



Upper Shore Workforce Investment Board

Minutes, April 26, 2016

Attendance: Tom Timberman, George Weeks, Royce Sampson, Gil Cephas, Jason Malecki, Toni March, Heather Hillaert, John Ruffini, Randy Holliday, Beverly Churchill, Connie Overington, James Cutter, Linda Webb, Greg Adams (guest), Dan McDermott, Melissa Mackey, Joanne Gannon

- I. Call to Order: The Meeting of the USWIB was called to order at 5:37 pm by USWIB President George Weeks.
- II. Approval of Minutes, February 23, 2016
A motion to accept the Minutes of the February 23, 2016 minutes as submitted was offered by Tom Timberman.
A second to the motion was offered by Beverly Churchill.
The motion was approved 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 12 youth in a summer work experience program. The project will cover Caroline, Dorchester, Queen Anne's and Talbot Counties.

The youth will be referred by DORS and will be 14-18 years old.

Pre-Employment Transition Services: Services include work-based learning experiences, internships and workplace readiness training. An orientation prior to placement on a work site will take place. Youth will be assessed to determine career interest and placed in opportunities reflecting interest.

Subsidized Work Experience: Program participants will be paid \$8.75 per hour. A daily stipend based on punctuality, dress code and team work will be available.

A motion to accept the DORS contract in the amount of \$ 35, 705 was offered by Tom Timberman.

A second was offered by Connie Overington.

The motion was accepted unanimously.

IV. Budget Philosophy 2016 – 2017

Each year the staff prepares a budget for USWIB approval that determines how funding will be spent in the Upper Shore region.

Allocations: Local allocations for Maryland are not known at the time that this Memorandum is being written.

Philosophy 2016-2017

Adult

- Emphasize training
- Determine the feasibility of transferring funds between Adult and Dislocated Worker within the Upper Shore Transfer Policy
- Determine how the Adult budget can support the transition to the Workforce Innovation and Opportunity Act (WIOA)

Dislocated Worker

- Emphasize training, utilize Rapid Response
- Determine the feasibility of transferring funds between Adult and Dislocated Worker within the Upper Shore Transfer Policy
- Determine how the Dislocated Worker budget can support the transition to the Workforce Innovation and Opportunity Act (WIOA)

Youth

- The staff recommends that the mandated split between in school and out of school youth continue to transition toward the required Workforce Innovation and Opportunity Act mandated split: 75% Out of School, 25% In School.

Budget Strategy: The strategy for the budget will include:

- Holding expenses as flat as possible
- Budgeting for the Infrastructure Costs
- Access statewide funds when possible
- Pursue opportunities for funds

A motion to apply for funds when notice of availability is received was offered by Tom Timberman.

A second to the motion was offered by Gil Cephas.

The motion was accepted unanimously.

A motion to utilize the budget philosophy in creating a line item budget was offered by Tom Timberman.

A second to the motion was offered by John Ruffini.

The motion was accepted unanimously.

V. Allen-Harim Closing Update:

Melissa Mackey provided an update on the closing of Allen-Harim Foods located in Cordova, MD. A consortium of partners is working to provide information and referral services for the affected workers. Workers are released in small groups to speak with service providers. Service providers are available and when providers are not onsite, workers are given program and contact information. Allen-Harim posts the partner schedule on the company bulletin board and announcements are made in the plant. Partners have adjusted onsite times to accommodate the processing schedule.

Approximately 60 workers may be transferring to the Allen-Harim facilities in Harbeson, DE, Seaford, DE, and other Delaware locations.

VI. Workforce Innovation & Opportunity Act Plan Timeline

The Workforce Innovation and Opportunity Act (WIOA) Local Plan is due to be submitted to the Governor September 30, 2016. The timeline will require that the USWIB meet July 26, 2016 in order to approve the Local Plan before it is sent to the Upper Shore Counties for concurrence. A mechanism will be put in place to send sections of the plan to the USWIB as completed so that the USWIB can stay abreast of the plan as it is created. The plan must have a public comment period.

A motion to write and submit a local plan was offered by Tom Timberman.

A second to the motion was offered by Beverly Churchill.

The motion was approved unanimously.

Memorandum of Understanding:

WIOA requires a Memorandum of Understanding (MOU) that highlights partner contribution to one stop infrastructure and partner's role in the customer flow in the one stop(s). The first WIOA MOU must be in place July 1, 2017.

President Weeks advocated for immediate negotiations with partners with contributions based upon percentages specified in WIOA.

A motion to extend the current MOU through June 30, 2017 was offered by Tom Timberman.

A second was offered by Royce Sampson.

The motion passed with 11 yes votes and 1 no vote.

One Stop Operator

WIOA requires that a One Stop Operator be selected by a competitive process. The USWIB must determine a scope of work for the One Stop Operator and a procurement mechanism. In order to facilitate an orderly transition to WIOA, extending the current operator agreement was recommended.

VII. Announcements

The staff was not prepared to recommend a temporary employment contractor as the Request For Proposals closed April 18, 2016. The closing date did not allow the staff to include the information in the USWIB packet.

VIII. Adjourn: The meeting adjourned by consensus at 6:48 pm.