



Upper Shore Workforce Investment Board

Minutes, September 22, 2015

Attendance:

Royce Sampson, Charles Sommers, Linda Webb, James Cutter, George Weeks, Bill Bailey, Eric Daniels, Tom Timberman, Heather Hillaert, Beverly Churchill, Gale Collins, John Ruffini, Gil Cephas, George Weeks, Toni March, Dan McDermott, Melissa Mackey, Joanne Gannon

I. Call to Order:

The meeting was called to order at 5:40 pm with USWIB Vice President Royce Sampson chairing the meeting. Note: USWIB President George Weeks arrived at 6:00 pm and assumed the chair.

II. Approval of minutes, May 26, 2015

A motion to approve the May 26, 2015 meeting minutes was offered by Tom Timberman. A second to the motion was offered by Charles Sommers. The motion was accepted unanimously.

Introduction of new WIB members: Linda Webb, James Cutter, Bill Bailey, Toni March

III. Nominations for WIB Offices

The Upper Shore WIB Steering Committee met as the ad hoc nominating committee for WIB Officers on September 8, 2015. The Steering Committee proposed the following members to be considered for WIB offices.

President: George Weeks

Vice President: Tyler Patton

Steering Committee Private Sector: Royce Sampson

Steering Committee Non Private Sector: Phil Bramble, Nominee Needed

Beverly Churchill agreed to be nominated as a non-private sector Steering Committee member.

Tom Timberman offered motion to accept the nominees for USWIB offices. John Ruffini offered a second to the motion. The motion was accepted unanimously.

IV. USWIB Calendar

The USWIB Calendar for the program year was distributed.

V. Rapid Response Grant Approval

Rapid Response funds may be accessed by Workforce Investment Boards to assist workers affected by mass layoffs and business closings. Rapid Response funds provide funding for unforeseen circumstances, which is circumstances that did not exist on July 1 of the funding year.

The USWIB staff responded to three downsizings recently. The situation is detailed in the chart below.

Company	Location	Number Impacted
Camtec	Church Creek	45
Orion	Easton	54
Easton Bank & Trust	Easton	18
Total		117

The USWIB staff is projecting that 21 workers will take advantage of retraining based on the national average for Dislocated Workers seeking training. Camtec workers have been approved for benefits under the Trade Act so training for those workers will come from funds that are not administered by the USWIB.

The budget, \$ 72,000, includes training vouchers, information packets, a job fair, visits to the locations by the Mobile One Stop and staff support.

A motion to accept the \$ 72,000 Rapid Response grant was offered by Tom Timberman. A second to the motion was offered by John Ruffini. The motion was accepted unanimously.

VI. July 1, 2015 Fiscal Position and Budget

Background: At the May 26, 2015 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, 2015 close out of the USWIB fiscal system.

- Grants cover two years and that creates carry in funds each year
- Full Time Equivalent is a projected amount. The budget has 10 staff positions in the case another staff member needs to be added. If not, the amount will be added to the training services
- One Stop Infra Structure is a new column to cover the cost of the new Kent County location
- Title 1 Costs reflect the costs to run the office
- Career Services helping individuals with services that are not training services
- Training Services the funds used to send individuals to school
- Administrative Services - 10% maximum Chesapeake College uses a majority of the funds
- The FTE is controlled by the Executive Director based on the USWIB approved budget

The Maryland Summer funding created confusion due to its inclusion in the "Allocation" and "Actual Carry In" columns. The funding should have been included in the "Allocation" column only.

A motion to approve the budget with actual carry in was offered by Beverly Churchill. A second was offered by Tom Timberman. The motion was accepted unanimously.

VII. Priority of Service Policy

Background: As stated in the Workforce Innovation and Opportunity Act (WIOA) Section 134(c)(3)(E), with respect to individualized career services and training services funded with WIOA adult funds, priority of service must be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient. Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority does not apply to the dislocated worker population. WIOA adult funding priority of service doesn't affect or negate the priority of service provided to veterans and eligible spouses. Veterans and eligible spouses continue to receive priority of service among all eligible individuals; however, they must meet the WIOA adult program eligibility criteria. Thus, for WIOA adult services the program's eligibility determination must be made first, and then

veteran's priority applied. The USWIB needs to have a written policy that states how we will serve these individuals.

Parameters for the Priority of Service policy:

- Veterans and eligible spouses have a priority over all others as long as they meet all the requirements of the program (dishonorable discharge is not a preference)
 - Spouse conditions are for both alive and deceased veterans. However, the rules are very specific for each category
 - Basic Skills Deficient – English for Speakers of Other Languages and test scores.
 - Matrix
 - Priority 1 – Veterans who are low income
 - Priority 2 – Public Assistance Recipients
 - Priority 3 – Veterans and eligible spouses not recipients of public assistance and not basic skillsThese groups added must equal 51% or more for the adult funds
 - Priority 4 – non priority and 200% of poverty
 - Priority 5 – Non priority, not in Poverty
- These groups must be equal or less than 49%

The staff stated that we have met at least 80% for the Priority 1, 2 and 3 group for the past 2 years in the adult program.

The percentages relate to people not funds. This approach will mitigate spending large sums on training for a few high priority participants in order to meet a funding level requirement. Motion for the 51% and applying it to people instead of funds. The 51% threshold is a minimum and the 49% threshold is a maximum.

A motion to approve the Priority of Service Policy was offered by Tom Timberman. A second to the motion was offered by Charles Sommers. The motion was approved unanimously.

VIII. Ad-Hoc One Stop Committee

Background: The Workforce Innovation and Opportunity Act has the American Job Center (One Stop) as the centerpiece of service delivery. There are several decisions that WIBs are asked to make about the One Stop delivery mechanism:

- Comprehensive One Stop Definition
- Satellite One Stop Definition
- Affiliate One Stop Definition
- Location
- One Stop Operator

- Memorandum of Understanding for One Stop Operations
The United States Department of Labor has issued Training and Employment Guidance Letter 4-15 (TEGL 4-15) that will be useful in defining the vision for the One Stop.

Ad Hoc Committee: The staff would like to convene an ad hoc committee of the USWIB to create the One Stop service delivery mechanism. It is important that the USWIB membership is represented the design of the decision making process for the One Stop. The purpose of the ad hoc committee will be to define the One Stop and services, determine locations for service delivery, evaluating a method for determining a One Stop Operator and providing guidance on the Memorandum of Understanding. It is important that a majority of ad hoc members are not service providers.

A USWIB Ad Hoc One Stop Committee will need to have these characteristics

- Private Sector Majority
- Service Providers
- Face to Face Meetings
- Conference Calls
- Deliverables for December/February USWIB Meetings

Volunteers

Tom Timberman
Linda Webb
Mary Ellen Carter
Heather Hillaert
Bill Bailey
George Weeks

IX. Announcements

- a. Grand Opening in Kent Americans Job Center
- b. Regional Job Fair
 - November 2
 - Talbot Community Center
 - 1:00 pm – 6:00 pm
 - 40 employers
 - 12 community organizations

X. Adjourn 7:25 pm

A motion to adjourn was offered by Gil Cephas. A second to the motion was offered by Gale Collins. The motion was accepted unanimously.