



## Minutes, February 25, 2020

**Attendance:** USWIB: George Weeks, Jim Cutter, Gene Smith, Royce Sampson, Susan Coppage, Cliff Coppersmith, Jena Paquin, Michael Brustein, William Bailey, Scott Warner, Tom Timberman, Mary Ellen Carter, Beverly Churchill, Connie Overington,  
Staff: Dan McDermott, Joanne Gannon  
Guest: Elaine Wilson, Greg Warner, Corey Ottaviani, Samantha Parker

1. Call to Order: The meeting was called to order at 5:30 pm by USWIB President George Weeks
2. Approval of Minutes, December 10, 2019: A motion to accept the minutes of the December 10, 2019 USWIB meeting was offered by Cliff Coppersmith. A second to the motion was offered by Royce Sampson. The motion was accepted unanimously.
3. Cost Transfer Request: The Workforce Innovation and Opportunity Act allows for a 100% transfer of costs between the Adult and Dislocated Worker grants. The transfer allows the USWIB to treat the grants as a block grant and fund training for adults out of either grant. The advantage of transferring costs is the ability to serve those eligible for the adult program with dislocated worker funds.  
A motion to request a transfer of \$244,084 of adult costs to dislocated worker was offered by Cliff Coppersmith. The a second to the motion was offered by Scott Warner. The motion was accepted unanimously.
4. Supplemental Nutrition Assistance Program Employment and Training: The Upper Shore Departments of Social Services has offered to negotiate with the USWIB to provide Employment and Training services for Supplemental Nutrition Assistance Program (SNAP) recipients. SNAP recipients who receive services will:
  - Be served through the existing eligibility, training and follow up processes
  - Be tracked through the State SNAP Management Information System
  - Be funded with SNAP funding provided to the USWIB by the Upper Shore Departments of Social Services

Each County Department may have up to \$50,000 to fund SNAP recipients.

A motion to allow the staff to negotiate SNAP recipient service contracts with the Upper Shore Departments of Social Services for up to \$50,000 per County was offered by Tom

Timberman. A second to the motion was offered by Mary Ellen Carter. The motion was accepted unanimously.

5. One Stop Operator report

A report of American Job Center Activities was provided by Samantha Parker of Parker Consulting, the One Stop Operator. A copy of the report is available upon request from [dmcdermott@chesapeake.edu](mailto:dmcdermott@chesapeake.edu).

6. Data Survey

The results of a survey of USWIB members around performance data was discussed. The most requested data from USWIB members related to the employment status of participants. The staff will determine how to gather and report data to the USWIB.

7. Employment Advancement Right Now Focus Group

The USWIB engage in a focus group activity with staff member Joanne Gannon facilitating and staff member Dan McDermott recording. The purpose of the activity was to gather data for an Employment Advancement Right Now application from the Upper Shore Workforce Area.

8. Adjourn time 7:05 pm

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