



Upper Shore Workforce Investment Board

Minutes, May 26, 2015

Attendance:

Tyler Patton, BJ Corbin, Gil Cephas, Eric Daniels, Charles Sommers, Royce Sampson, Cathy Dougherty, Randy Holliday, Tom Timberman, George Weeks, Angela Visintainer, Connie Overington, Beverly Churchill; James Rzepkowski, Assistant Secretary of the Maryland Department of Labor, Licensing and Regulation, Greg Adams, Maryland Department of Labor, Licensing and Regulation Monitoring Staff; Dan McDermott, Melissa Mackey, WIB Staff.

I. Call to Order

The meeting was called to order by USWIB President Tyler Patton at 5:30 pm.

II. Introduction of New Board Member:

The new Division of Rehabilitative Services representative, Jody Boone was not in attendance.

III. Approval of the minutes: April 28, 2015

The minutes of the April 28, 2015 meeting were presented. A motion to accept the minutes as presented was offered by George Weeks. A second was offered by BJ Corbin. The motion was accepted unanimously.

IV. James Rzepkowski, Assistant Secretary, Maryland Department of Labor, Licensing and Regulation:

Maryland Department of Labor, Licensing and Regulation Assistant Secretary James Rzepkowski spoke about the workgroups for Workforce Innovation and Opportunity Act implementation. The Maryland Department of Labor, Licensing and regulation (DLLR) is utilizing workgroups to gather technical knowledge, evaluate federal guidance and frame Maryland's plan. Assistant Secretary Rzepkowski distributed the workgroup contacts and invited anyone would like to participate to contact the workgroup chair.

V. Grant Approvals

A. Formula Grants:

The Workforce Innovation and Opportunity Act (WIOA) Formula Grants were discussed. A motion to accept the grants:

WIOA Youth: \$ 313,798

WIOA Adult: \$ 301,285

WIOA Dislocated Worker: \$ 517,845

A motion was offered by George Weeks to accept the WIOA Formula grants for the amounts specified. A second was offered by Tom Timberman. The motion was accepted unanimously.

B. Maryland Summer Connection

The Governor included funding for subsidized employment opportunities for youth in the Maryland Budget. The USWIB is slated to receive \$ 28,416 for subsidized employment opportunities for youth.

A motion to accept the \$28,416 Maryland Connection grant was offered by Barbara Viniar. A second to the motion was offered by Beverly Churchill. The motion was accepted unanimously.

VI. USWIB Budget:

The USWIB considered a draft budget for the period July 1, 2015 – June 30, 2016. The budget included carry in amounts and those amounts will be clarified once the current year ends (June 30, 2015). The USWIB members will receive a revised budget with actual carry in amounts once the books are closed.

A was raised about the impact of the Mobile One Stop (M1) on infrastructure. If M1 is used as the One Stop in a county, it may be considered as infrastructure.

There was a discussion of the amount of money paid in rent for the Kent County One Stop. The staff will determine if there are alternatives to the current location in Chestertown.

There was a question about current year actual training expenditures versus the budgeted amounts for training. The staff provided a breakdown of the actual training amounts for the current year as of May 26, 2015. The USWIB may carry unexpended funds forward for formula grants.

A motion to approve the 2015-2016 USWIB budget was offered by George Weeks. A second to the motion was offered by Tom Timberman. The motion was accepted unanimously.

VII. USWIB Strategic Vision Statement for the Workforce Innovation and Opportunity Act:

The Ad Hoc Strategic Vision Committee prepared a draft document for USWIB review. After a discussion of the document, the final version was presented as:

Upper Shore Workforce Investment Board WIOA Strategic Vision

The mission of the Upper Shore Workforce Investment Board (USWIB) is an integrative effort that brings together innovative leaders in business, education, economic development, non-profits and the entities that carry out the Workforce Innovation and Opportunity Act (WIOA) core programs. By focusing on a twofold customer approach that addresses the needs of businesses and workers, the USWIB strives to ensure that our region has an educated and skilled workforce and that businesses have a ready supply of skilled workers.

The USWIB will prepare its customers for regional economies that are robust and electronically accessible. USWIB initiatives will integrate with the vision of partner organizations and be inclusive for youth and individuals with barriers to employment. The USWIB will support regional economic growth and economic self-sufficiency for businesses and workers.

The USWIB will identify more training and job opportunities as it extends its outreach to public and private sector entities within the Upper Shore and the contiguous region.

The USWIB will collaborate with its WIOA core program partners to apply job driven strategies in the one-stop system and innovatively align employment, training and education programs to meet performance accountability measures.

The USWIB will focus on businesses offering internal stepping stone opportunities, which will result in longer-term job placements for our customers and increased performance accountability.

The USWIB will assure that customer's interests and abilities and suitability for specific kinds of work are assessed and used to create a job training plan with relevant education and training to ensure the development of skills to compete in the job market.

The USWIB will ensure that a customer's job training plan is based on the larger current and foreseeable labor needs, as opposed to simply considering currently available training options. Thus, more flexibility and increased use of on the job training and customized training is integral to the USWIB vision.

The USWIB will encourage county and town administrators to avail themselves of the board's considerable expertise on the Upper Shore labor force. The USWIB's knowledge and experience provides useful information for economic planning, and potential employers can use the board's resources to make better, informed decisions.

USWIB Rationale for its Vision Statement

The USWIB developed our vision based on a review and analysis of the:

- Impact the information revolution has had on job market boundaries;
- Need to understand, interactions between the USWIB area and the broader regional economies;
- 5- year projections of employment within the Upper Shore counties;
- Decline in jobs offered in the area's traditional economic sectors;

- Small number of new employment categories being added;
- Continuing departure of young people
- Scarcity of local positions with steppingstone opportunities.

A motion to accept the final version of the USWIB Strategic Vision for WIAO was offered by Charles Sommers. A second to the motion was offered by George Weeks. The motion was accepted unanimously.

VIII. WIOA Implementation Update

The staff reviewed a timeline of key implementation dates for WIOA with the USWIB.

IX. Executive Session

A motion to convene in Executive Session to discuss a personnel matter, the Executive Director status, was offered by George Weeks. A second to the motion was offered by Charles Sommers.

The USWIB determined that the Executive Director would receive a contract for the period, July 1, 2015 – June 30, 2016 and a salary level was set.

A motion to end the Executive Session was offered by Charles Sommers. A second was offered by George Weeks. The Executive Session was ended unanimously.

The meeting adjourned by a consensus of the members at 7:20 pm.