

Upper Shore

WORKFORCE INVESTMENT BOARD

Upper Shore Workforce Investment Board

Tuesday September 26, 2023

5:30 PM

Chesapeake College, Dorchester Building, Second floor

Agenda

Attendees: Bill Bailey, James Bell, Bill Christopher, Jim Cutter, Jenifer DuBosq, Dan Lessard, Jena Paquin, Matthew Tefteau, Terenda Thomas, Tom Timberman, Adam Tolley, Scott Warner, George Weeks

Guests: Dan Schneckeburger, Ellen Lafrankie, Samantha Parker

- I. Call to Order- 5:30pm Dan Lessard
- II. New board members- Dr. James Bell and Matthew Tefteau

The new board members introduced themselves. The board voted for a three-year term for Dr. James Bell and Matthew Tefteau, which passed unanimously.

Discussed the Raising the Bar Pre-Conference. There were almost 370 people who attended the first day, which was on Blueprint for Maryland's Future. Several educational professionals in the five county region attended the blueprint pre-conference. Most of the USWIB employees and Dr. Bell attended the two day Raising the Bar conference.

- III. Minutes June 14, 2023 (approval)

- a. Program participation, unemployment data, labor inventory/participation.

The unemployment rates for the state and the five counties were presented. The state is below 2% in the state. In particular, youth unemployment is 4 – 5 times higher than average. The unemployment rate for July 2023 in Caroline County was 1.6 %, Dorchester was 1.8%, Kent County was 1.8%, Queen Anne's was 1.5%, and Talbot County was 1.7%. Maryland gained 12,400 jobs in August.

The Business Sentiment Survey from the Economic Resiliency Toolkit for June 2023 was also discussed. There is optimism with people in regard to their businesses. There is nothing indicating immediate problems. The USWIB will continue to work with employers and look for skill gaps.

Tom Timberman motioned for approval of the minutes from the 6/14/23 meeting. It was seconded by Jena Paquin; motion carried unanimously.

- IV. FY-2024 USWIB budget review (approval)

The main funding is for adults, dislocated workers, and youth. The carry-in for the dislocated worker funds is high because there is not much need for training funds for dislocated workers due to the historically low unemployment rate.

There is \$727,887 left of the \$2.6 million in ARPA funds. More scholarships were given in FY22 than the previous 9 years. A freeze is on the funds to make sure the USWIB can accommodate the current caseload in the queue, especially CDL since CDL accounts for about 50% of the budget. Daniel Schneckeburger will meet with Assistant Secretary Erin Roth on Friday, September 29, 2023. One topic of discussion will be ARPA funding. The USWIB will spend out its ARPA funding by the end of the year. The goal would be to receive more funding.

The total expenditures for both youth programs is \$413,891.

DSS has allocated SNAP money for the current fiscal year, which is variable between the five counties.

The Opioid/Support for Communities Grant has until the end of FY25 to spend out. This grant is for first responders and peer recovery advocates. Currently there are eight individuals in EMT classes at Chesapeake College.

The total expenditures for Blueprint is \$68,473. The funds were dispersed to the WIB immediately.

The Rural Maryland Economic Development Fund is a special grant that former Governor Hogan gave to regional economic councils. Dorchester County, Kent, and Queen Anne's Counties received a total of \$180,000 for training. Each company that is approved funding can be awarded up to \$5,000 with \$1,500 per employee. \$5,000 has been expended for Patriot Steel and another company is in the works.

The Rapid Response grant has been allocated \$30,000 in funds. Two WARN notices have gone out for Medifast since June. The USWIB attended the Rapid Response with the Department of Labor and Chesapeake College.

A motion to accept the budget as presented was made by Tom Timberman, the motion was seconded by Bill Bailey. The motion passed unanimously at 6:05pm.

V. Government Job Fair, 9/21/23: update

About 12 government agencies attended, including the Department of Labor, state agencies, and a number of affiliated police departments. About 105 job seekers attended as well. The USWIB has a general job fair in the fall, but because the Government Job Fair was in September, the next general job fair may be held in early December.

VI. One Stop Operator Report-Samantha Parker

Quarterly meetings in the past were held separately for each county; however, the counties requested joint meetings for all four quarters. The September meeting was in person and the remaining meetings will be held virtually. The meetings have gotten longer at around two hours.

The focus will be on professional development with the Professional Development group looking for state trainings available. It was suggested to have groups share their outreach efforts and what has been successful for the spring professional development.

VII. Executive Director Report-Dan Schneckenburger

Executive Director Daniel Schneckenburger reported on his activities since the 6/14/23 meeting. These activities included a meeting with the steering committee on September 19, 2023; planning and supporting Blueprint; supporting summer youth; continued involvement in registered apprenticeship programs, including working with Lywood Electric, the Chesapeake Bay Maritime Museum, and the Classic Auto Museum; and working on the regional resources sharing agreement; the updated WIOA Local Plan, and meetings with local governments.

Blueprint activities were also discussed. Training in career coaching for newly hired career coaches will begin on October 2, 2023. The role of the USWIB is to be convener and facilitator.

VIII. USWIB Audit update- Dan Schneckenburger

The Department of Labor conducted a monitoring audit. Labor looked through our files and then held an exit interview. There were no findings on Labor's report. The USWIB can either accept their report or can respond in 30-40 days. PKS started the audit for FY23. They will most likely complete the audit in November.

IX. Board of Directors meeting calendar: review

The Board of Directors meetings will be scheduled and posted on the website. The meetings will be held at 5:30 p.m. on September 26, 2023; December 20, 2023; February 27, 2024; April 23, 2024; and May 28, 2024.

Note: the December board meeting was changed to December 19th due to the college being closed for winter break on December 20.

A motion to approve the calendar was made by George Weeks, seconded by Tom Timberman and passed unanimously at 6:56 pm.

X. Nominations Committee report- Dan Lessard (approval)

A vote for officers was made by the steering committee. Scott Warner is the new president; William Christopher is Vice President; Jena Paquin is the Secretary, and the Treasurer is Dan Lessard.

The Steering Committee includes Scott Warner, William Christopher, Dan Lessard, Mary Ellen Carter, Jena Paquin, and Tom Timberman.

A motion to accept the officers as described was made by Tom Timberman, seconded by Adam Tolley and passed unanimously at 7:00pm.

A motion to approve the steering committee as presented was made by Tom Timberman, seconded by Jenifer DuBosq. The motion passed unanimously at 7:00pm.

XI. Announcements


- a. Next board meeting December 20, 2023 (in person; Chesapeake College)
- b. Cambridge AJC Open house/ ribbon cutting: 10/4/23 (12:00 p.m.). Bill Christopher requested that anyone attending register so that they can have badges ready.

XII. Adjourn

- o A motion to adjourn was made by Tom Timberman and seconded by George Weeks. The meeting was adjourned at 7:01pm.

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.

 12/21/23