

Upper Shore Workforce Investment Board  
May 23, 2017  
Minutes

Attendance: Tom Timberman, Bill Bailey, Royce Sampson, Jena Paquin, Randy Holliday, Beverly Churchill, Connie Overington (by phone), Eric Daniels, Barbara Viniar, George Weeks, President;  
Staff: Dan McDermott, Melissa Mackey

I. The meeting was Called to Order at 5:35 pm by President George Weeks

II. Introduction of New Member: Jena Paquin, DORS Regional Director

III. Approval of Minutes, April 25, 2017

A Motion to approve minutes as presented was offered by Tom Timberman.

A Second to the motion was offered by Royce Sampson.

The motion was accepted unanimously.

IV. Transfer of funds: Dislocated Worker into Adult

*Approval of WIB not required, only notice, and to concur with staff recommendation to transfer funds*

- No real transfer – just establish a line item to be used for tuition;
- President of the USWIB needs to sign the form that is submitted to the Maryland Department of Labor, Licensing and Regulation
- Normal approval policy would be to email to USWIB, however, USWIB meeting was scheduled

Two things went into the decision to move funds:

1. The allocation formula increased for dislocated worker funding
2. The eligibility documentation changed: new requirements for gathering specific info about Unemployment Insurance makes documenting Dislocated Worker status more difficult. Dislocated Workers can be served as Adults if documentation of dislocation is unable to be accomplished

Solution is to transfer Dislocated Worker funds to Adult where they can be used for Adults and Dislocated Workers.

The Upper Shore allocation was increased because of the criteria used to determine fund allocation: the unemployment rate, excess unemployment and other unemployment factors contributed to a higher level of allocated funds for this area. Contrary to previous years, transferring between funds will not affect future formula allocation.

The USWIB President agreed to sign the transfer letter based upon the consensus of the USWIB members.

V. Grant approvals:

Formula: WIOA Title I, Adult, Dislocated Worker and Youth

- A. Congress settled on budget May 5, continuing resolution for July 1, 2017-June 30 2018. The Workforce Innovation and Opportunity Act is “forward funded”, so the Continuing Resolution will provide funding for July 1, 2017 – June 30, 2018.
- B. There is a 90% hold harmless clause in the law – this is what the budget presented is referencing as our proposed budget since a 10% decrease is the worst case scenario.

A Motion to accept Formula Funding allocations when available was offered by Tom Timberman.

A Second to the motion was offered by Beverly Churchill.

The Motion was accepted unanimously.

Maryland Summer: Governor’s set aside money

- A. Not sure if this will become available – it will only be enough to support 5 or 6 kids supplementing work experiences.
- B. DORS program will help with staff costs and help support a few more kids that might not otherwise be eligible
- C. 90% toward program supporting work

A Motion to accept MD Summer funds, if such funds become available was offered by Tom Timberman.

A Second to the motion was offered by Beverly Churchill.

The Motion was accepted unanimously.

VI: USWIB Proposed Budget

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 USWIB (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.



A Motion to concur with the staff proposed and recommended budget was offered by Tom Timberman.

A Second was offered by Barbara Viniar.

The Motion was accepted unanimously.

Adjourn to Executive Session.

VII: Executive Session: The USWIB convened in an Executive Session for a personnel matter, the evaluation and determination of Executive Director status for 2017-2018.