



Upper Shore
Workforce Investment Board
September 28, 2021
Meeting Minutes

Attendance: George Weeks, Connie Overington, Jenifer DuBosq, Tyler Patton, Cliff Coppersmith, Michael Brustein, Jena Paquin, Dan Lessard, Scott Warner, Eric Kuster, Tom Timberman

- I. Call to Order
The meeting was called to order at 5:35pm by USWIB President George Weeks.
- II. Approval of Minutes May 25, 2021
A motion to accept the Minutes of the May 25, 2021 was offered by Tom Timberman. A second to the motion was offered by Cliff Coppersmith. The motion was accepted unanimously.
- III. Nominations for USWIB Offices
The USWIB Steering Committee offered a slate of officers and Steering Committee for 2021 – 2022.
President: George Weeks
Vice President: Tyler Patton
Steering Committee Private Sector: Mary Ellen Carter
Steering Committee Private Sector: Tom Timberman
Steering Committee Non Private Sector: Jim Cutter
Steering Committee Non Private Sector: Scott Warner
A motion was offered by Tom Timberman to accept the Steering Committee's recommendation for USWIB Officers and Steering Committee members. A second to the motion was offered by Scott Warner. The motion was accepted unanimously.
- IV. One Stop Operator Report
One Stop Operator Parker Consulting reported to the USWIB on One Stop/American Job Center activities from July 1, 2021 – September 28, 2021.
Samantha Parker reported that Partners are reporting in a format that captures services and employment outcomes.

For Title I, all participants receive Career Services as a part of the training intake process, however, Career Services are not delivered as a stand-alone service by Title I staff.

V. July 1, 2021 Fiscal Position and Budget

The staff presented the 2021-2022 USWIB budget with actual carry-in amounts. The budget as of July 1, 2021 is:

Grant	Projection	Actual	Difference
Adult	12445	17587	5142
Dislocated Worker	200000	197158	-2842
Youth	48151	28107	-20044
National Dislocated Worker	400000	425101	25101
State Dislocated Worker	100000	90121	-9879
Contract	40000	40578	578
SNAP	100000	100000	0
Opioid	75000	74252	-748
RELIEF	240000	258287	18287
			0
Total	1215596	1231191	15595

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2021 -2022

September 15 2021

	Adult	Dislocated Worker	Youth	ARPA	National DW	State NDWG	Maryland Summer	Contract Carry In	SNAP	Opioid	RELIEF	Total
Income												
Grants (Allocat	\$ 223,318	\$ 499,378	\$ 239,831	\$ 1,406,250			\$ 34,621		\$ 280,000			\$ 2,683,398
Carry In	\$ 17,585	\$ 197,158	\$ 29,107		\$ 400,000	\$ 100,000		\$ 40,000	\$ 100,000	\$ 75,000	\$ 240,000	\$ 1,198,850
Total Income	\$ 240,903	\$ 696,536	\$ 268,938	\$ 1,406,250	\$ 400,000	\$ 100,000	\$ 34,621	\$ 40,000	\$ 380,000	\$ 75,000	\$ 240,000	\$ 3,882,248
Expenditures												
Salaries/Benefi	\$ 150,622	\$ 336,818	\$ 161,760	\$ 150,000				\$ 20,000	\$ 28,500			\$ 847,700
One Stop Infra:	\$ 6,306	\$ 14,000	\$ 7,475	\$ 50,000								\$ 77,781
Title 1 Costs	\$ 4,500	\$ 53,660	\$ 4,790					\$ 10,000				\$ 72,950
One Stop Oper	\$ 7,500	\$ 21,790	\$ 10,465	\$ 42,000								\$ 81,755
Training Servic	\$ 49,644	\$ 220,331	\$ 55,212	\$ 1,023,625	\$ 365,000	\$ 90,000	\$ 31,159		\$ 313,500	\$ 67,500	\$ 216,000	\$ 2,431,971
Admin Service:	\$ 22,331	\$ 49,937	\$ 29,236	\$ 140,625	\$ 35,000	\$ 10,000	\$ 3,462	\$ 10,000	\$ 38,000	\$ 7,500	\$ 24,000	\$ 370,091
Total Expendit	\$ 240,903	\$ 696,536	\$ 268,938	\$ 1,406,250	\$ 400,000	\$ 100,000	\$ 34,621	\$ 40,000	\$ 380,000	\$ 75,000	\$ 240,000	\$ 3,882,248

A motion to accept the budget as presented was offered by Tom Timberman. A second to the motion was offered by Cliff Coppersmith. The motion was accepted unanimously.

VI. Executive Director Search Update

The USWIB was briefed by members of the Executive Director Search Committee on the status of the search.

VII. Announcements

The next USWIB meeting will take place on December 14, 2021 at 5:30 pm.

VIII. Adjourn

A motion to adjourn was offered by Tyler Patton. A second to the motion was offered by Cliff Coppersmith. The motion was accepted unanimously at 6:15 pm.

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