



## USWIB Board Meeting Minutes

Tuesday, December 10, 2024, Chesapeake College, 5:30 p.m.

Attendees: William Bailey; Dr. James Bell; William Christopher; Beverly Churchill; Clifford Coppersmith; Jim Cutter; Shelley Neal-Edwards; Eric Kuster; Jena Paquin; Terenda Thomas; Christina Schindler; Adam Tolley; Scott Warner; George Weeks

Guests: Dan Schneckeburger; Ellen Lafrankie; Samantha Parker; Dan McDermott; James Mayberry

- I. Call to Order 5:30 p.m. Scott Warner
- II. USWIB Financial Audit update- James Mayberry, PKS

James Mayberry of PKS presented the financial statements for June 30, 2024 to the Board of Directors. The presentation included a statement of financial position, a statement of activities, a three year expense comparison, a schedule of expenditures of federal awards, and a schedule of findings and questioned costs. There were no findings for fiscal year 2024.

Questions were asked regarding the amount listed for insurance as well as a few questions regarding the USWIB salaries and benefits versus other WIBs. Some WIBs supplement with county funds.

- a. Board vote for approval  
Eric Kuster made a motion to accept the audit as presented. It was seconded by George Weeks; the motion passed unanimously.

- III. Minutes September 19, 2024 (board vote for approval)

George Weeks made a motion to approve the minutes from the 9/18/24 meeting. It was seconded by Eric Kuster; the motion carried unanimously.

- a. Program participation, labor market information, budget snapshot, updated board roster.  
A review of the scholarship authorizations was presented. The total number of trainings was 47 for a total cost of \$117, 210. The CDL and Nursing Assistant programs had the greatest number of scholarships. A suggestion was made to look at the budgets in the future to see if the USWIB should have a funding cap for the CDL program. Economic updates including unemployment rates for the counties in Maryland and for the state were provided. The Opioid, or Support for Communities, grant expires on 12/31/24. An updated Board Membership list was presented; there is one vacancy, which is a community action agency.

- IV. A Stronger Workforce for America Act- WIOA amending and re-authorization-update

*"Talking Points for Local Workforce Development Boards to Share with Boards: A Stronger Workforce for America Act"* was presented to the Board. The talking points indicated four areas of concern: The training mandates limits funds while simultaneously failing to recognize the local workforce system's ability to customize services, an increase in the Governor's set-aside will necessarily mean less resources for local systems, redesignation will create uncertainty within local workforce systems, and the ultimate impact on frontline services.

- V. Cambridge Job Fair, 1/24/24: update

Charlie Fairchild of Fairchild Properties approached the USWIB to do a local job fair for construction, hospitality, and retail. The job fair will be held in the Cambridge Center in the room next to the AJC on January 24, 2025 from 12pm – 4pm.

VI. Nominations committee- Scott Warner update

a. Board vote for approval for new executive team in 2025

The Steering Committee includes, Scott Warner, President; Bill Christopher, Vice President; Jena Paquin, Secretary; Mary Ellen Carter, At Large; James Bell, Treasurer.

George Weeks made a motion to approve the new executive team. It was seconded by Cliff Coppersmith; the motion carried unanimously.

VII. One Stop Operator Report-Samantha Parker

The November report was presented. The partners convened today for the quarterly meeting; every required member was there plus a few ancillary partners. This was the third time that all five counties met virtually. Topics of discussion included: the director change, the Blueprint policies that recently went out, professional development, and updates from partners.

The Spring Professional Development is being elevated to ensure that work based trends with topics such as working with Gen Z and how to telework effectively are included. The Professional Development committee is deciding on a speaker, which will depend on the budget. Also, discussed was conducting bus tours to visit businesses with apprentices. The tours would also include information about apprenticeships from the Apprenticeship Navigator at Labor.

The Support vs Supplanting Funds report was completed last month, and the Referral Process Flowchart is being reviewed. The flowchart is a one pager, which includes emails and contact information. It will be finalized within the next month.

VIII. Executive Director Report-Dan Schneckeburger

Daniel Schneckeburger presented his report of meetings and events since the previous board meeting on 9/18/24. Notable items included the 6/30/2025 extension of the Incumbent Worker Training (IWT) grant, the USWIB referrals of participants to the Mid Shore Community Foundation's online scholarship application, and the October job fair, which hosted 62 employers and approximately 90 job seekers. Dan Schneckeburger submitted his letter of resignation on 11/6/24.

IX. Interim Executive Director report- Dan McDermott

Interim Executive Director Dan McDermott presented four goals:

1. To continue day to day operations;
2. To survey the staff as to what they'd like to see in an Executive Director. The survey will be done before 1/10/25 in order to give the results to the search committee;
3. To be available to talk to anyone who has questions about the Executive Director position;
4. To be available to assist with the transition.

X. Announcements

Next board meeting February 19, 2025 (in person; Chesapeake College)

Dan Schneckeburger was recognized for the work that he has done with the WIB.

XI. Adjourn

George Weeks made the motion to adjourn the meeting. It was seconded by Cliff Coppersmith. The meeting was adjourned at 7:18pm.

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.