



Upper Shore Workforce Investment Board

May 25, 2021

5:30 PM

Via Zoom

Minutes

Attendance: Adam Tolley, Beverly Churchill, Connie Overington, Eric Daniels, Eric kuster, George Weeks, Jena Paquin, Jim Cutter, Michael Brustein, Scott Warner, Susan Coppage, Tom Timberman, William Bailey

I. Call to Order:

The meeting was called to order at 5:30 pm by USWIB President George Weeks.

II. Minutes April 27, 2021

A motion to approve the Minutes of the April 27, 2021 USWIB meeting was offered by Tom Timberman. A second to the motion was offered by Jena Paquin. The motion was accepted unanimously.

III. Grant Approvals

a. Workforce Innovation and Opportunity Act Formula

The Maryland Department of Labor has notified the Upper Shore Workforce Investment Board of the funding levels for the Workforce Innovation and Opportunity Act formula grants for July 1, 2021 – June 30, 2022. The formula grants are the Adult, Dislocated Worker and Youth grants.

The allocations reflect two factors:

1. Maryland received a smaller share of the federal allocation
2. The formula reflects the economic conditions across the country

Allocations July 1, 2021 – June 30, 2022

Adult Grant: \$ 223,318 3% decrease

Dislocated Worker: \$ 499,378 14% decrease

Youth: \$ 239,831 Level

Adult Grant: \$ 223,308

Dislocated Worker: \$ 499,378

Youth: \$ 239,831

A motion to accept the Upper Shore WIOA Formula grants was offered by Tom Timberman. A second to the motion was offered by Michael Brustein. The motion was accepted unanimously.

b. Maryland Summer

Governor Hogan has included funding for a summer program for youth in the state budget. The funding will allow WIOA youth to participate in summer services. The funding will help offset the funding reduction in the Youth formula grant.

Maryland Summer Grant Allocation July 1, 2021– June 30, 2022:

\$ 34,621

A motion to accept the Maryland Summer Grant Allocation was offered by Tom Timberman. A second to the motion was offered by Beverly Churchill. The motion was accepted unanimously.

c. American Rescue Plan Act

Governor Hogan and the Maryland Legislature created and passed a supplementary budget that includes \$75,000,000 of funding for the Local Workforce Boards in the state. The funding, from the American Rescue Plan Act (ARPA), is distributed by the Workforce Innovation and Opportunity Act adult formula and resulted in an allocation of \$1,406,250 for the Upper Shore. Another allocation of ARPA funds will be available July 1, 2022. The funding must be obligated by 2024 and spent by 2026. Use of Funding:

“Job training for unemployed workers: may be used to address negative economic impacts of the public health emergency.”

Upper Shore Plan: The Upper Shore budget for the ARPA Funds

\$ 150,000 for case management

\$ 50,000 for One Stop Infrastructure

\$ 42,000 for One Stop Operations

\$ 1,023,625 for Training Services

A motion to accept the American Rescue Pan Act funding was offered by Tom Timberman. A second to the motion was offered by Beverly Churchill. The motion was accepted unanimously.

IV. Budget July 1, 2021 – June 30, 2022

The Workforce Innovation and Opportunity Act requires two types of services for participants in the local workforce system. The services are career services, and training services. A description of each service is given below.

One Stop Infrastructure: Each One Stop Partner is required to allocate a percentage of its budget to One Stop Infrastructure Costs. The percentage for WIBs is, “up to 3% of the WIOA” budget.

Title I Costs: These costs are associated with the delivery of services by the Title I staff and program oversight.

One Stop Operation: These are the Title I costs associated with the day to day operation of the American Job Centers and the One Stop Operator.

Training Services: Training Services are provided to assist job seekers who have a demonstrated need to acquire skills in order to find and retain employment. Examples of training services include occupational skills training, job readiness training, entrepreneurial training and academic remediation.

Administrative Services: Certain activities are categorized in the Workforce Innovation and Opportunity Act as Administrative Services. These activities include: financial management, personnel management, audits, accounts receivable and accounts payable.

2021 -2022

The table accompanying the minutes details the distribution of funds among the cost categories described above.

A motion to accept the budget was offered by Beverly Churchill. A second to the motion was offered by Tom Timberman. The motion was approved unanimously.

V. American Job Center Memorandum of Understanding/Resource Sharing Agreement

The Workforce Innovation and Opportunity Act requires the Local Elected Officials, the Workforce Development Board (USWIB) and the Workforce Innovation and Opportunity Act Partners to enter into a Memorandum of Understanding to articulate that services will be provided in the American Job Centers. The Memorandum of Understanding is supported by a Resource Sharing Agreement that articulates the dollar value of the infrastructure and services provide by the Partners in the American Job Centers.

USWIB staff has worked with Upper Shore American Job Center Partners to prepare a Memorandum of Understanding and Resource Sharing Agreement for the period July 1, 2021 – June 30, 2023.

A motion to accept the Memorandum of Understanding and Resource Sharing Agreement was offered by Eric Kuster. A second to the motion was offered by Tom Timberman. The motion was accepted unanimously.

VI. Executive Director Search Update

The USWIB is working to hire an Executive Director for the first time since 1996. The Executive Director discussed a “to do list” with the USWIB at the February meeting.

Current Status: Three draft documents have been created.

- A timeline
- A job description
- An evaluation process and instrument

The USWIB President, George Weeks, updated the USWIB on the next steps in the hiring process.

VII. Announcements

There were no announcements.

VIII. Adjourn

A motion to adjourn was offered by Tom Timberman. A second to the motion was offered by Beverly Churchill. The motion was accepted unanimously 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.