



Upper Shore Workforce Investment Board

Minutes, September 27, 2016

Attendance: Randy Holliday, James Cutter, Tom Timberman, Beverly Churchill, Royce Sampson, George Weeks, Toni March, Phil Bramble, John Ruffini, Barbara Viniar, Angela Visintainer, William Bailey, Linda Webb, Gale Collins, Lloyd Day, Connie Overington
 Staff: Dan McDermott, Melissa Mackey, Joanne Gannon
 Guests: Cindy Trout (Governor's Workforce Development Board), Elaine Wilson

- I. USWIB President George Weeks called the meeting to order at 5:37 pm
- II. Approval of the Meeting Minutes, July 26, 2016
 - A Motion to accept the minutes as presented was offered by Phil Bramble.
 - A Second to the Motion to accept the Minutes as presented was offered by Royce Sampson
 - The Motion was accepted unanimously

III. Nominations for WIB offices

The Upper Shore WIB Steering Committee met as the ad hoc nominating committee for WIB Officers on September 12, 2016. The Steering Committee proposed that the following members be considered for WIB offices

President: George Weeks

Vice President: Royce Sampson

Steering Committee Private Sector: Tom Timberman

Steering Committee Non Private Sector: Phil Bramble, Linda Webb

- A Motion to accept the officer nominations was offered by Beverly Churchill
- A Second to the Motion was offered to accept the officer nominations was offered by John Ruffini
- The Motion was accepted unanimously

IV. WIB Calendar

USWIB Schedule: The schedule for the coming year is given below.

	Date	Time	Location	Location
USWIB	September 27,	5:30 pm	Wye Mills	Chesapeake College

	2016			
Steering Committee	November 15, 2016	5:30 pm	TBD	TBD
USWIB	December 13, 2016	5:30 pm	Wye Mills	Chesapeake College
Steering Committee	February 14, 2017	5:30 pm	TBD	TBD
USWIB	February 28, 2017	5:30 pm	Wye Mills	Chesapeake College
Steering Committee	April 11, 2016	5:30 pm	TBD	TBD
USWIB	April 25, 2016	5:30 pm	Wye Mills	Chesapeake College
Steering Committee	May 9, 2016	5:30 pm	TBD	TBD
USWIB	May 23, 2016	5:30 pm	Wye Mills	Chesapeake College

V. July 1, 2016 – Fiscal position and budget

At the May 24, 2016 USWIB Meeting, the budget that was approved had projections for Carry In funds. Carry In funds result from the multi-year time frame for many of the grants received by the USWIB.

Current Situation: The actual Carry In fund amounts became known as of the June 30, 2016 close out of the USWIB fiscal system.

An excel Spreadsheet showing the actual carry in vs the budgeted carry in was shared with the USWIB. The carry in funding was allocated to training services as much as possible. Chesapeake College negotiated an administrative cost rate with the Department of Health and Human Services. The new rate is 13% less than the previous rate. The rate change is reflected in the revised budget.

A Motion to accept the revised budget was offered by Tom Timberman.

A Second to the Motion to accept the revised budget was offered by Royce Sampson.

The Motion was accepted unanimously.

VI. WIOA Update:

Background: Three responsibilities of the Upper Shore Workforce Investment Board through the Workforce Innovation and Opportunity Act are:

- Submission of a WIOA Plan
- Performance Negotiation
- A Multi-County Agreement

Status: The WIOA Plan is under review by the County Councils and Commissions of the Upper Shore area.

Caroline County concurred with the submission September 6, 2016.

Kent County will consider concurrence with the submission September 20, 2016.

Dorchester County will consider concurrence with the submission September 20, 2016.

Queen Anne's County will consider concurrence with the submission September 27, 2016.

Talbot County will consider concurrence with the submission October 11, 2016.

The WIOA Plan will be submitted to the Governor September 30, 2016.

Question: What happens if a County doesn't concur with the Plan?

Answer: Unknown, the USWIB should include this scenario and a solution in the Multi County Agreement.

Status: Performance Negotiation is ongoing and will be complete by September 23, 2016.

There are significant changes to the parameters for measuring entered employment, retained employment and wages under WIOA. Entered employment will be measured in the second quarter following the exit quarter. Retention will be measured in the fourth quarter following the exit quarter. Wages will be measured as median wage. The Executive Director is negotiating the performance levels with the Governor's Workforce Development Board on behalf of the Counties and the WIB.

Questions and Answers related to Performance Negotiation

Question: What time period is included in median earnings?

Answer: Median Earnings are measured in the second quarter after the exit quarter.

Question: What qualifies as a credential?

Answer: A recognized post-secondary credential or diploma during participation or within one year after exit. This includes credentials issued by an accredited school, a nationally recognized entity such as the National Federation of Retailers or an employer via on the job training or apprenticeship.

Question: What services can be provided after exit?

Answer: Any WIOA service. The mechanics of how this works are undecided at this time.

Question: How are participants tracked?

Answer: By any means available to the staff: phone, in person, social media, etc

Question: How are the goals agreed upon?

Answer: The Governor negotiates the state performance levels with the Secretary of Labor and the Governor negotiates the local performance levels with the USWIB and Counties.

Question: What will be the effect of switching to the WIOA quarters and median earnings?

Answer: The projections for performance outcomes under WIOA are lower than for the Workforce Investment Act. The staff believes that it will be harder to find participants and gather data as under the WIAO timeframes.

Status: A Multi County Agreement is in a rough draft stage of formation and will be reviewed by the USWIB at the December 13, 2016 meeting.

Staff will send the draft agreement to the County Managers and Administrators so that County legal resources can review the document. A dispute resolution process must be included in order to resolve an impasse related to a County not concurring with a USWIB initiative.

VII. WIOA Implementation Grant Approval

Background: The cornerstone of the Workforce Innovation and Opportunity Act is the Memorandum of Understanding that articulates how customers are served in the American Job Centers. The Resource Sharing Agreement articulates how the services are paid for by the WIOA partners. The Memorandum of Understanding is an agreement between the Elected Official(s), the USWIB and the WIOA Partner.

Strategy for the Upper Shore Area: In order to allow all WIOA Partners to have the opportunity to come together and negotiate in good faith, the staff will engage a facilitator to work with the partnership in a two-tier process.

Tier One: The WIOA Partners will meet in a regional setting and determine who will serve customers and how customers will be served. The group will create a vision for service in the American Job Center.

Tier Two: The WIOA Partners will meet in each County and determine where, when and how customers will be served. The groups will determine how to implement the vision from Tier One in each County location.

USWIB Member Linda Webb asked to have her concurrence with this approach to handle the very complex Upper Shore Memorandum of Understanding listed in the minutes.

- A Motion to accept the \$9,000 WIOA Implementation Grant was offered by Tom Timberman
- A Second to the Motion to accept the \$9,000 WIOA Implementation Grant was offered by Royce Sampson.
- The Motion was accepted unanimously.

VIII. Announcements

- Adventist Behavioral Health and Wellness Center, Cambridge, MD is closing
- Regional Job Fair, Talbot Community Center, October 12, 2016, 2 pm – 6 pm
- Chesapeake Bay Business Park Job Fair, November 16, 2016
- United States Department of Labor Fiscal Desk Monitoring August 2016: No Findings

IX. Adjournment 6:45 pm

- A Motion to adjourn was offered by Tom Timberman
- Second to the motion to adjourn was offered by Royce Sampson
- The meeting was adjourned by consensus.