



Upper Shore Workforce Investment Board

December 13, 2016
Chesapeake College, Wye Mills
Dorchester Building
Board Room
5:30 p.m.
Minutes

Attendance:

Charles Sommers, Lloyd Day, William Bailey, Michael Brustein, Linda Webb, Phillip Bramble, Angela Visintainer, Gale Collins, Connie Overington, Mary Ellen Carter, Beverly Churchill, Randy Holliday, James Cutter, Dan McDermott, Melissa Mackey, Joanne Gannon, Greg Adams, Elaine Wilson, Jena Paquin, Terenda Thomas

I. Call to order 5:32 pm

The meeting was called to order by USWIB Steering Committee Member Philip Bramble. USWIB President George Weeks arrived at 5:50 PM and took over as Chair at that time.

II. Approval of minutes, USWIB, September 27, 2016

A motion to accept the minutes of the September 27, 2016 USWIB meeting with dates on the USWIB schedule to reflect 2017 where applicable was offered by Beverly Churchill.

A second to the motion was offered by Mary Ellen Carter.

The minutes were unanimously accepted.

III. Presentation of the Audit and the IRS 990

Rick Bair of the auditing firm Baker Tilly presented the single audit for the timeframe July 1, 2015 – June 30, 2016. The USWIB is audited as an entity separate from Chesapeake College due to the USWIB having a unique Federal Employer Identification Number.

Highlights of the presentation:

- Pages 1 and 2 of the audit are the Independent Auditor's Report to the Board of Directors of the Upper Shore Workforce Investment Board, Inc.
- The USWIB has net assets of \$0. This is the result of the full depreciation of the Mobile One Stop vehicle.
- There are no issues of noncompliance for any of the information audited

- The USWIB is a low risk auditee

A Motion to accept the Audit as presented was offered by Connie Overington
A Second to the motion was offered by Michael Brustein
The motion was accepted unanimously.

IRS 990

The USWIB by its status as a non profit, must file an IRS Form 990 each year.
A Motion to concur with the IRS Form 990 submission was offered by Connie Overington.
A Second to the motion was offered by Mary Ellen Carter
The motion was accepted unanimously.

IV. Multi-County Agreement Review for Approval

The Workforce Innovation and Opportunity Act has a strong and defined role the Chief Elected Official. The Upper shore doesn't have a Chief Elected Official, rather the Upper shore has County Councils and Commissions that require a concurrence by the Councils and commissions in order for the Council or Commission to execute and agreement. The USWIB has created a Multi County Agreement to outline the responsibilities of the County Councils and Commissions and the responsibilities of the USWIB.

The Agreement was sent to the County Managers and Administrators as a draft document and will be sent to the Presidents of the County Councils and Commissions based upon USWIB approval.

The Agreement will be sent by the USWIB President and will include an offer to present the Agreement to the Councils and Commissions.

The USWIB will work toward a July 1, 2017 execution for the Agreement.

A motion to forward the Multi County Agreement to the County Councils and Commissions was offered by Gale Collins.

A second to the motion was offered by Beverly Churchill.

The motion was accepted unanimously.

V. American Job Center, MOU Draft

The Workforce Innovation and Opportunity Act requires a Memoranda of Understanding (MOU) that describe the delivery of services by partners in the American Job Centers. The Governor's Workforce Development Board has created a policy for MOU development that provides a template for use by the Workforce Development Board, the Chief Elected Officials and the American Job Center Partners.

There are three components of the MOU template:

- The WIOA compliant MOU
- The contact information for MOU partners
- The Resource Sharing Agreement

The USWIB review of the draft MOU highlights:

- The draft MOU has the necessary components
- The Resource Sharing Agreement will be more difficult
- The status of partner support for locations in each County need to be clarified for the USWIB and Local Elected officials
- The MOU is broad, the Resource Sharing Agreement is specific

A motion to forward the MOU to signatories was offered by Michael Brustein.

A second to the motion was offered by Gale Collins

The motion was approved unanimously.

VI. One-Stop Operator Procurement Process

The Workforce Innovation and Opportunity Act requires each Workforce Development Board to procure a One Stop Operator. There is a range of functions that may be performed by the One Stop Operator from Coordination through Service Delivery. The USWIB envisions a One Stop Operator filling a coordination, professional development and an Equal Opportunity role.

The USWIB as a 501 c 3 organization can procure the One Stop Operator. This procurement mechanism will be necessary to eliminate a conflict of interest if the USWIB fiscal agent, Chesapeake College, wishes to apply to be the One Stop Operator.

An Ad Hoc Committee was formed to assist in the creation of the One Stop Operator Request for Proposals and to review the One Stop Operator responses and make a recommendation to the USWIB.

One Stop Operator Ad Hoc Committee:

Beverly Churchill

Connie Overington

Phil Bramble

Angela Visintainer

VII. Announcements

The Local Plan was approved with revisions required by the state

VIII. Adjourn 7:35 pm

A motion to adjourn meeting was offered by Charles Sommers

A second to the motion was offered by Gale Collins.

The motion was accepted by consensus.