



## Minutes, April 23, 2019

**Attendance:** Jim Cutter, George Weeks, Jena Paquin, Susan Coppage, Royce Sampson, Gene Smith, Scott Warner, Cliff Coppersmith, Randy Holiday, Gale Collins, Eric Kuster, Connie Overington; Eric Daniels

Staff: Dan McDermott, Joanne Gannon

Guest: Mike Lawrence

### I. Call to Order:

The USWIB Meeting was called to order at 5:30 pm by USWIB President George Weeks.

### II. Approval of Minutes, February 26, 2019

A motion to accept the Minutes of the February 26, 2019 USWIB meeting was offered by Susan Coppage.

A second to the motion was offered by Jim Cutter.

The motion was accepted unanimously.

### III. Division of Rehabilitation Services Contract

The Division of Rehabilitation Services (DORS) has funding for a summer employment program for Pre-Employment Transition Services youth. The Upper Shore Workforce Investment Board (USWIB) has implemented summer employment programs throughout its history. DORS is proposing that the USWIB serve 50 youth in a summer work experience program.

Pre-Employment Transition Services: Services include work-based learning experiences, internships, and workplace readiness training.

Subsidized Work Experience: Program participants will be paid minimum wage, \$10.10 per hour. A daily stipend, \$10, based on punctuality, dress code and team work will be available.

Function	Amount
Staff	\$ 65,520
Youth	\$ 144,760
Program	\$ 15,500
Overhead	\$ 22,578
Total	\$ 248,358

A motion to accept the DORS Pre-Employment Transitions Services contract to provide work based learning opportunities for 50 youth based on a budget not to exceed \$ 248,358 was offered by Scott Warner.

A second to the motion was offered by Royce Sampson.

The motion was accepted unanimously.

#### IV. Workforce Innovation and Opportunities Act Functions

- a. The USWIB: Role of the USWIB – Budget Assumptions
- b. The USWIB: Role of Training – Budget Assumptions
- c. The One Stop Operator – Budget Assumptions
- d. One Stop Infrastructure – Budget Assumptions
- e. Partners: Memorandum of Understanding; Resource Sharing Agreement – Budget Assumptions

- a. The USWIB: Role of the WIB – Budget Assumptions

One of the roles and responsibilities of the Workforce Development Board (USWIB) is to set a budget for Workforce Innovation and Opportunity Act Title I funds. Title I funds are allocated to local Boards through a funding formula. Title I funds have a two year life so local Boards have the ability to Carry In funding. Carry In funding enables local Boards to function between July 1 and September 30 each year since the majority of new funding is received October 1.

Title I funds are used to provide Career, Training and Supportive Services for eligible adults, dislocated workers and youth. Title I funded staff determine eligibility, provide career services, provide career counseling, provide training services counseling, issue training vouchers, perform follow up services, document services and track performance. The budget assumptions are used to create a line item budget that will allow for services to be provided, services to be documented and performance to be tracked and reported.

- b. The USWIB: Role of Training – Budget Assumptions

Joanne Gannon detailed the steps to that are used to recruit, assess, and enroll a job seeker in to Workforce Innovation and Opportunity Act training services. A copy of the PowerPoint was emailed to USWIB Members.

The budget assumptions will be used to create the line item budget that will be presented at the May 28, 2019 USWIB Meeting.

The budget assumptions:

Maximize Carry In

Transfer Between Adult and Dislocated Worker

One Stop Infrastructure

One Stop Operator

Succession Planning

A motion to accept the Title I Budget Assumptions and apply for funding was offered by Cliff Coppersmith.

A second to the motion was offered by Gale Collins.

The motion was accepted unanimously.

c. One-Stop Operator – Budget Assumptions

The Workforce Innovation and Opportunity Act requires each local Board to procure a One Stop Operator. The KRA Corporation is the Upper Shore One Stop Operator. Mike Lawrence presented a report to the USWIB which is included at the end of the Minutes. The One Stop Operator charges will be shown in the line item budget for the duration of the Workforce Innovation and Opportunity Act.

d. One-Stop Infrastructure – Budget Assumptions

The Workforce Innovation and Opportunity Act requires Title I, Title II, Title III, Title IV, the Maryland Department of Human Services and additional Partner who locate in the American Job Center to create a Memorandum of Understanding that details the “who, what, when, where and how” of service delivery. A Resource Sharing Agreement details how services will be funded.

e. Partners: Infrastructure Costs: the non-personnel costs associated with the American Job Center(s).

The Upper Shore American Job Center Memorandum of Understanding and Resource Sharing Agreement was presented for USWIB concurrence. Infrastructure Costs and other costs associated with Title I activity in the American Job Centers will be included in the line item budget.

A motion to concur with the Upper Shore American Job Center Memorandum of Understanding and Resource Sharing Agreement was offered by Cliff Coppersmith.

A second to the motion was offered by Gale Collins.

The motion was accepted unanimously.

A motion to forward the Upper Shore American Job Center Memorandum of Understanding and Resource Sharing Agreement to the County Councils and Commissions for concurrence was offered by Cliff Coppersmith.

A second to the motion was offered by Gale Collins.

The motion was accepted unanimously.

#### Budget Assumptions:

A motion to apply for funds and utilize the budget assumption strategy was offered by Cliff Coppersmith.

A second to the motion was offered by Gale Collins

The motion was accepted unanimously.

#### V. Announcements

There were no announcements.

#### VI. Adjourn time 6:45pm

A motion to adjourn was offered by Jim Cutter.

A second to the motion was offered by Beverly Churchill.

The motion was accepted unanimously.