



Upper Shore Workforce Investment Board

Minutes, February 28, 2017

Attendees: Tom Timberman, Royce Sampson, Bill Bailey, Barbara Viniar, George Weeks, Linda Webb, Jim Cutter, Michelle Stewart, Randy Holliday, Phil Bramble, Connie Overington, Dan McDermott, Melissa Mackey, Joanne Gannon, Elaine Wilson

Agenda:

- I. The meeting was called to order at 5:35 pm by USWIB President George Weeks
- II. Approval of USWIB Minutes December 13, 2016

A motion to accept the minutes from the December 13, 2016 USWIB meeting was offered by Tom Timberman.

A second to the motion was offered by Royce Sampson

The motion was accepted unanimously.

- III. Auditor Selection

In response and in accordance with our plan for procuring services, Chesapeake College developed a *Request for Proposals: Auditing Services* in December 2016. The RFP was advertised in the Star Democrat on December 11, 2016. Additionally, the college advertised on EMaryland Marketplace and on the college procurement webpage. Five attended a pre-bid conference held on January 11, 2017. Proposals were due to the college by 2:00 p.m. on January 25, 2017. A selection committee, including one member of the Board of Trustees, one representative from the College Foundation and the Executive Director of the Upper Shore Workforce Investment Board, reviewed the proposals. The unanimous recommendation of the selection committee is PKS of Salisbury, MD.

A motion to approve the selection of PKS as the USWIB audit firm was offered by Tom Timberman.

A second to the motion was offered by Connie Overington.

The motion was accepted unanimously.

IV. Review process for Adult Education Proposal(s)

The Workforce Innovation and Opportunity Act requires Workforce Development Boards to review Adult Education plans to assure alignment with the Workforce Plan. The Maryland Department of Labor, Licensing and Regulation (DDLR) is accepting proposals from entities that are willing and able to provide Adult Education services in the Workforce Innovation Areas. When the solicitation period ends, the viable application(s) for Adult Education funding will be forwarded to the local Workforce Development Boards for review.

The USWIB discussed the timing of the required review in relation to the USWIB meeting schedule.

A motion to have the Adult Education plan review accomplished by the USWIB Steering Committee if a USWIB meeting was not compatible with the review timeline was offered by Tom Timberman.

A second to the motion was offered by Jim Cutter.

The motion was approved unanimously.

V. Regional Workforce Innovation and Opportunity Act Plan

The Workforce Innovation and Opportunity Act requires the Governor to assign Workforce Innovation Areas to Workforce Innovation Regions. The Upper Shore and the Lower Shore have been designated as a Workforce Innovation Region.

Regional Plan Action Steps:

- Regional Plan submission to the Governor's Workforce Development Board
- Local Workforce Development Board Concurrence
- Local Elected Officials' Concurrence

A motion was offered by Tom Timberman to proceed with submission of a Regional Plan for the region followed by Workforce Development Board and Local Elected Official concurrence.

A second to the motion was offered by Royce Sampson.

The motion was accepted unanimously.

VI. Workforce Innovation and Opportunity Act Implementation Status

a. Multi-County Agreement

The multi County Agreement is under review by the County Councils and Commissions. Presentations have been made to the Caroline, Queen Anne's and Talbot County elected officials.

b. One Stop Operator Request for Proposals

The One Stop Operator Request for Proposals will be released March 1, 2017 with a due date of March 31, 2017. A USWIB ad hoc review committee will evaluate the responses and forward a recommendation for award to the USWIB.

c. American Job Center Memorandum of Understanding

Regional and County level meetings have taken place. A draft Memorandum of Understanding has been circulated. A regional meeting will be convened in April and completion of the MOU is expected by June 30, 2017

d. Regional Workforce Innovation and Opportunity Act Plan

The Regional Plan was discussed earlier in the meeting

e. Local Plan Revisions

Local Plan revisions required by the Governor's Workforce Development Plan will be submitted on or before April 15, 2017.

VII. Announcements

a. The Chesapeake College Allied Health graduation February 28, 2017 includes 51 students. 34 of the 51 students were funded by the USWIB Workforce Innovation and Opportunity Act training vouchers.

b. Upcoming Job Fairs:

Chesapeake College: April 11, 2pm – 5 pm

Chestertown: The Way We Work Job Fair, May 10, 2pm – 5pm

VIII. The meeting was adjourned by consensus at 6:45 pm