



## Minutes, September 24, 2019

**Attendance:** William Bailey, Jim Cutter, Tom Timberman, George Timberman, Jena Paquin, Gene Smith, Craig Wanner, Susan Coppage, Cliff Coppersmith, Scott Warner, Beverly Churchill,  
Staff: Dan McDermott, Joanne Gannon  
Guest: Samantha Parker

### 1. Call to order

The meeting was called to order at 5:35 pm by USWIB President George Weeks

### 2. Approval of minutes, May 28, 2019

A motion to approve the May 28, 2019 USWIB minutes was offered by Tom Timberman. A second to the motion was offered by Scott Warner. The motion was accepted unanimously.

### 3. Nominations for USWIB offices

The Upper Shore WIB Steering Committee met as the ad hoc nominating committee for WIB Officers on September 10, 2019. The Steering Committee proposed the following members be considered for USWIB offices.

President: George Weeks

Vice President: Tom Timberman

Steering Committee Private Sector: Royce Sampson

Steering Committee Non Private Sector: Jim Cutter

Steering Committee Non Private Sector: Cliff Coppersmith

A motion to accept the nominees as submitted was offered by Beverly Churchill. A second to the motion was offered by Scott Warner. The motion was accepted unanimously.

### 4. The USWIB as Career and Technology Education Local Advisory Board

The Code of Maryland requires a Local Advisory Council to assist local school systems and Chesapeake College with the implementation of career and technology education. The Maryland State Department of Education is urging local school systems and

community colleges to explore the idea of using the Local Workforce Development Board as the Perkins V Local Advisory Council.

Functions of the Local Advisory Council:

Advisory groups will typically be involved in some or all of the following:

- Community and Legislative Support
- Career Cluster and CTE Program Recommendations
- Curriculum Review and Updating
- Career and Technology Student Organizations (CTSOs)
- Career Development Activities
- Professional Development

USWIB member and Caroline Career and Technology Center Director Gene Smith provide information from the Secondary Education perspective. The five county Career and Technology Education Directors and Dr. Coppersmith of Chesapeake College will designate the USWIB as the Local Advisory Council. The Local Advisory Council will be a “work in progress” and the membership may change over time.

A motion to have the USWIB to act as the Local Advisory Council was offered by Scott Warner. A second to the motion was offered by Beverly Churchill. The motion was accepted unanimously.

#### 5. One Stop Operator Report

Samantha Parker of Parker Consulting provided a report of American Job Center activities. The report accompanies the minutes.

#### 6. July 1, 2019 Fiscal Position and Budget

At the May 28, 2019 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. The actual Carry In fund amounts became known as of July 1, 2019 for Carry In funds.

<b>Upper Shore Workforce Investment Board</b>							
<b>2019 - 2020</b>							
<b>September 24, 2019</b>							
	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>	<b>DORS Summer</b>	<b>Maryland Summer</b>	<b>Opioid Grant</b>	<b>Total</b>
Income							
Grants (Allocated)	\$ 270,548	\$ 653,356	\$ 292,356	\$ 248,358	\$ 44,596		\$ 1,509,214
Carry In	\$ 42,886	\$ 48,856	\$ 70,911			\$ 25,000	\$ 187,653
Federal Adjustment	\$ 608	\$ 1,622	\$ 762				\$ 2,992
<b>Total Income</b>	<b>\$ 314,042</b>	<b>\$ 703,834</b>	<b>\$ 364,029</b>	<b>\$ 248,358</b>	<b>\$ 44,596</b>	<b>\$ 25,000</b>	<b>\$ 1,699,859</b>
Expenditures							
Salaries/Benefits	\$ 111,402	\$ 254,456	\$ 170,293	\$ 8,820			\$ 544,971
One Stop Infrastructure	\$ 8,116	\$ 14,000	\$ 7,475				\$ 29,591
Title 1 Costs	\$ 9,000	\$ 25,450	\$ 10,000	\$ 9,000			\$ 53,450
One Stop Operations	\$ 17,500	\$ 50,000	\$ 15,000				\$ 82,500
Training Services	\$ 140,969	\$ 294,592	\$ 132,025	\$ 207,960	\$ 40,136	\$ 22,500	\$ 838,182
Admin Services	\$ 27,055	\$ 65,336	\$ 29,236	\$ 22,578	\$ 4,460	\$ 2,500	\$ 151,165
<b>Total Expenditures</b>	<b>\$ 314,042</b>	<b>\$ 703,834</b>	<b>\$ 364,029</b>	<b>\$ 248,358</b>	<b>\$ 44,596</b>	<b>\$ 25,000</b>	<b>\$ 1,699,859</b>
Check	(0)	-	-	-	-	-	(0)
<b>Note 1</b>				<b>Note 2</b>			
Office Supplies	\$ 5,500			Rent			
Phone	\$ 9,000			Overhead			
Postage	\$ 1,000			USWIB Travel			
Travel	\$ 5,450			Board Development			
Mileage	\$ 11,500			WIOA Implementation			
Rent (College)	\$ 21,000			AJC Professional Development			
<b>Total</b>	<b>\$ 53,450</b>						

A motion to accept the budget for the period July 1, 2019 – June 30, 2020 was offered by Tom Timberman. A second to the motion was offered by Cliff Coppersmith. The motion was accepted unanimously.

## 7. Announcements

USWIB Member Tom Timberman announced that the Chesapeake College Golf Scholarship Tournament needs golf teams

## 8. Adjourn

A motion to adjourn the meeting was offered by Tom Timberman. A second to the motion was offered by Scott Warner. The meeting was adjourned at 7:48 pm.