



**Upper Shore Workforce Investment Board
Chesapeake College Wye Mills Board Room
May 24, 2016
Minutes**

Attendance:

William Bailey, Michael Brustein, Gil Cephas, Gale Collins, Eric Daniels, Randy Holliday, Toni March, Connie Overington, Tyler Patton, John Ruffini, Royce Sampson, Charles Sommers, Tom Timberman, Barbara Viniar, Angela Visintainer, Linda Webb; George Weeks;

Staff: Dan McDermott, Melissa Mackey

Guests: Tina Williams, Dept of Juvenile Services, Regional Re-entry Program; Elaine Wilson, Adult Basic Literacy; April Sharp, Talbot County Department of Social Services

I. Call to Order:

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

II. Introduction of New Member

Michael Brustein, Workforce & Education Attorney

III. Approval of minutes, April 26, 2016

A motion to accept the Minutes of the April 26, 2016 USWIB Meeting was offered by Tom Timberman.

A second to the motion was offered by Tyler Patton.

The motion was accepted unanimously.

IV. Temporary Employment Service Vendor

The USWIB used a procurement process to solicit bids from Temporary Employment Service vendors to facilitate contractual hiring. The vendor is responsible for all employment related costs and liabilities including Unemployment Insurance, Workers' Compensation and General Liability and is the employer of record.

The USWIB anticipates having contractual employment relationships for youth, youth staff, adult staff and adults.

Temporary workers are the staff and customers who are not full time Chesapeake College employees.

Request for Proposals: Utilizing the Chesapeake College procurement system, the USWIB staff made three opportunities available for staffing agencies.

- Youth: This staffing company will be used for the summer youth program. The scope of work includes both staff and youth.
- Adult and Youth Staff: This staffing company will be used for temporary staffing needs in the One Stop Centers, Rapid Response efforts and some year round youth staff positions.

The vendor will also be used for discretionary grants and contracts that require temporary staff.

- Adult: This staffing company will be used for temporary staffing needs as the employer of record for adults in paid internships.

The Request For proposals was released March 18, 2016 using the EMaryland Marketplace. A pre-bid meeting was held March 30, 2016. Bids were received and opened April 18, 2016.

The rating criterion was based on a 100 point scale:

Cost - 75 points

Experience – 15 points

Ability to serve the Upper Shore Area – 10 points

Two staff members evaluated the proposals and the proposals were ranked based on the cumulative score.

A motion to accept Mary Kraft Staffing and HR Solutions as the Temporary Employment Service Vendor for staff was offered by Tyler Patton.

A second to the motion was offered by Charles Sommers.

The motion was accepted unanimously.

A motion to accept Mary Kraft Staffing and HR Solutions as the Temporary Employment Service Vendor for Adult Customers was offered by Tom Timberman.

A second to the motion was offered by John Ruffini.

The motion was accepted unanimously.

A motion to accept Mary Kraft Staffing and HR Solutions as the Temporary Employment Service Vendor for Youth Customers was offered by Connie Overington.

A second to the motion was offered by Royce Sampson.

The motion was accepted unanimously.

V. Workforce Innovation and Opportunity Act Formula Grant Approvals

The Workforce Innovation and Opportunity Act Formula Grants are awarded to the Upper Shore area based upon demographic and implementation measures.

The allocations for the July 1, 2016 – June 30, 2017 program year are:

- Workforce Investment Act Adult: \$ 312,022 (an increase of \$10,737)
- Workforce Investment Act Dislocated Worker: \$ 805,181 (an increase of \$ 287,336)
- Workforce Investment Act Youth: \$ 322,585 (an increase of \$8,787)

The Adult and Dislocated Worker allocations come to the Upper Shore area on July 1, 2016 and October 1, 2016. The July 1 allocation is 15% of the total allocation. The full award may be obligated based upon the Notice of Award.

The Workforce Innovation and Opportunity Act allows for a 100% transfer of funds between Adult and Dislocated Worker. There is not a transfer provision for the Youth Grant.

A motion to accept the Adult Grant in the amount of \$312,022, the Dislocated Worker Grant in the amount of \$805,181 and the Youth Grant in the amount of \$322,585 was offered by Tom Timberman.

A second to the motion was offered by Tyler Patton.

The motion was accepted unanimously.

Maryland Summer Youth Connection

The Governor has included \$ 120,000 for summer services that are unable to be supported with Workforce Innovation and Opportunity Act funds. This year the Governor used a supplemental appropriation to include an additional \$840,000 for summer services.

The Upper Shore Maryland Summer Youth Connection grant allocation is \$25,344.

A motion to accept the Maryland Summer Youth Connection Grant in the amount of \$25,344 was offered by Tom Timberman.

A second to the motion was offered by Charles Sommers.

The motion was accepted unanimously.

VI. Budget 2016 –2017

The Workforce Innovation and Opportunity Act requires two types of services for participants in the local workforce system.

Career Services: Career Services are provided to match job seekers and employers. Examples of career services include resume preparation, job search skills, interviewing skills, labor market information, information and referral to supportive services and access to computerized tools. Services that were classified as Intensive Services under the Workforce Investment Act are now included in career services. These services include in-depth assessment of skills and abilities, development of an employment plan, career counseling, short-term pre vocational training, and eligibility determination for training services.

Training Services: Training Services are provided to assist job seekers who have a demonstrated need to acquire skills in order to find and retain employment. Examples of training services include occupational skills training, job readiness training, entrepreneurial training and academic remediation.

One Stop Infrastructure: Each One Stop Partner is required to allocate a percentage of its budget to One Stop Infrastructure Costs. The percentage for WIBs is “up to 3% of the WIOA” budget.

Administrative Services: Certain activities are categorized in the Workforce Investment Act as Administrative Services. These activities include financial management, personnel management, audits, accounts receivable and accounts payable.

USWIB 2016-2017 Budget									
				Salaries		One Stop			
		Carry		Benefits	Title I	Infra	Career	Training	Admin
Grant	Allocation	In	Total	FTE = 10	Costs	Structure	Services	Services	Services
Adult	312,022	60,257	372,279	189,358	10,450	9,361	10,000	121,908	31,202
Dislocated Worker	805,181	103,569	908,750	335,526	26,600	24,155	50,000	391,950	80,518
Youth	322,585	62,760	385,345	196,557	10,450	9,678	10,000	126,402	32,259
Job Driven NEG		60,000	60,000				15,000	45,000	
DORS Summer	35,705		35,705					33,920	1,785
Rapid Response		10,000	10,000				10,000		
Maryland Summer	25,344		25,344					22,810	2,534
Total	1,500,837	296,586	1,797,423	721,442	47,500	43,194	95,000	741,989	148,298
						Outreach		41%	Accounting
					5,000			Training	Human
						Office Supplies		Services	Resources
					5,000				Audit
						Phone			Insurance
					9,000				Information
						Postage			Technology
					1,000				
						Travel			
					3,500				
						Mileage			
					4,000				
						Rent			
					20,000				
						Total			
					47,500				

Carry In is estimated based on May 2016 financial data

Title I Costs are the costs associated with operating the USWIB Office in Wye Mills

One Stop Infrastructure is 3% of the WIOA Title I allocations.

Career Services will include the One Stop Operator under WIOA

Training Services are -7% from last years' budget. The Carry In funding may allow for an increase in the Training Services percentage of the budget.

Upper Shore WIOA Partners have not moved to a WIOA budget at this time due to lack of final regulations and confusion from federal agencies and state agencies related to the specifics of WIOA implementation.

A motion was offered by Timberman to concur with current budget proposal, with the understanding that the numbers may change with the actual carry in balance.

A second to the motion was offered by Connie Overington.

The motion was accepted unanimously.

VII. Workforce Innovation & Opportunity Act Implementation Update

The staff will create a WIOA Local Plan on behalf of the USWIB. The plan will be shared with the USWIB as each section is completed. The local plan is due to be submitted to the Governor by September 30, 2016. The plan submission must include USWIB and County concurrence and a public comment period.

The Maryland Department of Labor, Licensing and Regulation has suggested that the One Stop Memoranda of Understanding be negotiated by December 31, 2016.

The One Stop Operator must be in place by July 1, 2017.

Full WIOA implementation will take place on or before July 1, 2017.

VIII. Executive Session

A motion was offered by Tyler Patton to convene in Executive Session to discuss a personnel matter- the status of the Executive Director.

A second to the motion was offered by Royce Sampson.

The motion was accepted unanimously and the USWIB convened in Executive Session at 6:35 pm.

A motion to adjourn the Executive Session was offered by Tyler Patton.

A Second was offered by Tyler Patton

The motion was accepted unanimously.

IX. The USWIB meeting was adjourned by consensus at 7:15 pm.