



## Minutes, December 10, 2019

**Attendance:** USWIB: Jim Cutter, George Weeks, Tom Timberman, Michael Brustein, Gene Smith, William Bailey, Chip Williams, Mindy Potter (for Jena Paquin), Scott Warner, David Harper (for Cliff Coppersmith), Connie Overington, Susan Coppage, Dan McDermott, Joanne Gannon, CTE Directors: Kermit Hines, Gene Smith, Adam Tolley, Pam Clay, Dave Harper Guest: Samantha Parker, Elaine Wilson, Corey Ottaviani, James Mayberry (auditor)

### I. Call to order:

The meeting was called to order at 5:32 pm by USWIB President George Weeks

### II. Approval of minutes, September 24, 2019

The minutes of the September 24, 2019 USWIB meeting were reviewed. Michael Brustein suggested a correction: 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 spelling of Craig Wanner's name was corrected.

A motion to accept the minutes as modified was offered by Connie Overington.

A second to the motion was offered by Scott Warner.

The motion was accepted unanimously.

### III. Audit Presentation and Acceptance

James Mayberry of the audit firm PKS & Company P. A. presented the USWIB fiscal audit for the period July 1, 2018 – June 30, 2019.

Highlights of the presentation:

93% of funding went to program services

There were no findings

Availability and liquidity is not for money available but money owed to Chesapeake College that hasn't been reimbursed by the state

93% of our funds go directly to programming

NO FINDINGS!!

Availability and Liquidity is not really for money available but money owed to Chesapeake College for funds already spent

The single audit encompasses both financial and compliance components

The only asset that the USWIB owns is the Mobile Office

A motion to accept the audit was offered by Tom Timberman.

A second to the motion was offered by Connie Overington.

The audit was accepted unanimously

#### IV. IRS 990 Submission

The IRS 990 was submitted after review by USWIB members.  
A motion to concur with the submission was offered by Tom Timberman  
A second was offered by Gene Smith.  
The motion was accepted unanimously.

#### V. One Stop Operator report

One Stop Operator Samantha Parker presented a report of American Job Center activities.  
Based on the USWIB discussion, a survey will be distributed to the USWIB members to determine what data will be collected and reported to the USWIB by the One Stop Operator

#### VI. Announcements

The American Public Human Services Association visited the Upper Shore Collocated American Job centers as a best practice. The collocations are hosted by the Departments of Social Services in Caroline, Dorchester and Queen Anne's Counties.

The Mid Shore Community Foundation has allowed the USWIB to access \$10,000 on behalf of Kent County residents interested in skills training.

Any USWIB members who wish to attend the National Association of Workforce Board's Conference should let Dan know by first week of January.

#### VII. Adjourn time 6:25 pm

A motion to adjourn the USWIB meeting was offered by Tom Timberman.  
A second to the motion was offered by Jim Cutter.  
The motion was accepted unanimously.

### **Local Advisory Council Convenes (LAC)**

#### I. Call to order

The Local Advisory Council was called to order at 6:25 pm

#### II. Purpose of the LAC

The purpose of the Local Advisory Council was reviewed.  
The LAC Advises the LEA and CC administration on the overall direction for CTE. There should be a joint LAC for the LEA and CC located within the same jurisdiction.

- The Maryland State Department of Education tracks graduates at the point 6 months after graduation.
- Partnership with Industry: apprenticeship handout giving insight to the youth apprenticeship program that will hopefully lead to a registered apprenticeship program

- Dixon Valve has one student currently that is a true youth apprenticeship

How determine and what criteria is used to make sure the business is quality and qualified? Businesses apply to MD LABOR for qualifications

- Patti Shrieves is the local/regional rep for youth apprenticeship

Career and Technology Education is tasked with career pathways not just a job

Career and Technology Education programs are state approved by MSDE and must have certain curriculum, test, and credential. All programs are consistent throughout the state

The programs are open for any board members to come see the programs.

Have you given any thought as to how LAC can be helpful?

Give an overall look to see what is offered through statistics/data, job driven, give a regional look.

Are the programs meeting the needs of the business community?

In addition to the LAC, each program is required to have a Program Advisory Council to allow employer input.

### III. Career and Technology Reports

Caroline, Dorchester, Queen Anne's and Talbot County CTE Directors reported on the programs in the county high schools.

### IV. Next Steps for LAC

See the plans as soon as can to review

Work for LMI for CTE directors

Special Population pilot program

USWIB member will attend the meeting in Caroline County related to the Advanced Manufacturing Program December 16, 2019

If board members want to get involved more who do they contact? Reach out to the Directors so they can either answer or refer

If business that wants to be connected refer to the director as well

Weigh in on consolidated plan

### V. LAC Adjourns

Tom Timberman offered a motion to adjourn the LAC meeting.

A second to the motion was offered by William Bailey.

The motion was accepted unanimously at 7:28 pm