



Upper Shore Workforce Investment Board

Minutes April 25, 2017

Attendance:

Members: Gil Cephas, Bill Bailey, Royce Sampson, George Weeks, Linda Webb, Eric Daniels, Heather Hillaert, Connie Overington, Tom Timberman, Randy Holliday, Beverly Churchill, Lloyd Day

Staff and Guests: Dan McDermott, Melissa Mackey, Joanne Gannon, Gregg Adams, Terenda Thomas, Elaine Wilson, Brenda Horrocks, Denise Kline, Joy Messick

I. Call to Order

The meeting was called to order at 5:37 pm by USWIB President George Weeks

II. Approval of minutes, February 28, 2017

A motion to accept the Minutes of the February 28, 2017 USWIB meeting was offered Tom Timberman.

A second to the motion was offered by Royce Sampson
The motion was accepted unanimously.

III. Adult Education Grant Application Review

The Workforce Innovation and Opportunity Act (WIOA) requires Workforce Development Boards to review local Adult Education and Family Literacy Grant applications to ensure alignment with the local WIOA plan.

Chesapeake College submitted a grant application for Adult Education and Family Literacy Act funding and Elaine Wilson, Brenda Horrocks, Denise Kline and Joy Messick made a presentation on alignment to the USWIB.

Presenters: Elaine Wilson, Director of ABE; Brenda Horrocks, Intake/Assessment Coordinator; Denise Kline ESL Specialist; Joy Messick, Basic Skills Specialist

- A Narrative for the plan was included in the USWIB Meeting packet.
Dan McDermott and Elaine Wilson, Director of Adult Education discussed the alignment.
- Chesapeake College Adult Education staff participated in various activities with WIOA staff over the years through grants, partnerships, and cross training.
- The Adult Education presentation included Career Pathways, Contextualize Instruction and Standard Based programs, Soft skills, scholarship information, staff development

- Assessments: Identify barriers, scoring will tell what level classes the student should be placed in, cross training with partnering agencies;

USWIB Questions for the Adult Education presenters included:

How are students chosen and recruited?

Who is funding these programs?

Why are there different trainings listed for Bridge classes on different screens?

What are the qualifications of the teachers?

A motion was offered by Tom Timberman to concur with the submission of the Adult Education and Family Literacy Plan by Chesapeake College

A Second to the motion was offered by Royce Sampson

The motion was accepted unanimously.

Note: USWIB President Weeks executed the DLLR WIOA Alignment Title I and II document for submission to DLLR in support of the Chesapeake College proposal.

IV. Division of Rehabilitation Services Contract

The Division of Rehabilitation Services and the USWIB negotiated a contract to provide pre-employment services and subsidized employment for 30 youth. All youth will be referred by DORS. Youth will be placed in work experience positions where they will be paid \$9.25/hour for up to 30 hours per week for 7 weeks. Youth will be eligible to receive a \$10 bonus each day based on punctuality, attire and team work. Mary Kraft Staffing and HR Solutions will be the employer of record. The budget for the project is \$146,000.

A motion to accept the contract the DORS contract in an amount not exceed \$146,000 was offered by Beverly Churchill.

A second to the motion was offered by Tom Timberman.

The motion was accepted unanimously.

V. July1, 2017 – June 30, 2018 Budget Assumptions and Philosophy

Each year the staff prepares a budget for USWIB approval that determines how funding will be spent in the Upper Shore region.

Allocations: Local allocations for Maryland are not known at the time that this Memorandum is being written.

Philosophy 2017 - 2018

Adult

- Emphasize training
- Determine the feasibility of transferring funds between Adult and Dislocated Worker within the Upper Shore Transfer Policy

- Determine how the Adult budget can support the transition to the Workforce Innovation and Opportunity Act (WIOA)

Dislocated Worker

- Emphasize training, utilize Rapid Response
- Determine the feasibility of transferring funds between Adult and Dislocated Worker within the Upper Shore Transfer Policy
- Determine how the Dislocated Worker budget can support the transition to the Workforce Innovation and Opportunity Act (WIOA)

Youth

- The staff recommends that the mandated split between in school and out of school youth continue to transition toward the required Workforce Innovation and Opportunity Act mandated split: 75% Out of School, 25% In School.

Budget Strategy: The strategy for the budget will include:

- Holding expenses as flat as possible
- Budgeting for the Infrastructure Costs
- Access statewide funds when possible
- Pursue opportunities for funds

The staff recommends a promotion plan with the objective of increasing traffic in the Upper Shore American Job centers.

USWIB Members offered comments and concerns related to:

- Title I paying and equitable share of American Job Center infrastructure
- Funding the One Stop Operator
- Uncertainty of federal funding
- Use of technology in the American Job Centers

A motion to apply for Title I funds when a notice of award is received was offered by Tom Timberman.

A second to the motion was offered by Beverly Churchill.

The motion was accepted unanimously.

A motion to use the budget philosophy as the basis for the USWIB budget was offered by Tom Timberman.

A second to the motion was offered by Beverly Churchill.

The motion was accepted unanimously.

VI. One Stop Operator Procurement

In response and in accordance with our plan for procuring services, the Upper Shore Workforce Investment Board developed a ***Request for Proposals: One-Stop Operator*** in March 2017. The RFP was advertised in the Star Democrat, Facebook, USWIB website, and email distribution. Five people attended a pre-bid conference held on March 10, 2017. Proposals were due to the USWIB by 2:00 p.m. on March 31, 2017.

A selection committee, including three USWIB members reviewed the proposals. Qualitative evaluations were recorded by the selection committee in the areas shown below and were added together to produce an evaluation score.

1	Understanding of contract requirements and ability to satisfy the desired characteristics	20 points
2	Administrative, management and staffing	15 points
3	Firm reputation, qualifications, experience, references and financial stability	30 points
4	Cost	35 points
	TOTAL	100 points

Proposer	Cost for One Year	Total Points from the three reviewers
KRA Corporation	\$ 40,000	230
Workforce Solutions Group	\$ 32,900	214
Mary Kraft Staffing and HR Solutions	\$ 39,849	192
Parker Consulting	\$ 38,320	176

The selection committee unanimously recommends awarding the contract for One Stop Operator to KRA Corporation.

KRA is a Maryland Corporation with a national presence. The proposal includes the resume of Michael Lawrence of Denton, MD as the person who will be performing or leading the One Stop Operator duties.

A motion to accept the recommendation of the Ad Hoc One Stop Operator Selection Committee and award a contract to KRA Corporation for \$ 40,000 was offered by Tom Timberman.

A second to the motion was offered by Gil Cephas.

The motion was accepted unanimously.

VII. WIOA Update

- a. Multi-County Agreement has been completed and signed by the USWIB President and all five County Council and Commission Presidents.
- b. The American Job Center Memorandum of Understanding has been signed by all but one Partner and has not been forwarded to the County Councils and Commissions.
- c. The Shore Regional Plan has been submitted to the Governor's Workforce Development Board.

VIII. Announcements

A Job Fair will take place at the Chestertown Library May 10, 2017 from 2 pm – 5 pm.
The staff is working to increase traffic to the WIOA Facebook page

IX. Adjourn

A motion to adjourn at 7:10 pm was offered by Tom Timberman.

A second to the motion was offered by Beverly Churchill.

The meeting was adjourned by consensus