



Minutes, February 26, 2019

Attendance: George Weeks, William Bailey, Susan Coppage, James Cutter, Gene Smith, Randy Holliday, Jena Banks, Cliff Coppersmith, Tyler Patton, Craig Wanner, Scott Warner, Nelson Hill, Eric Kuster, Tom Timberman, Beverly Churchill, Dan McDermott, Melissa Mackey, Joanne Gannon Guest: Elaine Wilson, Mike Lawrence

I. Call to Order

USWIB President George Weeks called the meeting to order at 5:30 pm.

II. Approval of Minutes, December 4, 2018

A motion to accept the Minutes of the December 4, 2018 USWIB meeting was offered by Clifford Coppersmith.

A second to the motion was offered by Nelson Hill.

The motion was accepted unanimously.

III. Title I Information

The USWIB packet includes information on Title I operations. The staff reviewed the three documents.

- Number of participants served from July 1, 2018
- Budget analysis
- Performance report

IV. Local Plan Concurrence

The Workforce Innovation and Opportunity Act requires each Workforce Development Board to create a local plan. The local plan requirements are articulated in Section 108 of WIOA. The USWIB has an approved Local Plan that covers the period 2016-2020.

The staff sent the modifications of the Local Plan to the USWIB members and other stakeholders beginning in early January 2019.

Staff provided an overview of the modifications of the approved Local Plan.

A motion to accept the Local Plan modifications and forward the Local Plan to the Upper Shore County Councils and Commissions was offered by Tom Timberman.

A second to the motion was offered by Royce Sampson.

The motion was accepted unanimously.

V. Concurrence: Cost Transfer Dislocated Worker and Adult.

The Workforce Innovation and Opportunity Act allows for a 100% transfer of costs between the Adult and Dislocated Worker grants.

Mechanics: The USWIB asks DLLR for approval of the transfer of costs between the grants. Once approved, costs associated with participants may be allocated to either the Adult or Dislocated Worker grant.

Justification: There are more participants eligible for the Adult grant seeking services than those eligible for the Dislocated Worker grant.

A motion to transfer up to \$ 215, 858 of Adult costs to the Dislocated Worker grant was offered by Tyler Patton.

A second to the motion was offered by Tom Timberman.

The motion was accepted unanimously.

VI. Non Profit Policy

At the December 4, 2018 USWIB meeting, PKS, Inc Auditor, James Maybury, discussed the Financial Accounting Standards Board's (FASB) Accounting Standards Update (ASU) No. 2016-14, Not for Profit Entities. The standard applies to all not-for-profits and is effective for years beginning after December 15, 2017.

USWIB, INC: The USWIB is a 501 c 3 Non Profit and must comply with the new accounting standards. Working with James Maybury of PKS, Inc, the staff presented a policy that will bring the USWIB into compliance for the July 1, 2018 – June 30, 2019 financial reporting period.

The USWIB modified the last sentence/bullet point of the policy to read:

- Unless restricted, the USWIB will vote on the use and disposition of a donation when accepted.

The policy will be filed in the USWIB office in the "WIB Document" binder.

A motion to accept the policy with the modification was offered by Tom Timberman.
A second to the motion was offered by Tyler Patton.
The motion was accepted unanimously.

VII. One Stop Operator Request for Proposals

The USWIB was made aware of the release of the One Stop Operator Request for Proposals. The Request was released February 19, 2019.

VIII. One Stop Operator Report

KRA, Inc representative Mike Lawrence provided a One Stop Operator report to the USWIB.

The written summary report accompanies the minutes.

IX. Announcements

The following announcements were shared with the USWIB.

- An overview of the Perkins V legislation will be provided by Michael Brustein on March 14, 2019 from 9 am – noon.
- The Upper Shore American Job Center Professional Development Day will be held March 22, 2019 from 8 am – 1 pm.
- The Upper Shore Regional Job Fair will be held on April 2, 2019 from 1 pm – 4 pm.

X. Adjourn time 6:45 pm

A motion to adjourn the meeting was offered by Tom Timberman.
A second was offered by Tyler Patton.
The motion was accepted unanimously.