



## Minutes, May 28, 2019

**Attendance:** Michael Brustein, Eric Daniels, Tyler Patton, Royce Sampson, Jena Paquin, Cliff Coppersmith, Tom Timberman, Chip Williams, Randy Holliday, Beverly Churchill, Scott Warner, Jim Cutter, Connie Overington, Gale Collins, George Weeks, Eric Kuster, Gene Smith, Dan McDermott, Joanne Gannon Guest: Mike Lawrence, Jason Mullen, Sarah Sheppard

- I. The meeting was called to order at 5:35 pm by USWIB President George Weeks.
- II. A motion to accept the minutes of the April 23, 2019 meeting was offered by Tom Timberman.  
A second to the motion was offered by Beverly Churchill.  
The motion was accepted unanimously.

### III. Approvals

#### Formula Grants

The Maryland Department of Labor, Licensing and Regulation has notified the Upper Shore Workforce Investment Board of the funding levels for the Workforce Innovation and Opportunity Act formula grants for July 1, 2019 – June 30, 2020. The formula grants are the Adult, Dislocated Worker and Youth grants.

#### Allocations July 1, 2019 – June 30, 2020

Adult Grant: \$ 270, 548 11 % increase

Dislocated Worker: \$ 653,356 .1% increase

Youth: \$ 292,356 15% increase

A Motion to accept the formula grants was offered by Tyler Patton

A Second to the motion was offered by Connie Overington

The motion was accepted unanimously.

#### Maryland Summer

Governor Hogan has included funding for a summer program for youth in the state budget. The funding will allow youth to participate in the summer program and enhance services for the DORS contract. The funding will allow additional youth to participate in summer activities.

This year, Jim Rzepkowski, Interim Secretary of the Maryland Department of Labor, Licensing and Regulation, has included additional funding to enhance the program.

Maryland Summer Grant Allocation July 1, 2019 – June 30, 2020:

\$ 44,596 50% increase

A Motion to accept the Maryland Summer Grant was offered by Tom Timberman

A Second to the Motion was offered by Eric Kuster.

The Motion was accepted unanimously.

IV. US WIB budget 2018 -2019

The USWIB Budget for the period July 1, 2019 – June 30, 2020 was presented. A copy of the budget is attached to these minutes.

A Motion to accept the Budget was offered by Tom Timberman.

A Second to the Motion was offered by Tyler Patton.

The Motion was accepted unanimously.

V. One Stop Operator Report

Mike Lawrence of the KRA Corporation gave the One Stop Operator report.

A copy of the report is attached to these minutes.

VI. One Stop Operator Procurement

In response and in accordance with our plan for procuring services, the Upper Shore Workforce Investment Board developed a **Request for Proposals: One-Stop Operator** in February 2019.

The RFP was advertised in the Star Democrat, Facebook, USWIB website, eMaryland Marketplace, and email distribution. Two people attended a pre-bid conference held on March 12, 2019. Proposals were due to the USWIB by 2:00 p.m. on March 29, 2019.

A selection committee of five USWIB members reviewed the proposals. Qualitative evaluations were recorded by the selection committee in the areas shown below and were added together to produce an evaluation score.

One proposal from Parker Consulting of Denton, MD was received and evaluated.

Criteria	Possible	Average Score
Understanding of contract requirements and ability to satisfy the desired characteristics	35 Points	31
Administrative, management and staffing	15 Points	12
Firm reputation, qualifications, experience, references and financial stability	15 Points	12
Annual Contract Cost	35 Points	33

Total	100 Points	89

Parker Consulting received 446 total points from the five evaluations for an average score of 89.2.

Samantha Parker will be the lead worker on the contract and Kat Stork will be the backup Parker Consulting representative.

A Motion to contract with Parker Consulting for the one stop operator role was offered by Tom Timberman.

A Second to the Motion was offered by Tyler Patton.

The Motion was accepted unanimously.

VII. Executive Session: Executive Director Status

The USWIB went into an Executive Session to discuss a personnel matter- the Executive Director contract for the period July 1, 2019 – June 30, 2020.

The USWIB reconvened out of Executive Session at 7:15 pm.

VIII. Adjourn

The USWIB adjourned by voice vote at 7:15 pm.