LOWER SHORE
WORKFORCE ALLIANCE

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

Steering Committee Meeting Minutes

February 26, 2025
3:00 pm – 4:30 pm
Hosted via Zoom teleconference service

Members Present: Tony Nichols, Lori Lee, Claudia Nelson, Paula Erdie

Members Absent: Robert Duke

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

Leslie Porter-Cabell called the meeting to order at 3:05 pm. A quorum was present.

Director's Comments:
The two big items on the agenda this time are the Local Plan and two Policy Revisions, they will need to be approved by the board at the March 5 meeting.
The Local Plan is available for public comment on our website here: https://lswa.org/reports/. This is a new four-year plan as required by Maryland Department of Labor.
The policy revisions are for supportive services for the Youth and Adult programs. The new policies will increase the amount of money allowed from $500 to $1000 per participant in supportive services so that more support can be offered.
A prospective new board member from Somerset County will be attending the March 5 meeting to get a better idea if she feels that she will be a good fit.
There are still vacancies on the Steering Committee and the Board Chair position is up for nominations.
The March 5 meeting will be mostly focused on the CTE programs in the three counties, with a panel discussion about what's going well and how the Board can be of assistance. There will also be a tour of the Somerset Technical High School.

Approval of the December 9, 2024 minutes – Motion: Lori Lee moved to approve the minutes. Claudia Nelson seconded the motion. The motion carried.

Approval of the WIOA policy revisions - Motion: Lori Lee moved to approve the policy revisions to make the Adult and Youth service $1000 each. Claudia seconded the motion. The motion carried.

Adjourn: Adjourned at 3:21 p.m.

Respectfully submitted,

Johanna Allen

Administrative Specialist

Approved December 3, 2025