



**Upper Shore Workforce Investment Board  
Chesapeake College, Wye Mills Board Room  
April 28, 2015  
5:30 pm  
Minutes**

**Attendance:**

Tyler Patton, BJ Corbin, Charles Sommers, Royce Sampson, Lloyd Day, Cathy Dougherty, Randy Holliday, Phil Bramble, Tom Timberman, Gale Collings, Connie Overington, Mary Ellen Carter, George Weeks, Beverly Churchill, Dan McDermott, Melissa Mackey, Joanne Gannon

**Call to Order:**

The Meeting was called to order at 5:36 pm by USWIB President Tyler Patton.

**Introduction of New Board Member:**

Lloyd Day representing the Maryland Department of Labor, Licensing and Regulation was introduced to the USWIB.

**Approval of the Minutes: February 24, 2015**

Four changes were made to the February 24, 2015 USWIB Minutes:

The spelling of Gale Collins' name was corrected

The county that Connie Overington represents was changed to Dorchester

Gale Collins and Randy Holliday were added to the membership of the Strategic Vision Sub Committee.

Motion: A motion was offered by George Weeks to accept the Minutes with corrections.

Second: A second to the motion was offered by Cathy Dougherty to accept the Minutes with corrections

**Workforce Innovation and Opportunities Act**

a. Timeline Update

The Executive Director reviewed several tasks related to the Workforce Innovation and Opportunity Act implementation.

- Initial Designation is for the period July 1, 2015 – June 30, 2017

- Local Areas must have met or exceeded federal performance levels for the two years prior to WIOA implementation
- Governor may not retroactively apply higher performance levels
- Fiscal Integrity is defined as no findings by the Secretary of Labor for the two years prior to WIOA implementation
- The Governor must have an appeal policy
- Governor's decision can be appealed to the Secretary of Labor
- Initial Designation Requires Letters Requesting Designation from the Counties
  - USWIB letter to Governor
  - Received Caroline, Kent, and Talbot
  - Dorchester and QA letter still needed
  - USWIB seek initial designation
- Local Boards (See chart)
  - Majority business representatives
  - 20% + reps from workforce
  - Balance Economic
  - Education
- Local Board composition should be in place by September 30, 2015
- The Governor must identify Planning Regions
- The Governor must appoint a WIOA compliant state board
- Local Elected Officials must appoint a WIOA compliant local board
- USWIB membership
  - Determine status of current members
  - Work with counties on appointments

Questions:

If governor must approve why do we have to apply?

WIOA requires the Chief Local Elected Officials to request the designation. This assures that the Chief Elected Officials are aware of the roles and responsibilities under WIOA.

Does this mean we may not be approved?

The USWIB has met all of the criteria to be designated if the Counties request designation.

b. Initial designation of the Upper Shore Area

Motion: A motion was offered by George Weeks to request initial designation of the Upper Shore Area.

Second: A second to the Motion was offered by Phil Bramble.  
The Motion was accepted unanimously.

**Draft Strategic Vision**

The draft USWIB strategic vision for WIOA was presented by the Ad Hoc committee. A discussion of specific wording and phrasing took place.

The Ad Hoc Committee and the Executive Director will take the suggestions based on the USWIB discussion and edit the draft. The USWIB Strategic Vision should be ready for USWIB concurrence by the May 26, 2015 USWIB meeting.

### **Budget Philosophy 2015-2016**

The USWIB uses a two-step budget process. The first step is to agree to a budget philosophy and the second step is to approve the line item budget.

The budget philosophy for the July 1, 2015-June 30, 2016 USWIB budget was discussed. Adult and Youth funding is allocated by a formula. The formula is weighted based on the poverty rate and the unemployment rate.

The Adult Strategy is to:

- Maximize the carry in
- Check eligibility for WD
- Move funds from WD to WA
- Maximize use of financial aid
- Transition to WIOA

Youth strategy

- Maximize Carry In
- Check WA and WD eligibility
- Move toward 75% out of school expenditures
- Use 25% in school expenditures in carry in to transition to WIOA

The Dislocated Worker allocation is based on several factors. Some of the factors relate the unemployment rate and poverty rate while other factors relate to the number trained in previous years.

- Dislocated Worker
  - Maximize carry in
  - Transfer funds from WD to WA
  - Use financial aid
  - Utilize rapid response
  - Utilize the trade program
  - Transition to WIOA

The overall strategy for the USWIB budget was defined as:

- Hold expenses as flat as possible
- Begin WIOA implementation
- Access statewide funds whenever possible
- Maximize other grants and contracts

The USWIB President asked for a general concurrence with the Budget Philosophy. Hearing no objections the staff was instructed to prepare a line item budget based on the philosophy for the May 26, 2015 USWIB Meeting

**Announcements:**

The Executive Director announced that Joanne Gannon received her Master's Degree from Wilmington University as a direct result of a USWIB policy allowing staff to access accelerated tuition reimbursement.

**Adjourn:**

Motion: A motion to adjourn was offered by George Weeks.

Second: A second was offered by Phil Bramble.

The motion was accepted unanimously at 6:55 pm.