looking at options for training the workforce. Things are still in the research phase.

Relief Funding allowed us to fund a Delmarva Life segment highlighting LSWA, the AJC, and our training programs. Unfortunately, there were some audio issues during the meeting so the video will be emailed out to all Board members after the meeting. Another segment is coming up in July.

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Guest Presentations

- Bob Zimmeroff, MD Department of Labor, gave a short presentation about Apprenticeship programs on the Eastern Shore and how his department can help.
- Gargeta Wainwright, Delaware Elevator, gave an in-depth overview of the Delaware Elevator's very successful apprenticeship program.

Nicholas DiMartino, IBEW Local 24, briefly talked about the apprenticeship opportunities available at the IBEW Local 24.

Workforce Development Board

- Membership – Still looking for Board members from Somerset County. The Youth Committee is still looking for a Chair.

Adjourn: The meeting was adjourned at 1:02 p.m.

Respectfully submitted,

Johanna Allen
Administrative Specialist

Approved September 7, 2023

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