



Upper Shore Workforce Investment Board
April 26, 2022
Via Zoom
Meeting Minutes

Attendance: Adam Tolley, Clifford Coppersmith, Connie Overington, Eric Daniels, George Weeks, Jena Paquin, Mary Ellen Carter, Scott Warner, Tom Timberman, and Tyler Patton

I. Call to Order

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

II. Minutes February 22, 2022, USWIB Meeting

A motion to accept the minutes of the February 22, 2022 board meeting, was offered by Tom Timberman. A second to the motion was offered by Jena Paquin.

The motion was accepted unanimously.

III. Equal Opportunity Officer designation- Dan Schneckeburger, Executive Director

A motion to accept the nomination of Dan Schneckeburger to be the EOO designee for the USWIB (replacing Dan McDermott), was offered by Tom Timberman. A second to the motion was offered by Dr. Cliff Coppersmith.

The motion was accepted unanimously.

IV. DORS Summer Youth program with the USWIB

A motion to accept the proposal from the state Department of Rehabilitation Services (DORS) to fund a summer youth work based learning program for \$220,491.00, was offered by Tom Timberman. A second to the motion was offered by Mr. Eric Daniels.

The motion was accepted unanimously.

V. Rapid Response grant from the MD Department of Labor (USA Fulfillment)

A motion to accept a grant to perform rapid response mobilization and education to dislocated workers at USA Fulfillment for \$30,000, was offered by Tom Timberman. A second to the motion was offered by Connie .

The motion was accepted unanimously.

VI. Budget 2023 Assumptions

The board discussed budget additions for FY-2023 with ARPA, projected WIOA funding, Support for Communities (Opioid), and the hiring of an new employee, WIOA Operations Manager.

VII. USWIB Policies

The following board of director's policies were discussed (Grants/Contracts/Donations, Budget, Audit of finances/ IRS 990, Procurement, Bidder protest, and Insurance/risk management) between the Executive Director, Dan McDermott, and board members.

A motion to approve all six policies together, was offered by Tom Timberman. A second to the motion was offered by Jena Paquin.

The motion was accepted unanimously.

VIII. One Stop Operator Report

Samantha Parker and Michelle Hogan of Parker Consulting, the USWIB One Stop Operator, presented a report to the USWIB on the American Job Center(s) activities, successes, and challenges. Parker Consulting also held a successful professional development training on 4/26/22 with 25 attendees.

IX. Executive Director report

Dan Schneckenburger reported on his activities to date from his start date of March 1, 2022.

X. Announcements

-Steering Committee meeting to be held on 5/10/22 (virtual)

-Full Board of Directors meeting will be held on 5/24/22 (virtual)

XI. Adjourn

A motion to adjourn the meeting was offered by Tom Timberman.

A second to the motion was offered by Cliff Coppersmith.

The motion was accepted unanimously and the USWIB adjourned at 6:48 pm.

Approved by the board of directors: May 24, 2022 (Dan Schneckenburger, Executive Director)

Board Members will adhere to provisions of the Upper Shore Workforce Investment Board Conflict of Interest Policy when conducting the business outlined in this agenda.

The Upper Shore Workforce Investment Board is an equal opportunity employer/program
Auxiliary aids are available upon request to individuals with disabilities.