



# Upper Shore Workforce Investment Board

Minutes, December 8, 2015

## Attendance:

Phil Bramble, Royce Sampson, Toni March, Greg Adams, Tom Timberman, Angela Visintainer, Connie Overington, Jim Cutter, Linda Webb, William Bailey, George Weeks, Mary Ellen Carter, Lloyd Day, Eric Daniels, Dan McDermott, Melissa Mackey, Joanne Gannon

### i. Call to order:

A quorum was reached and the meeting was called to order by Upper Shore Workforce Investment Board (USWIB) President, George Weeks, at 5:48 pm.

### ii. Approval of minutes, September 22, 2015:

A motion to accept the minutes of the September 22, 2015 USWIB meeting was offered by Tom Timberman. A second was offered by Toni March. The minutes were accepted unanimously.

### iii. Presentation by Baker Tilly:

Rick Bair of USWIB audit contractor Baker Tilly presented the results of the July 1, 2014 – June 30, 2015 audit.

The following topics were discussed by Mr. Bair.

#### a. Audit -

1. Clean opinion on statements
2. Compliant with Federal Regulations
3. A question by USWIB Member Tom Timberman: What is the Temporarily Fixed Net Assets? Mr. Bair: This is the Mobile One Stop
4. If the asset (Mobile One Stop) is sold any gain would go back to the grantor
5. A question by USWIB Member Tom Timberman: What is an occupancy charge? Mr. Bair: Rental Charge for office space
6. USWIB Members recognized that there was a discrepancy in the amount of occupancy charge on page 10 of the audit. Mr. Bair: These will be checked and changes will be made and justified. It

appears that depreciation and occupancy charge have been entered on the wrong lines.

7. Mr. Bair: These numbers are also reflected on page 10 in the 990 these numbers are correct there
8. Mr. Bair: There are no weaknesses and no issues. This was a clean audit

ii. Motion: A Motion to accept the audit with the correction on p. 10 was offered by Tom Timberman

iii. Second: a second to the motion was offered by Eric Daniels.

The Motion was accepted unanimously.

b. IRS 990

i. Motion: A motion to accept the IRS 990 for the time period July 1, 2014 – June 30, 2015 was offered by Royce Sampson.

ii. Second: A second to the motion was offered by Tom Timberman.

The Motion was accepted unanimously.

iv. Training voucher approval policy

Because the training scholarship funds are limited, staff have developed an allocation formula to regulate training slots according to the empirical data from the last three years regarding successful training courses. In addition, relevant job listings will be used to validate in-demand jobs in the region. Priority will be given to those training proposals that directly correspond to a specific job qualification where there is open recruitment. Calculations regarding the average starting wage are tied to the number of slots allocated in order to also address current performance goals.

Motion: A Motion to concur with the Training Voucher Approval Process was offered by Tom Timberman.

a. Second: A second to the motion was offered by Phil Bramble

The motion was accepted with 12 affirmative votes and one negative vote.

v. One Stop Ad Hoc Committee Report

a. USWIB Decisions

i. Who do we negotiate with?

1. CFDA numbers

ii. Educating the partners

1. Identify who administers the CFDA numbers

2. Dan draft letter and George send to these individuals

3. Subject matter partner oversee a meeting with partners

- iii. Affiliate one stop location
  - 1. Comprehensive One stop
    - a. Early Intervention
    - b. Unemployment
    - c. Unemployment Rate
    - d. Poverty Rate
    - e. Number in training
    - f. Number in ABE
    - g. Number in ESOL
    - h. Number in Wagner Peyser
  - 2. Explanation of how the other four counties will be served
  - 3. Many feel the Chesapeake College would be the most politically correct location. It would raise the least amount of issues with the commissioners in the other counties.
- iv. What does the WIB want the Executive Director to do at this point?
  - 1. Set a letter with a meeting with Brustein for a general meeting
  - 2. Prefer to have early in January
  - 3. Dan will send a poll to see what dates are best
  - 4. Invite some of the primary partners and those in the state who could make decisions to the preliminary informational session

vi. Program Year 2014 Performance

Each WIB throughout the country is evaluated by state and federal officials on the success or failure in achieving performance measures. The measures may be grouped into broad categories: entered employment, job retention, wage gain and youth measures. Outcomes are measured by validated, supplemental data with the exception of wages which are evaluated based on unemployment insurance records.

The results achieved by the Workforce Investment system in Maryland for Program Year 2014 were presented to the USWIB. The Upper Shore was successful in meeting one standards and exceeding eight standards.

- a. Motion: Phil Bramble
- b. Second: Royce Sampson

vii. National Association of Workforce Boards Conference

- a. Phil Bramble
- b. Dan McDermott
- c. George Weeks

viii. Announcements

Adjourn: 8:05

Motion: Tom Timberman

Second: Phil Bramble