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6/24/24

USWIB Board Meeting Minutes

Wednesday, June 18, 2024, Virtual, 4:30 p.m.

Attendees: Mary Ellen Carter, Bill Christopher, Beverly Churchill, Cliff Coppersmith, Jenifer DuBosq, Liza Goetz, Eric Kuster, Jena Paquin, Christina Schindler, Terenda Thomas, Scott Warner, George Weeks

Guests: Dan Schneckenburger, Ellen Lafrankie, Samantha Parker

- I. Call to Order 4:31 p.m. Scott Warner
- II. Executive Director Report-FY-2024 Year in Review

Agenda: Board of Directors, USWIB staff, Executive Director Outreach, Title I update, Summer Youth program, ARPA Update, Support for Communities grant, DSS/SNAP workforce training, Blueprint for Maryland’s Future, Chesapeake College, Business Services, Incumbent Worker Training, FY-24 Review, FY-25 Outlook

Board of Directors Overview: New board president (Scott Warner), three new board members, received clean financial audit and FY23 990 statement.

Overview of staff: Assistant Director, Business Services Coordinator contractual, expanded work space in Cambridge AJC. Presented the USWIB Organizational Chart.

Executive Director Outreach events throughout the year: Multiple county government meetings (five counties), multiple Economic Development Commissions (five counties), multiple Chamber of Commerce meetings (five counties), collaboration and cooperation with the MD Department of Commerce, DWDAL meetings and official correspondence (MD Dept. of Labor), Governor’s Workforce Development Board quarterly meetings, representing USWIB on both the Upper Shore and Mid Shore Regional Councils, American Job Center quarterly meetings (with our One Stop Operator), multiple meetings with non-profit groups who work with our targeted populations, participating in the National Association of Workforce Boards (NAWB), interaction and advisement to Maryland General Assembly representatives on Eastern Shore (Legislative District 36 and 37), participation in Maryland Economic Development Association conference (MEDA), participation in Maryland Association of Counties (MACO) summer and winter conferences, collaborative relationships with all workforce investment boards across the state through meetings through the Maryland Workforce Association (MWA).

Title I update: Adult program with fifty (50) total trainings/scholarships and sum of scholarships totaling \$126,627.00; Dislocated Worker Program with five (5) total

trainings/scholarship totaling \$17,998.90; and the Youth program (ages 18-24) with nine (9) total trainings/scholarships totaling \$19,920.00. The top trainings include Dental Assistant, CDL, Nursing Assistant, and Clinical Medical Assistant programs. Charts were presented comparing Adult, DLW, & Youth Grants over FY22, FY23, and FY24.

Additional USWIB activities: Fall and spring job fairs, as well as the government job fair. The Artificial intelligence Conference was held in April; additional conferences will depend on need. New contracts for the One Stop Operator (OSO) and temporary contractual services were negotiated; the result was the USWIB will retain Parker Consulting and Abacus. The WIOA Local plan was accepted into overall state plan and aligned with USDOL.

Summer 2023 Youth Program: The program consisted of forty-eight (48) youth funded through DORS and five (5) youth funded through WIOA. The six (6) week program began with a week of working on soft skills before working at the job sites. Thirteen (13) youth retained their job after the program ended.

ARPA update: The data presented is from fiscal year 2024 (7/1/23-6/30/24). A hold was put in place for scholarships. The remainder of the funds are designated for apprenticeship support. The qualifications were easier to enroll customers. The Upper Shore Workforce Investment Board is first or second in expending/dispersing our funds. The funds must be spent by December of 2026. The USWIB allotment was \$2.6 M through ARPA I and II.

Support for Communities (Opioid): Specific grant to address workforce training needs in communities dealing with opioid addiction problems. The focus is on first responders, including EMTs, paramedics, and peer recovery advocates. The grant was extended from 5/31/24 to 8/31/21, but the USWIB is working on extension beyond 8/31/24. There is over \$40,000 remaining.

SNAP Workforce Training grants: Allocated funding from the Department of Social Services for all five (5) counties. Thirty-Seven (37) authorizations have been approved with \$110,592.16 expended.

Blueprint update: All five (5) counties are in agreement with the MOUs. Bi-monthly meetings are held with all five (5) county blueprint staff. The MOUs have been discussed with the Accountability Implementation Board (AIB). The USWIB has scheduled and paid for GFCD training for all career coaches. The USWIB has been working with the AIB CTE committee and the Governor's Workforce Development Board CTE committee on implementation and definition of Industry Recognized Credentials (IRC). Shirley Lake is the USWIB coordinator for Blueprint.

Chesapeake College: Chesapeake College is the fiscal agent for the USWIB and provides Human Resources support. It is also the largest recipient of funding from the USWIB. The agreement with Chesapeake College needs to be updated. The goal is to propose an agreement change in early July to the Steering Committee for review. The agreement will then be presented to the full board for approval. The last agreement was in 2017 with no expiration date.

Business Services: Ellen LaFrankie was promoted to the Assistant Director position, which left the Business Services position open. A job search was conducted and Bob Zimmeroff became the new Business Services Coordinator. Debbie Bowden hired contractually in February 2024. Debbie Bowden's main role is to provide Incumbent Worker Training (IWT) support and registered apprenticeship support.

Incumbent Worker Training (IWT): RMED funding is through the Upper Shore and Mid Shore Regional Councils. The objective is to help small businesses with a proven retention strategy. This is a competitive process. Funds from Dorchester come to a total of \$50,000 (4 businesses); Kent & Queen Anne's County funds come to \$65,000 each (6 businesses each). The USWIB is hoping to get an extension for the grant.

FY 2024 Outlook:

APRA funding: ARPA funding has pivoted to support for registered apprenticeships. Four companies are participating and more are expected as more programs get set-up. The goal is to find where training needs are and providing funding for the education piece of registered apprenticeships. Part of the intake process is collecting the Maryland Department of Labor Apprentice Agreement forms for participants. The funds will most likely be spent out before December of 2026. Right now this is only for adult apprenticeships. Explore funding sources to replace ARPA.

Industry consortiums: Two manufacturing consortiums have been held for manufacturing. A goal for FY25 is do a consortium for healthcare.

FY25 Outlook:

Overall funding concerns: WIOA grants are flat. Maryland is looking at the structural deficit.

The USWIB will support the EARN and MEA grant for applicants.

Business Services will continue to work on support for registered apprenticeships.

Rapid response activities will continue as needed. Rapid Response activities are scheduled for Medifast next week. Sodexo, an outside contractor to QAC schools, was also issued a WARN notice. The USWIB reached out; however, they have been difficult to get in touch with.

Further expand Incumbent Worker Training (IWT) activities.

Expand implementation of Blueprint Pillar 3 support.

The USWIB will build on AJC collaboration and support.

We will continue to partner with Upper Shore business community to serve their workforce needs.

III. Minutes May 28, 2024-approval

Mary Ellen Carter motioned for approval of the minutes from the 5/28/2024 meeting. It was seconded by Jena; motion carried unanimously.

IV. FY-2024 Budget review-approval

The USWIB Proposed FY-2025 Budget was presented. The report includes the cash reimbursement method, the funding sources, the expense categories and the total budget available. The blue line shows the FY25 estimated budget funds; these numbers are "set in stone". The Adult and Dislocated Worker fund allocation will be available in July and another in October from the federal government. This includes the total income to date through May 31, 2024.

Eric Kuster made a motion to approve income side of budget based on seeing the budget. It was seconded by Mary Ellen Carter; motion passed unanimously.

V. Announcements

- a. Next board meeting September 18 or 24, 2024 (in person; Chesapeake College)
Next meeting September 18, 2024 at 5:30pm.

One stop Operator Report

Samantha Parker reported on the American Job Center activities since our last meeting and reported that in we are in compliance with recertification. She presented a summary of the data: Dorchester had a surge of participants. The data is lacking numbers for the two DSS locations. A recommendation was to look at the reasons. A suggestion was made to make sure to get notice out if a job fair has been canceled (AJC).

VI. Adjourn

Erik Kuster made the motion to adjourn the meeting. It was seconded by Terenda Thomas. The meeting was adjourned at 5:49 p.m.

VII. Closed Session as allowed:

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

A motion to enter a closed session to discuss the contract renewal of an employee over whom the USWIB has jurisdiction.

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.

**Minutes of Closed Session
during
Upper Shore Workforce Investment Board Meeting
September 18, 2024**

The Upper Shore Workforce Investment Board (USWIB) held a meeting on September 18, 2024. The meeting was held at Chesapeake College in Wye Mills, Maryland. Board members

Executive Session

At 7:12pm with a motion by Eric Kuster, seconded by Beverly Churchill, and unanimously agreed upon by the board, the USWIB went into Closed Session to discuss personnel matters regarding the Executive Director's Annual Review and contract. USWIB staff and guests left the room.

USWIB President Scott Warner provided an overview the process that included listing the members who participated on the evaluation committee; highlighting the closed session meetings held on June 18, 2024, and September 4, 2024; and reviewing the communication between the USWIB, Chesapeake College human resources department. He further stated that the final contract being considered at this meeting had been reviewed and edited by Chesapeake College's attorney.

Note 1: The closed session minutes cited above will be filed with Chesapeake College's human resources department.

Note 2: The contract under consideration during this meeting will be filed with Chesapeake College's human resources department under the file name, "USWIB Exec Director Contract – Final 9-18-24."

Included in this process to update the executive director's contract was a salary increase of 3% that would be effective July 1, 2024.

After the USWIB discussed the revisions and changes to the contract, Matt Tefteau made a motion to approve the contract as presented, George Weeks seconded the motion. Mr. Warner asked if there were any questions or further discussion. Hearing none, he called the vote: all in favor, all opposed, any abstentions. The motion passed unanimously.

Mr. Warner stated that he would contact Dan Schneckenburger tomorrow to inform him of the new contract and then forward it to him via email for review. Mr. Warner will notify the board members via email once the contract is executed or if Mr. Schneckenburger has any questions.

The Closed Session ended at 7:29pm by a motion from Beverly Churchill, seconded by Eric Kuster, and unanimously agreed upon by the board.

The USWIB meeting was adjourned at 7:29pm by a motion from Beverly Churchill, seconded by Cliff Coppersmith, and unanimously agreed upon by the board.