



Upper Shore Workforce Investment Board
February 22, 2022
Via Zoom
Meeting Minutes

Attendance: Adam Tolley, Beverly Churchill, Clifford Coppersmith, Connie Overington, Dan Lessard, Eric Daniels, Eric Kuster, George Weeks, Jena Paquin, Jenifer DuBosq, Mary Ellen Carter, Michael Brustein, Nick Grande, Scott Warner, Tome Timberman, Tyler Patton, William Bailey

I. Call to Order

The meeting was called to order at 5:34 pm by USWIB President George N Weeks, III

II. Minutes December 14, 2021, USWIB Meeting

A motion to accept the minutes of the December 14, 2021, was offered by Tom Timberman. A second to the motion was offered by Connie Overington.

The motion was accepted unanimously.

III. Closed Session as allowed:

COMAR 3-305 (b)(1)(i)

A motion to enter a closed session to discuss the appointment of an employee over whom the USWIB has jurisdiction was offered by Tom Timberman.

A second to the motion was offered by Cliff Coppersmith.

The motion was accepted unanimously.

A motion to exit the closed session and reconvene in open session was offered by Tyler Patton.

A second to the motion was offered by Cliff Coppersmith.

The motion was accepted unanimously.

A copy of the "Presiding Officer's Written Statement For Closing A Meeting ("Closing Statement") Under The Open Meetings Act (General Provisions Article 3-305) is attached to the meeting minutes.

IV. Cash Management Policy

The USWIB receives grants that are cost reimbursement. Federal grants have strict rules regarding how much cash a grant recipient may have on hand and what happens to any interest earned on federal funds. For most of its 39-year history, the USWIB has followed the cost reimbursement rules articulated in grant agreements and the Office of Management and Budget's (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

July 1, 2021: The USWIB received contracts from state agencies and the American Rescue Plan Act. Contracts and the American Rescue Plan Act provide funds to the USWIB "upfront" rather than on a cost reimbursement basis. This means that the USWIB has money in the bank and allows the USWIB to earn interest on the funds.

Cash Management Policy: The USWIB convened an ad hoc group of members to review a staff created policy for managing all USWIB funds, both cost reimbursement grants and upfront funded grants, contracts, and donations.

A motion to accept the Cash Management Policy was offered by Tom Timberman.

A second to the motion was offered by Michael Brustein.

The motion was accepted unanimously.

V. One Stop Operator Report

Samantha Parker and Michelle Hogan of Parker Consulting, the USWIB One Stop Operator, presented a report to the USWIB on the American Job Center(s) activities, successes, and challenges.

VI. Convene as Career and Technology Local Advisory Council

The USWIB convened as the Upper Shore Career and Technology Local Advisory Council.

Michael DiGiacomo, Executive Director, Governor's Workforce Development Board and Molly Mesnard presented information on the Maryland Blueprint for Education and its impact on Career and Technology Education and the Local Workforce Development Board.

VII. Adjourn

A motion to adjourn the meeting was offered by Tom Timberman.

A second to the motion was offered by Adam Tolley.

The motion was accepted unanimously and the USWIB and LAC adjourned at 7:15 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.

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)
with Instructions**

Instructions to presiding officer: To meet in a closed session under the Act, the public body must first meet in open session, after providing proper notice. Make sure that the open session is attended by a member designated to receive open meetings training. If a designated member cannot attend, complete the Compliance Checklist.¹ If the public body has never designated a member for training, it must do so **before closing the session**.

Before closing the session, take two steps: (1) conduct a recorded vote on a motion to close; and (2) make a written "closing" statement. If the public body might return to open session afterwards, be sure to tell the public that. During the closed session, keep the discussion topics within the confines of the closing statement. After the closed session, the events of the closed session must be disclosed in the next open-session minutes.

The top part of this form is a model closing statement. **It has two sides.** Before closing the open session, complete items 1 through 4 on this form or in any writing with the same information. If someone pre-prepared the form for you, make sure it reflects the public body's own intended topics and reasons for closing the meeting. A member of the public may inspect the closing statement at the time of the closing and may object to the decision to close the meeting. Once the meeting is closed, the closing statement sets the agenda and may not be changed.

The bottom part of the form is a worksheet that provides a checklist of the disclosures that must be made in the next open-session minutes. The worksheet is not part of the closing statement.

1. Recorded vote to close the meeting: Date: 2/22/22; Time: 5:40 pm; Location: Zoom Meeting ;
Motion to close meeting made by: Tom Timberman ; Seconded by Clifford Coppersmith ;
Members in favor: All ; Opposed: None ;
Abstaining: None ; Absent: Jim Cutler, Nelson Hall

2. Statutory authority to close session (check all provisions that apply):

This meeting will only be closed under the provision or provisions checked below, all from General Provisions Art. § 3-305(b):

- (1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) "To consider the investment of public funds"; (6) "To consider the marketing of public securities"; (7) "To consult with counsel to obtain legal advice"; (8) "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) "To prepare, administer, or grade a scholastic, licensing, or qualifying

¹ http://www.marylandattorneygeneral.gov/OpenGov/%20Documents/Openmeetings/COMPLIANCE_CHECKLIST%20.pdf

examination"; (12) "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13) "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14) "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process"; (15) "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to" (i) "security assessments or deployments relating to information resources technology"; (ii) "network security information," such as information that is related to passwords, personal ID numbers, access codes, encryption, security devices, or vulnerability assessments or that a governmental entity collects or maintains to prevent, detect, or investigate criminal activity; or (iii) "deployments or implementation of security personnel, critical infrastructure, or security devices."

3. For each provision checked above, the corresponding topic to be discussed and the public body's reason for discussing that topic in closed session, in as much detail as possible without disclosing the information that may be discussed behind closed doors:

Citation (insert # from above)	Topic We expect to discuss these matters:	Reason for closed-session discussion of topic - We are closing the meeting to discuss this topic because:
§ 3-305(b) <input checked="" type="checkbox"/>	Potential Appointment	To discuss a specific individual
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		

4. This statement is made by George N. Weeks, III, Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN SESSION (§ 3-306)(c)(2) or § 3-104

For meetings closed under an exception, as disclosed above:

Time of closed session: 5:36 pm Place: Zoom

Purpose(s): Determine if an individual should receive an offer of employment

Members who voted to meet in closed session: All

Persons attending closed session: All except Jim Cutter, Nelson Hill

Authority under § 3-305 for the closed session (see chart above): 3-305 (b)

Topics actually discussed: Potential appointment

Each action Taken: An offer of employment for the USWIA Executive Director will be made by the USWIA President