



## **Upper Shore Workforce Investment Board Minutes, April 24, 2018**

**Attendance:** George Weeks, Craig Wanner, William Bailey, Chip Williams, Tom Timberman, Beverly Churchill, Royce Sampson, Jena Paquin, Stuart Bounds, Randy Holliday, Linda Webb, Connie Overington, Scott Warner, Dan McDermott, Melissa Mackey, Joanne Gannon; Elaine Wilson, Michael Lawrence

### **I. Call to Order**

The meeting was called to order at 5:30 pm by USWIB President George Weeks

### **II. Approval of minutes, Feb 27, 2018**

The Minutes of the February 27, 2018 USWIB meeting were reviewed.

Page two of the Minutes under the heading, "Questions and Responses" the submitted Minutes read:

If an organization came with a problem and had all the data needed, can you data be formatted to answer the problem? If so, will there be a charge with this?

High priority datasets that will help more organization but publicly accessible datasets

Beverly Churchill proposed changing the Minutes to read:

If an organization came with a problem and had all the data needed, can the data be formatted to answer the problem? If so, will there be a charge with this?

High priority datasets that will help more organization but publicly accessible datasets

A motion to accept the February 27, 2018 Minutes as amended was offered by Tom Timberman.

A second to the motion was offered by Linda Webb.

The motion to accept the February 27, 2018 Minutes as amended was accepted unanimously.

### **III. Contract Concurrence: DORS**

The Division of Rehabilitation Services (DORS) and USWIB staff have negotiated a contract for summer employment services for Youth ages 14-24. The Youth will be screened and referred by DORS allowing for Youth from each County to be eligible for referral and service. The USWIB will be responsible for placing the youth in subsidized employment. The

employment options will allow the Youth to work 30 hours per week at \$10.10 per hour for 6 weeks. Youth may receive a \$10 per day payment known as a “program fee” based on punctuality, appropriate dress for the job and teamwork. The payment will be approved by the worksite supervisor. Youth will attend a two day pre-employment workshop and will be able to participate in two field trips to begin the transition from secondary to post-secondary education.

The final dollar amount of the contract was under negotiation. The contract will not exceed \$ 203,708. The final negotiated amount will be included in the USWIB budget at the May 22, 2018 USWIB meeting.

A motion to approve the contract up to \$203,708 was offered by Tom Timberman.

A second to the motion was offered by Beverly Churchill.

The motion was accepted unanimously with Jena Paquin abstaining.

#### **IV. Workforce Innovation & Opportunity Act 101**

##### The USWIB: Role of the WIB – Budget Assumptions

One of the roles and responsibilities of the Workforce Development Board (USWIB) is to set a budget for Workforce Innovation and Opportunity Act Title I funds. Title I funds are allocated to local Boards through a funding formula. Title I funds have a two year life so local Boards have the ability to Carry In funding. Carry In funding enables local Boards to function between July 1 and September 30 each year since the majority of new funding is received October 1.

Title I funds are used to provide Career, Training and Supportive Services for eligible adults, dislocated workers and youth. Title I funded staff determine eligibility, provide career services, provide career counseling, provide training services counseling, issue training vouchers, perform follow up services, document services and track performance. The budget assumptions are used to create a line item budget that will allow for services to be provided, services to be documented and performance to be tracked and reported.

##### The USWIB: Role of Training – Budget Assumptions

The budget assumptions will be used to create the line item budget that will be presented at the May 22, 2018 USWIB Meeting.

The budget assumptions:

Maximize Carry In

Transfer Between Adult and Dislocated Worker

One Stop Infrastructure

One Stop Operator

Succession Planning

Other Opportunities ex: DORS Contract

Questions and Answers:

Can participants use the Delaware Eligible Training Provider List?

Yes, the Local Plan allows participants to use another state’s Eligible Training Provider List.

How often are In Demand jobs looked at?

The Chmura Data Analytics Tool allows staff to easily look at In Demand Jobs. In Demand Jobs are reviewed quarterly for the purpose of counseling participants.

Has there been a decrease in jobs in the medical field?

No, turnover and replacement have created job openings.

Is integrating adult and youth staff happening?

Yes, the integration began July 1, 2017.

A motion to accept the Title I Budget Assumptions and apply for funding was offered by Tom Timberman.

A second to the motion was offered by Connie Overington.

The motion was accepted unanimously.

### One-Stop Operator – Budget Assumptions

The Workforce Innovation and Opportunity Act requires each local Board to procure a One Stop Operator. The KRA Corporation is the Upper Shore One Stop Operator. Mike Lawrence presented a report to the USWIB which is included at the end of the Minutes. The One Stop Operator charges will be shown in the line item budget for the duration of the Workforce Innovation and Opportunity Act.

### Questions and Answers

If changes are made in the One Stop Operator Contract, will a new procurement need to take place?

The USWIB has an option to extend the procurement of the KRA Corporation for one more year. A One Stop Operator will need to be procured by July 1, 2019.

Will there be additional money paid to KRA for the second year of the Contract?

Yes, if additional responsibilities are agreed to between KRA and the USWIB.

The numbers for Kent County show a “0”, can KRA provide an update to that number or verify that the number is “0”?

KRA will provide an update at the May 22, 2018 USWIB meeting.

What does “mandated” mean in the context of the One Stop Operator report?

Mandated means Partners required by the Workforce Innovation and Opportunity Act to be included in the American Job Center Memorandum of Understanding.

Do the MOU signatories get a copy of the KRA Report?

No, but the local representative does get a copy.

### One-Stop Infrastructure – Budget Assumptions

The Workforce Innovation and Opportunity Act requires Title I, Title II, Title III, Title IV, the Maryland Department of Human Services and additional Partner who locate in the American Job Center to create a Memorandum of Understanding that details the “who, what, when, where and how” of service delivery. A Resource Sharing Agreement details how services will be funded.

Infrastructure Costs: the non-personnel costs associated with the American Job center(s).

The Upper Shore resource Sharing Agreement was presented for USWIB concurrence. Infrastructure Costs and other costs associated with Title I activity in the American Job Centers will be included in the line item budget.

A motion to concur with the Upper Shore Resource Sharing Agreement was offered by Tom Timberman.

A second to the motion was offered by Chip Williams.

The motion was accepted unanimously.

Jena Paquin and Linda Webb abstained from the vote.

Budget Assumptions:

A motion to apply for funds and utilize the budget assumption strategy was offered by Connie Overington.

A second to the motion was offered by Stuart Bounds.

The motion was accepted unanimously.

## **V. Announcements**

There were no announcements

## **VI. Adjourn**

A motion to adjourn was offered by Tom Timberman.

A second to the motion was offered by Chip Williams.

The motion was accepted unanimously at 7:18 pm.