LOWER SHORE
WORKFORCE ALLIANCE

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

Steering Committee Meeting Minutes

November 30, 2023
3:00 pm – 4:30 pm
Hosted via Zoom teleconference service

Members Present: Tony Nichols and Paula Erdie

Members Absent: Whitney Palmer, Robert Duke, and Walter Maizel

Staff Present: Leslie Porter-Cabell, David Remick, and Johanna Allen

Tony Nichols called the meeting to order at 3:10 pm. A quorum was not present.

Maryland Blueprint for Education:
A Career Coach Liaison was being onboarded but unfortunately that fell through. The position has been reposted and HR is going through the previous list. Until one is hired, the job responsibilities are being split between the Grants Manager - Malina Johnson, Business Services Career Specialist – Julie Allen, and Workforce Director – Leslie Porter-Cabell. All of the Career Coaches in the three counties, 11 in total, have started a certification program where they will earn three certifications related to Career Coaching. Julie Allen and Malina Johnson are also participating in the training.
The three counties have all started using SchoolLink and have given LSWA access to be able to schedule events and track student involvement.
LSWA is planning a field trip for the Somerset High school students in January. They will get to utilize the Transfr VR headsets to explore different careers as well as get some soft skills training and learning about LSWA.
Even though it's still in the early stages, we are still doing better than many of our counterparts in other areas of the state.

Board Business:

- We will be putting out a call for nominations at the board meeting on December 13. Some of the Steering Committee member's terms are expiring and they will need to be replaced.
- The December 13 board meeting will be held at Junior Achievement (JA) and the focus of the meeting will be on LSWA's relationship with JA, and how they fit into the career ladders. There will also be a demonstration on how the Transfr VR headsets can be used effectively for career exploration and training.
- Vicente Hernandez from Together Café has been asked to fill the vacancy representing Wicomico County.
- Jason Cunha's term has ended so we will be looking for a new representative from Worcester County.
- Somerset County still has three vacancies. Leslie has reached out to several people but hasn't had anyone interested yet. She would like to get a bank on the Board if possible and is asking the Board members if they can help her with any leads.

David Remick and Tony Nichols both suggested that Leslie look at the banks that LSWA does business with to find someone who could fill one of the positions. Tony has a contact he can call on who might be able to help.

- The Adult Education representative rotates between the three counties every two years. It's now going to Somerset and Cortney Monar will be the new representative.

Special Projects:
Prince George's County has a set of booklets covering several industries that lay out career pathways from entry level up thru management. Leslie would like to create a similar set of booklets for the Lower Eastern Shore that is tailored to the industry needs in the area. The Marketing Intern will be working on this project and Leslie will be asking the Board members to assist with information.

LSWA sent in a letter of intent for the National Oceanographic Atmospheric Association (NOAA) grant and it was accepted. We are hoping to use the grant to work with UMES and the Somerset School District to develop a Wind Turbine Technician program for Offshore Wind.

The Department of Labor recommended that we pursue a EARN grant for resources to focus on job retention in the area. Paula Erdie mentioned that mental health plays a large role in this issue and Leslie confirmed that it would be a major focus in the planning phase of this project. Tony Nichols offered his help on the planning.

Adjourn: Adjourned at 3:51 p.m.

Respectfully submitted,

Johanna Allen
Administrative Specialist

Approved February 28, 2024