



Upper Shore Workforce Investment Board
February 23, 2021
Minutes

Attendance: Adam Tolley, Michael Brustein, Scott Warner, Cliff Coppersmith, Beverly Churchill, Eric Kuster, George Weeks, Jena Paquin, Connie Overington, Tom Timberman, Susan Coppage, Eric Daniels, Mary Ellen Carter, Bill Bailey

I. Call to Order:

The meeting was called to order by USWIB President George Weeks at 5:35 pm

II. Minutes December 8, 2020 USWIB Meeting

A motion to accept the minutes of the December 8, 2020 USWIB meeting was offered by Tom Timberman. A second to the motion was offered by Cliff Coppersmith. The motion was accepted unanimously.

III. Local Plan Submission Concurrence

Background: The Workforce Innovation and Opportunity Act (WIOA) requires Local Workforce Development Boards to create and revise local plans every two years. The Governor's Workforce Development Board requires the Upper Shore to submit a local plan by April 1, 2021 for the period 2020 – 2024. The most recent plan update took place in 2019 and covered the period 2020 – 2021.

Process: USWIB staff drafted 7/16 sections of the local plan that are specific to USWIB operations and the Adult, Youth, and Dislocated Worker programs. The Maryland Department of Labor programs are impacted by 6/16 sections of the plan. Other American Job Center Partners are impacted by 3/16 sections of the plan. The 7/16 draft sections of the plan that are specific to the USWIB were sent via email to USWIB members prior to the February 23, 2021 meeting.

Public Comment: The USWIB will make the plan available on its website uswib.org and set up a Gmail account for the submission of comments. The USWIB will advertise the plan's availability through Facebook and a legal ad in the Star Democrat.

Submission: The staff will work with American Job Center Partners to create the final draft local plan and submit the draft plan to the Governor's Workforce Development Board by April 1, 2021

A motion to submit the Draft Local Plan was offered by Tom Timberman. A second to the motion was offered by Michael Brustein. The motion was accepted unanimously.

IV. Audit Firm Procurement

In response and in accordance with our plan for procuring services, the college developed a **Request for Proposals: Auditing Services** in December 2020. The RFP was advertised in the Star Democrat on December 6, 2020. Additionally, the college advertised on EMaryland Marketplace and on the college procurement webpage.

Eight firms attended a pre-bid conference held via Zoom on December 16, 2020. Proposals were due to the college by 2:00 p.m. on January 8, 2021. The college received five proposals.

A selection committee, including three college staff members, one member of the Board of Trustees, two representatives from the College Foundation and two representatives from the Upper Shore Workforce Investment Board, reviewed the proposals.

The selection committee unanimously recommends awarding the contract for auditing services to the firm of PKS & Company, P.A. PKS has conducted the auditing services for the college, foundation and USWIB for the past four years. They had an excellent Zoom interview with the committee and the entire proposed audit team participated in the interview. The PKS audit team works well with the entire staff and seamlessly transitioned the FY2020 audit to a remote audit while most staff were working remotely.

A motion to accept the recommendation of PKS & Company, P. A. for audit services for a four-year period was offered by Tom Timberman. A second to the motion was offered by Michael Brustein. The motion was accepted unanimously.

V. Title I Update

Joanne Gannon provided an update on Title I services.

Uswib2020@gmail.com has generated 300 emails from those interested in training. 234 are in training or have completed training since July 1, 2020.

Through a cooperative and collaborative approach to training during the Covid-19 pandemic with Chesapeake College, the USWIB is serving more participants in the current year than at the same time last year.

VI. One Stop Operator Ad Hoc Committee

The One Stop Operator contract will expire on June 30, 2021 at midnight. The USWIB must procure a new One Stop Operator. The staff will prepare and disseminate a One

Stop Operator Request for Proposals. The staff requested USWIB members to volunteer to review the RFPs and make a recommendation to the Board for a One Stop Operator. USWIB Members who will review the proposals and make a recommendation to the USWIB: Connie Overington, Tom Timberman, Susan Coppage.

VII. Executive Director Status

The USWIB Convened in Executive Session to discuss a personnel matter, the Executive Director's contract.

A motion was offered by Tom Timberman to extend the Executive Director's contract through June 30, 2022. A second to the motion was offered by Cliff Coppersmith. The motion was accepted unanimously.

The USWIB convened in regular session.

VIII. Announcements

The USWIB and others will convene as the Upper Shore Local Advisory Council on March 23, 2021 at 5:30 pm

IX. Adjourn

The USWIB adjourned by unanimous consent at 6:45 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.