



Upper Shore
Workforce Investment Board
September 22, 2020
Meeting Minutes

Attendance: Adam Tolley, Beverly Churchill, Chip Williams, Cliff Coppersmith, Connie Overington, Craig Wanner, Eric Daniels, Eric Kuster, Gale Collins, George Weeks, Jena Paquin, Jim Cutter, Michael Brustein, Nick Grande, Scott Warner, Susan Coppage, Tyler Patton
Dan McDermott, Joanne Gannon

1. Call to Order:

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

2. Approval of Minutes May 26, 2020

A motion to accept the minutes on the May 26, 2020 USWIB (Upper Shore Workforce Investment Board) meeting was offered by Eric Kuster. A second to the motion was offered by Cliff Coppersmith.

The motion was accepted unanimously.

3. Nominations for USWIB Offices

The Steering Committee, acting as a nominating committee, proposed these members for USWIB Offices for the 2020 -2021 USWIB year.

President: George Weeks

Steering Committee Private Sector Mary Ellen Carter

Steering Committee Private Sector: Tom Timberman

Steering Committee Non-Private Sector: Jim Cutter

Steering Committee Non-Private Sector: Scott Warner

Tyler Patton offered a motion to accept the nominees for USWIB Offices.

Beverly Churchill provided a second to the motion.

The motion was accepted unanimously.

4. Contract Approval: Queen Anne's County On the Job Training

The Queen Anne's County Commission and the Queen Anne's Economic Development Commission have approached the USWIB to implement an On-the-Job Training Project for Queen Anne's County businesses and job seekers.

Proposal: The Commissions are proposing a \$200,000 allocation of county funding to assist Queen Anne’s County businesses in training employees through an OJT model.

Eligible employees are Queen Anne’s County residents.

Eligible businesses are Queen Anne’s County businesses.

OJT contracts will be targeted to jobs paying \$15 or more per hour.

OJT contracts will be for a maximum of 6 months.

The length of time for an OJT contract will be determined by a job analysis through the Chmura Data Analytics tool

OJT contracts will reimburse businesses for 50% of the “straight time” that an OJT employee works during the contract period

OJT contracts will include a training plan for the employee

Businesses will submit and invoice and training report for reimbursement

A motion to accept a role in the Queen Anne’s County On the Job Training project was offered by Cliff Coppersmith. A second to the was offered by Connie Overington.

The motion was accepted unanimously with Beverly Churchill abstaining.

5. Grant Approval National Health Emergency Opioid Crisis

The Maryland Department of Labor received funding, for those impacted by the opioid crisis, to provide training and employment services to encourage labor market engagement. The Upper Shore participated in the original Maryland Opioid Crisis Training project and as a result is eligible to receive funding from the new grant. The Upper Shore allocation for the Opioid Crisis Grant is \$100,000. The funding will be used for training services, supportive services, and grant administration services.

A motion to accept the Opioid Crisis Grant for \$100,000 was offered by Eric Daniels.

A second to the motion was offered by Connie Overington.

The motion was accepted unanimously.

6. Contract Budget

The USWIB has engaged in contracts with the Division of Rehabilitation Services for three years. The contract specifies the number of participants to be served, a dollar amount, and provisions for invoicing. Once the agreed to program and services are delivered for the number of participants specified in the contract, any leftover funds become unrestricted revenue. The USWIB Staff proposed the budget below for the current contract funds:

Salaries/Benefits Temporary Employees \$ 20,000

One Stop Infrastructure Cambridge AIC \$ 21,655

Title 1 Costs Chmura JobsEQ \$ 5,000

Title 1 Costs Laptops	\$ 10,000
One Stop Operations Pro Development	\$ 10,000
Training Services Build Your Brand	\$ 20,000
Administration	\$ 10,000
Total	\$ 96,655

A motion to put the unrestricted contract revenue in place was offered by Connie Overington.

A second to the motion was offered by Eric Daniels.

The motion was accepted unanimously.

7. July 1, 2020 – June 30, 2021 Budget

At the May 26, 2020 USWIB Meeting, the budget that was approved had projections for Carry In funds. Carry In funds result from the multi-year period for many of the grants received by the USWIB.

September 22, 2020 Situation: The actual Carry In fund amounts became known as of July 1, 2020. The Excel Spreadsheet accompanying this memorandum details the fiscal position of the USWIB with Allocations and Carry in Funds.

Grant	Projection	Actual	Difference
Adult	\$37,000	\$19,128	(\$17,872)
Dislocated Worker	\$130,421	\$48,856	(\$42,739)
Youth	\$58,471	\$111,926	\$42,739
Total	\$213,892	\$162,653	(\$17,872)

A motion to accept the modification to the budget because of actual carry in levels was offered by Craig Wanner.

A second to the motion was offered by Jena Paquin.

The motion was accepted unanimously.

8. Services Update: Joanne Gannon

USWIB Program Director Joanne Gannon updated the USWIB on services being provided within the restrictions brought about by Covid 19.

Highlights:

- The staff created and implemented an online recruitment, eligibility, and enrollment system
- Customers and others interested in USWIB services use the email address uswib2020@gmail.com to access services.
- Collaboration with Chesapeake College resulted in Health Care Training, Commercial Driver's License training, Welding training, and skilled trades overview training to start
- Due to increased funding from sources other than the Workforce Innovation and Opportunity Act, more customers are participating in training this year than at the same date in 2019

9. Announcements

There were no announcements.

10. Adjourn

The meeting adjourned at 6:30 pm.

Board Members will adhere to provisions of the Upper Shore Workforce Investment Board Conflict of Interest Policy when conducting the business outlined in this agenda.

The Upper Shore Workforce Investment Board is an equal opportunity employer/program

Auxiliary aids are available upon request to individuals with disabilities.