



## Minutes, May 22, 2018

**Attendance:** Michael Brustein, George Weeks, Tom Timberman, Phil Bramble, Jena Paquin, Royce Sampson, Connie Overington, Chip Williams, Craig Wanner, Beverly Churchill, Linda Webb, William Bailey, Randy Holliday, Eric Daniels, Scott Warner

**Staff:** Dan McDermott, Joanne Gannon,

**Guests:** Elaine Wilson, Michael Lawrence, Terenda Thomas

### I. Call to Order

The meeting was called to order by USWIB President George Weeks at 5:35 p.m.

### II. Approval of minutes, April 24, 2018

A motion to accept the Minutes of the April 24, 2018 USWIB meeting was offered by Tom Timberman. A second to the motion was offered by Beverly Churchill. The motion was accepted unanimously.

### III. Grant and Contract Approvals

- Formula Grants

The United States Department of Labor issued planning numbers for Workforce Innovation and Opportunity Act grants based on a Continuing Budget Resolution that was in place through March 22, 2018. On March 23, 2018 Congress passed and the President signed an Omnibus Spending Bill that included small increases in funding for Title I of the Workforce Innovation and Opportunity Act. The grant approvals are based on the planning numbers.

Planning Amount Allocations:

Adult: \$ 230,340

Dislocated Worker: \$ 637,301

Youth: \$240,306

A motion to accept the Formula Grants at the Planning Amount Allocation level was offered by Tom Timberman.

A second to the motion was offered by Royce Sampson.

The motion was accepted unanimously.

- Maryland Summer

Governor Hogan has included funding for a summer program for youth in the state budget. The summer funding has been included in the state budget for 20 years. The funding will allow youth to participate in the summer program and enhance services for the Division of Rehabilitation Services contract. The funding will allow four additional youth to participate in summer activities. The funding will be braided with funding from the Division of Rehabilitation Services summer program to enhance the summer program. The funding period is July 1, 2018 – June 30, 2019.

Maryland Summer Grant Allocation:

\$ 22,560

A motion to accept the Maryland Summer Grant was offered by Phil Bramble. A second to the motion was offered by Craig Wanner. The motion was accepted unanimously.

- DORS Contract

Negotiations of the DORS contract were ongoing on April 24, 2018, the date of the USWIB meeting. A final amount, \$ 195,280 has been agreed upon. The budget includes the daily \$10 payment to participants for punctuality, appropriate dress and teamwork as judged by the worksite supervisor.

A motion to accept the DORS Contract for an amount up to \$ 195, 280 was offered by Tom Timberman. A second to the motion was offered by Phil Bramble. The motion was approved unanimously.

#### IV. Temporary Employment Services Vendor

The Upper Shore WIB has used staffing companies through the years to provide payroll services and act as the employer of record for temporary staff. This strategy allows the USWIB to avoid liability for unemployment insurance, worker's compensation and other potential costs associated with employees. The staffing companies are used for temporary and contractual staff, not permanent full time staff.

In addition, the staffing company is the employer of record for youth participating in subsidized employment and adults in paid internships.

Request for Proposals: Utilizing the Chesapeake College procurement system, the USWIB staff issued a Request for Proposals for staffing services.

The results of the procurement process and proposal rankings are given below.

Company	Evaluator 1	Evaluator 2	Total Score	Mark Up Percentage
Abacus	95	94	189	20%
Bergman Brothers	59	66	125	33%
Cambridge Federal	69	60	129	24%
Mary Kraft	88	90	178	25.68%
RADgov	66	61	127	35%

A motion to accept Abacus as the Temporary Employment Services vendor was offered by Chip Williams. A second was offered by Beverly Churchill. The motion was accepted unanimously.

#### V. National Emergency Grant Application – Opioid Crisis

The United States Department of Labor is making \$21 million available, through a national competition, for employment and training services for individuals impacted by the Opioid Crisis. The Maryland Department of Labor, Licensing and Regulation, is eligible to apply for funding and intends to submit an application for the competition.

Maryland Proposal: The Maryland proposal will include the following components.

- Peer Counselors: Trained Peer Counselors will be hired and placed with and supervised by Recovery Community Centers or a state or county agency. The Peer Counselors will act a liaison/navigator for job seekers in recovery who are looking for work and/or job training. There will be one Peer Counselor in the Upper Shore area.
- Training Fund: The Upper Shore area will receive \$100,000 for training those individuals impacted by the Opioid Crisis. Eligibility includes dislocated workers, new entrants to the workforce, and incumbent workers. The eligibility criteria also includes a “yes” answer to the question, “Have you been impacted by the Opioid Crisis”
- Innovation Fund: funding will be set aside at the state level to implement ideas outside of the Peer Counselor and Training Fund. The Innovation Fund will allow local areas to identify strategies to address unique situations. Eligibility criteria will still apply to Innovation Fund activities. These funds will be awarded by the Maryland Department of Labor, Licensing and Regulation.

A motion to empower the Executive Director to supply a letter of support for the Opioid Grant on behalf of the Upper Shore Workforce Investment Board was offered by Tom Timberman. A second to the motion was offered by Eric Daniels. The motion was accepted unanimously.

## VI. USWIB Budget 2018-2019

The Workforce Innovation and Opportunity Act requires two types of services for participants in the local workforce system. The services are career services, and training services. A description of each service is given below.

**One Stop Infrastructure:** Each One Stop Partner is required to allocate a percentage of its budget to One Stop Infrastructure Costs. The percentage for WIBs is, "up to 3% of the WIOA" budget.

**Title I Costs:** These costs are associated with the delivery of services by the Title I staff and program oversight.

**One Stop Operation:** These are the Title I costs associated with the day to day operation of the American Job Centers and the One Stop Operator.

**Training Services:** Training Services are provided to assist job seekers who have a demonstrated need to acquire skills in order to find and retain employment. Examples of training services include occupational skills training, job readiness training, entrepreneurial training and academic remediation.

**Incumbent Worker:** The Workforce Innovation and Opportunity Act allows Incumbent Worker training. This budget line will allow the Title I staff to develop and implement an Incumbent Worker training strategy.

**Administrative Services:** Certain activities are categorized in the Workforce Innovation and Opportunity Act as Administrative Services. These activities include: financial management, personnel management, audits, accounts receivable and accounts payable.

**Carry In:** The formula grants have a two year life. The carry in percentage is 20% however if the state as a whole meets expenditure targets, recapture and reallocation does not occur.

Connie Overington pointed out that the TFN line should be \$22,500 for training.

	Adult	Dislocated Worker	Youth	DORS Summer	Maryland Summer	Talbot Family Network	Total	Notes
<b>Income</b>								
Grants (Allocated)	\$ 230,340	\$ 637,301	\$ 240,036	\$ 195,280	\$ 22,560	\$ 25,000	\$ 1,350,517	
Carry In (Projected)	\$ 25,000	\$ 300,000	\$ 30,000				\$ 355,000	as of 5/22
<b>Total Income</b>	<b>\$ 255,340</b>	<b>\$ 937,301</b>	<b>\$ 270,036</b>	<b>\$ 195,280</b>	<b>\$ 22,560</b>	<b>\$ 25,000</b>	<b>\$ 1,705,517</b>	
<b>Expenditures</b>								
Salaries/Benefits	\$ 103,870	\$ 397,150	\$ 109,980	\$ 4,000			\$ 615,000	FTE 10
One Stop Infrastructure	\$ 6,910	\$ 19,119	\$ 7,201				\$ 33,230	3% of Grant
Title 1 Costs	\$ 9,779	\$ 24,892	\$ 9,779				\$ 44,450	Note 1
One Stop Operation	\$ 2,000	\$ 52,000	\$ 15,000				\$ 69,000	
Training Services	\$ 98,747	\$ 380,410	\$ 104,072	\$ 171,752	\$ 20,304	\$ 22,500	\$ 797,785	
Incumbent Worker	\$ 11,000						\$ 11,000	
Admin Services	\$ 23,034	\$ 63,730	\$ 24,004	\$ 19,528	\$ 2,256	\$ 2,500	\$ 135,052	Note 2
<b>Total Expenditures</b>	<b>\$ 255,340</b>	<b>\$ 937,301</b>	<b>\$ 270,036</b>	<b>\$ 195,280</b>	<b>\$ 22,560</b>	<b>\$ 25,000</b>	<b>\$ 1,705,517</b>	
<b>Note 1</b>				<b>Note 2</b>				
Office Supplies	\$ 5,000			Rent		\$ 1,950		
Phone	\$ 9,000			Overhead		\$ 79,000		
Postage	\$ 1,000			USWIB Travel		\$ 10,000		
Travel	\$ 5,450			Board Development		\$ 20,000		
Mileage	\$ 4,000			WIOA Implementation		\$ 24,102		
Rent (College)	\$ 20,000			Total		<u>\$ 135,052</u>		
<b>Total</b>	<u>\$ 44,450</u>							

A motion to accept the budget was offered by Tom Timberman. A second to the motion was offered by Connie Overington. The motion was approved unanimously.

- VII. One Stop Operator Report  
The Workforce Innovation and Opportunity Act (WIOA) and Regulations require the Workforce Development Board to procure a One Stop Operator through a competitive process. As a result of the competitive process, the USWIB selected the KRA Corporation of Fulton, MD as the One Stop Operator.  
Mike Lawrence of the KRA Corporation provide a report of activities to the USWIB.

**Upper Shore Workforce Investment Board  
One Stop Operator Report  
May 2018 Board Meeting**

Upper Shore Workforce Investment Board						
Data of Enrollments in PY 18 - 2/1/18 through 4/30/18						
AJC Career Center Job Seeker Partner-1	Caroline (Denton)	Dorchester (Cambridge)	Kent (Chestertown)	Queen Anne's (Centreville)	Talbot (Easton)	TOTAL
Title I WOIA Training & Career Services-2	5	7	2	2	5	21
Title II Adult Basic Education-3	165	81	27	84	105	462
Title III Dept of Labor, Licensing and Regulation	166	705	253	181	1,218	4,236
Title IV Rehabilitation Services	41	18	9	25	30	70
Department of Human Services-4	24	46	33	25	23	151
Sec. 166 Native American Programs	2	0	0	0	0	2
<b>TOTAL by County</b>	<b>403</b>	<b>857</b>	<b>324</b>	<b>317</b>	<b>1,381</b>	<b>4,942</b>

Note 1: Total is from 4/1 to the 4/30/18 unless otherwise noted

Note 2: Title 1 is April-May, 2018

Note 3: Count does not include 20 from other areas

Note 4: TCA Work Eligible for April

Title III Report of 4,236 from Feb-April represents traffic in the American Job Center

## Summary Report of Deliverables:

### Facilitating:

- Since the April WIB meeting, convened fourth quarter meetings in Queen Anne's (5/15) and Caroline (5/21). Notes from meetings available.
- Additional county quarterly meetings schedule as follows: Dorchester 6/11, Kent 6/8, and Talbot 5/30.
- Met individually with various partners to review and better understand activities throughout the region to further build the partner members in the AJC.

### Coordinating:

#### Professional Development

- Scheduling a Professional Development Committee meeting soon to continue our professional development activities for summer and fall.

### Reports:

- Since the last WIB meeting, provided one monthly report (April) regarding activities to date.

### Planned activities next quarter:

#### Coordinating:

- Reviewed Memorandum of Understanding and Resource Sharing Agreement to assist in planning for PY 18 activities (7/1/18 through 6/30/19).
- Will review and update Professional Development Opportunities in cooperation with the Professional Development Committee.

- Review partner membership with focus on education (K-12) in each county (except Caroline), Local Management Boards, and others

Other Activities:

- Continuing to refine Aggregate Career Center Data to reflect MOU agreements of partners and to measure traffic in the American Job Center.
- Will review DLLR Guidelines for Monitoring Equal Opportunity, Section 188 (ADA) compliance.
- Will review each AJC Layout and design of customer flow.
- Will review WIOA partner collaboration and description of available business solutions.

**End of Program Year Summary**

Successes

- Facilitates: Convened quarterly meetings and shared general information, shared local AJC Career Center Traffic and ensured relevant stakeholder engagement.
- Coordinates: Convened quarterly discussion and coordination across partners. Successful Professional Development activities.
- Validates: Adherence to the Memorandum of Understanding
- Reports: Provided regular reports to the Upper Shore WIB at their meetings and monthly reports as required.

Challenges

- Coordinates: Increase sharing of periodic update of Unemployment Insurance to partner staff. Improve coordination with Rapid Response. Improve Business Services information.
- Reports: Completing the appropriate data and information reporting needs improved.

An ongoing discussion of the numbers led to several comments from USWIB members. The One Stop Operator agreed to continue refining the reported numbers by working with the Partners and to focus on how many people are impacted rather than how many come through the door.

VIII. One Stop Operator Extension

The Workforce Innovation and Opportunity Act requires Workforce Development Boards to procure a One Stop Operator. The USWIB procured the KRA Corporation as the Upper Shore One Stop Operator beginning June 1, 2017 – June 30, 2018. The procurement provided an option to add a second year to the contract if the USWIB and KRA Corporation agreed to do so.

The USWIB discussed adding funding to the contract to facilitate compliance with section 188 of the Workforce Innovation and Opportunity Act. Section 188 is the anti-discrimination section of WIOA.

A motion to exercise the option to extend the One Stop Operator contract for the period July 1, 2018 – June 30, 2019 for \$40,000 was offered by Tom Timberman. A second to the motion was offered by Scott Warner. The motion was accepted unanimously.

IX. Executive Session: Personnel Matter Executive Director Status

On Tuesday, May 22, 2018 a Closed Session of the Upper Shore Workforce Investment Board convened at 7:15 pm in the Chesapeake College Board Room. Upon motion by Tom Timberman, seconded by Phil Bramble, the USWIB met in Closed Session by unanimous vote of the members present. In accordance with General Provisions Article § 3-305(b) (1) (i) (7) (8) the purpose of the Closed Session was for personnel matters: the Executive Director evaluation and contract. The Closed Session ended at 8:00 pm.