



## Upper Shore Workforce Investment Board

September 26, 2017

### Minutes

**Attendance Members:** Bill Bailey, Jim Cutter, Royce Sampson, Dion Banks, Eric Daniels, Phil Bramble, Michael Brustein, Chip Williams, Mary Ellen Carter, Randy Holliday, Jena Paquin; Connie Overington, Beverly Churchill, George Weeks, Nelson Hill, Scott Warner, Gale Collins, Linda Webb

**Attendance Others:** Dan McDermott, Melissa Mackey, Joanne Gannon, Michael Lawrence, Jason Mullen, Terenda Thomas

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

II. Welcome New Members: Scott Warner, Dion Banks, Chip Williams, Nelson Hill, Jena Paquin

III. Approval of Minutes: The Minutes of the May 23, 2017 USWIB Meeting were presented for approval.

A Motion to accept the Minutes as presented was offered by Nelson Hill .

A Second to the Motion was offered by Royce Sampson.

The Motion was accepted unanimously.

IV. Nominations for USWIB offices

The Steering Committee convened as a nominating committee on September 12, 2017. The Steering Committee offered the following nominations for USWIB Offices

President: George Weeks

Vice President: Royce Sampson

Steering Committee Private Sector: Tom Timberman

Steering Committee Non Private Sector: Phil Bramble, Linda Webb

There was a call for additional nominees from the floor.

A motion to accept the nominees for USWIB offices was offered by Mary Ellen Carter.

A second to the motion was offered by Michael Brustein.

The motion was accepted unanimously.

V. USWIB calendar

The USWIB and USWIB Steering Committee calendar was reviewed.

USWIB Meeting Schedule:

December 5, 2017

February 27, 2018

April 24, 2018

May 22, 2018

Steering Committee Schedule:

November 14, 2017

February 13, 2018

April 10, 2018

May 8, 2018

VI. Mike Lawrence of the KRA Corporation, the Upper Shore One Stop Operator reported to the USWIB on activities related to the One Stop Operator contract.

VII. Highlights of the report include:

- Mike Lawrence local rep of KRA Corporation has over 40 years experience
- Emailed July and August reports to USWIB
- Every meeting will have a report from KRA Corporation related to One Stops
- Looking at ways to put together unduplicated count of individuals
- Set up the schedule for the year in each county
- Partners have requested

A. Professional development

B. Training funds across the board

C. Check for handicap accessible

D. Branding and marketing coming

Questions

- What about other partners

Invited the core, reached out to those in each county per the partner request.

Each county has suggested additional partners to come to the meeting depending on the needs of that county

- Do all 5 counties know who all the partners are?

Yes did meet and greets in July with each county and partners to introduce the operator and the partners

- Any WIB members that want all the emails from KRA Corporation  
Notify Executive director or Mike Lawrence to be added to the email list

Feel free to come to the meetings

- Are there benchmarks to compare the new data with previous?

KRA and the One Stop MOU Partners are working on this

It is down nationwide and also here.

- The Executive Director will forward an email from KRA Corporation to USWIB members so that they can respond and be included on the KRA emails to Partners

### VIII. American Job Center Certification

The Governor's Workforce Development Board, in compliance with the Workforce Innovation and Opportunity Act, is requiring Maryland Workforce Development Boards to develop and submit criteria for the certification of American Job Center locations.

The Executive Director and One Stop Operator prepared a matrix with each line taken from the GWDB policy. The matrix includes a timeline for compliance and the controlling document: Local Plan, One Stop Memorandum of Understanding and Resource Sharing Agreement.

#### Questions

What is the biggest challenge?

ADA challenge

Kent is issue with size of the door

DORS offered a person to direct us and provide some equipment

EEO

Someone can have a complaint in an American Job Center and determining who will respond to the complaint for the Partner Organization is unclear

The actual idea of having one person to do the complaint is an issue and neutral

A motion was offered by Royce Sampson to send a letter, on or before October 31, 2017, to the Governor's Workforce Development Board confirming the USWIB certification of the Upper Shore One Stop Locations.

A second to the motion was offered by Connie Overington.

The motion was accepted unanimously.

### IX. Grant Approvals

#### Strategic Planning Grant

The USWIB has the opportunity to access a \$5,000 strategic planning grant.

The grant has a short timeframe and must be expended by December 31, 2017. The staff recommendation for the grant is to hire a consulting group to analyze the Upper Shore economy and provide a strategy for USWIB to focus discussions on economic areas that are crucial to the economic success of the Upper Shore region.

A motion to accept the grant was offered by Connie Overington.

A second to the motion was offered by Gale Collins.

#### Talbot Family Network Disconnected Youth Grant

The USWIB has the opportunity to provide training services to Talbot County Disconnected Youth through a \$ 40,000 grant from the Talbot Family Network.

Disconnected Youth are in the age range of 14-24; the youth are not working and are not attending school.

A motion to accept the grant was offered by Mary Ellen Carter.

A second to the motion was offered by Royce Sampson.

The motion passed unanimously with an abstention by Linda Webb, a Talbot Family Network Board Member.

#### X. July 1, 2017 Fiscal Positions and Budgets

The USWIB budget with actual allocations for the period July 1, 2017 – June 30, 2018 and actual carry in amounts for the period July 1, 2017 – June 30, 2018 was presented by the Executive Director.

A motion to accept the budget was offered by Connie Overington.

A second to the motion was offered by Eric Daniels.

The motion was accepted unanimously.

#### XI. Announcements

Chesapeake College Presidential Search Committee USWIB representatives

- Mary Ellen Carter
- Randy Holliday

Goldsboro, MD Stakeholder meeting: September 28, 2017, 6 pm

Facebook Page:

#### XII. Adjourn

A motion to adjourn was offered by Gale Collins.

A second to the motion was offered by Mary Ellen Carter.

The meeting was adjourned at 6:50 pm.