



Upper Shore  
Workforce Investment Board  
December 8, 2020  
Via Zoom  
5:30 pm  
Meeting Minutes

Members Present: Adam Tolley, Beverly Churchill, Cliff Coppersmith, Connie Overington, Eric Kuster, Eric Daniels, Gale Collins, George Weeks, Michael Brustein, Scott Warner, Susan Coppage, Tom Timberman, William Bailey

- I. Call to Order.  
The meeting was called to order at 5:35 pm by USWIB President George Weeks
- II. Approval of Minutes September 22, 2020  
A motion to approve the Minutes of the September 22, 2020 USWIB meeting was offered by Cliff Coppersmith. A second to the motion was offered by Beverly Churchill. The motion was accepted unanimously.
- III. Audit Presentation and Acceptance  
James Mayberry of the audit firm PKS, LLC of Salisbury, MD presented the financial statement for the period July 1, 2019 – June 30, 2020.

A Summary of the Auditor's Results

Financial Statements

Type of auditors' report issued: Unmodified.

Internal Control over financial reporting

Material weakness(es) identified? No

Significant deficiency (ies) identified? None reported.

Noncompliance material to the financial statements noted? No

Federal Awards

Internal control over major federal programs:

Material weakness(es) identified? No

Significant deficiency (ies) identified? None reported.

Type of auditors' report issued on compliance for major federal programs:  
Unmodified.

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? No

Identification of major federal programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
17.258	Workforce Innovation & Opportunity Act WIOA Adult Program
17.259	WIOA Youth Activities
17.278	WIOA Dislocated Worker Formula Grant

Dollar Threshold used to distinguish between type A and type B programs.  
\$750,000

Auditee qualified as a low risk auditee? Yes

Financial Statement findings: None

Major Federal Award Program findings and questioned costs: None

Summary Schedule of prior audit findings:

Financial statement findings: None

Major federal award programs findings: None

A motion to accept the audit/financial statements as presented was offered by Gale Collins. A second to the motion was offered by Beverly Churchill. The motion was accepted unanimously.

IV. IRS 990 Submission

The IRS 990 is required to report on and maintain the USWIB IRS 501 c 3 status. A requirement of the IRS 990 submission is that the Board has an opportunity to review the document before it is submitted by management. The USWIB was sent a draft IRS 990 for review and comment.

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A motion to concur with submission of the IRS 990 was offered by Gale Collins. A second to the motion was offered by Cliff Coppersmith. The motion was accepted unanimously.

V. Regional Plan Submission Concurrence

The Workforce Innovation and Opportunity Act (WIOA) requires the Governor to designate Regions. WIOA Regions are made up of WIOA Areas. The Upper Shore and Lower Shore areas have been designated as a WIOA Region by Governor Hogan.

The Upper Shore and Lower Shore staff created a draft regional plan for review prior to submission to the Governor's Workforce Development Board. A motion to submit the Shore Regional Plan to the Governor's Workforce Development Board was offered by Gale Collins. A second to the motion was offered by Tom Timberman. The motion was accepted unanimously.

#### VI. Performance Outcomes Program Year 2019: Joanne Gannon

Each WIB throughout the country is evaluated by state and federal officials on the success or failure in achieving performance measures. The measures may be grouped into broad categories: entered employment, job retention, wage gain and youth measures. Outcomes are measured by validated, supplemental data except for wages which are evaluated based on unemployment insurance records.

The USWIB was successful in exceeding all performance standards for the period July 1, 2019 – June 30, 2020.

A motion to accept the USWIB performance report for the period July 1, 2019 – June 30, 2020 was offered by Tom Timberman. A second to the motion was offered by Gale Collins. The motion was accepted unanimously.

#### VII. Program Report Title I: Joanne Gannon

Highlights of the Title I program report:

- Intake and eligibility for adult and dislocated worker is being done virtually due to Covid-19.
- Chesapeake College is offering skilled trades classes face to face with Covid-19 safety protocols in place.
- The Upper Shore Scholarship Office/Title I has more Participants in training this year than at the same point last year.
- The Youth program has shifted to an online delivery using a platform that aligns the Workforce Innovation and Opportunity Act required youth elements with competency based modular training components.
- Adult and Youth staff assist Participants with navigating the online and virtual services.

VIII. Announcements

Long time USWIB member and supporter Gale Collins is moving to Florida, so the December meeting is her last meeting.

IX. Adjourn

The meeting adjourned by unanimous consent at 6:40 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 and services are available upon request to individuals with disabilities.