



Dan Schneckenburger
USWIB
6/19/24

USWIB Board Meeting Minutes

May 28, 2024, Chesapeake College, 5:30 p.m.

Attendees: Bill Bailey, James Bell, Beverly Churchill, Jenifer DuBosq, Eric Kuster, Dan Lessard, Jena Paquin, Terenda Thomas, Matthew Tefteau, Adam Tolley, Scott Warner, George Weeks

Guests: Dan Schneckenburger, Ellen Lafrankie, Samantha Parker, Joana Wunningham, Dave Harper

- I. Call to Order 5:32 p.m. Scott Warner
- II. Joana Wunningham, DWDAL New Americans Initiative Coordinator
 - a. Briefing of her state initiatives to the board of directors

Joana Wunningham presented information regarding the New Americans population. The goals for the presentation were to highlight Internationally Trained Professionals (ITP) as an untapped talent pool and to connect employers with organizations serving ITPs. Also discussed were the benefits of having ITPs in the workforce, which include meeting customer needs, accessing new markets, increasing growth, meeting DEI initiatives, having higher retention rates, and limiting the need for interpretation services. Inclusive hiring practice were discussed as well as ways to engage with ITPs.

The presentation also included information about the Skilled Immigrant Task Force (SITF). SITF collaborates across organizations to advance workforce system accessibility and career opportunities for internationally trained individuals in Maryland. SITF members include Maryland's Department of Labor and Department of Human Services, Adult Education Providers, Refugee Resettlement Agencies, Immigrant-Serving Nonprofits, American Job Centers, plus others.

- III. Minutes April 23, 2024 (board vote for approval)

Beverly motioned for approval of the minutes from the 4/23/24 meeting. It was seconded by Jena Paquin; the motion carried unanimously.

The top trainings included CDL and Healthcare. The EMT program had 8 trainings from the Support for Communities grant, which has a focus on first responders. The grant will expire on May 31, 2024; however, a waiver was requested to extend the grant for another year.

Unemployment rates were presented. The unemployment rate for Maryland in April 2024 was 2.7%. Unemployment for March of 2024 for Caroline County was 2.6%, Dorchester County was 3.2%, Kent County was 3.1%, Queen Anne's County was 2.4%, and Talbot County was 2.9%.

A more detailed WIOA Expense through April 30, 2023 was presented.

Blueprint funds do not include enough funds to employ a full time employee, so a current staff member is working on Blueprint activities for half of the time.

IV. DORS-USWIB Summer Youth Program

a. Update

The Youth Coordinator is in the process of enrolling students. The USWIB is contracted to place 50 students. Another 5 or 6 may be added using WIOA funds. The minimum wage has increased from \$13.25 to \$15.00 per hour, so this will raise costs. There are about 10 contractual employees hired for the summer to assist with the program. In addition to these employees, the USWIB has contracted with the DORS program to add 4 job coaches. The main goal of the program is for the students to retain the job. Last summer, 14 out of 49 retained the job for the rest of the summer or even part-time going into the fall.

V. Regional Job Fair (5/16/24)

a. Update

The job fair was hosted at Chesapeake College with 74 employers and 65 job seekers in attendance. Some changes were presented in an effort to increase those numbers: to change the name from the Chesapeake College Job Fair to the Upper Shore Workforce Investment Board Job Fair, potentially changing the venue to make it more centralized, and changing the date from May to April. A suggestion was made to change the day of the week from Thursday to a Monday or Tuesday.

VI. RFP for OSO and Contractual Temporary Services

a. Update/ scoring and recommendations to be provided at the board meeting

The RFP for the Contractual Temporary Services from Abacus scored the highest. The mark-up was 21.99%, which was about a 1.8% reduction in what they were previously charging. Daniel Schneckenburger made a recommendation to approve contracts for both Parker Consulting for the OSO contract and Abacus for the Contractual Temporary Services contract. A discussion of the members of the RFP committee ensued. Recommendations made for the next committee include, having a board member on the review panel for the consulting RFP and looking at the timing of the bid for renewal to ensure that it is at the beginning of the cycle.

b. Motion/vote for approval

Eric Kuster motioned to accept approval of the RFP for the OSO and Contractual Temporary Services. It was seconded by Dan Lessard; the motion carried unanimously.

VII. Blueprint for Maryland's Future: update

Dual enrollment is up for the summer, and Chesapeake College has 600 dual enrollments for the fall, which is a record. Updates on the CTE committee were discussed. The CTE committee's goal is to figure out what is an industry recognized credential. A list of credentials is currently being reviewed by local and regional entities. A concern is that right now agriculture does not have an industry recognized credential. The Eastern Shore will need to weigh in on the situation. A recommendation was made to leverage commissioners to help and to make sure that regional industries that are of importance are mentioned during the open comment period.

VIII. WIOA funding update (FY-2025)

The budget information was presented by Daniel Schneckeburger.

- a. Adult: \$234,593
- b. Dislocated worker: \$443,239
- c. Youth: \$245,640
- d. Summer Youth: \$26,254
- e. Motion/vote for approval

Motion Beverly Churchill made a motion to accept the FY25 funding as presented by Daniel Schneckeburger. Matthew Teffeau seconded the motion; the motion passed unanimously.

IX. Rapid Response events

- a. Medifast/ Ridgely/Caroline: June 25 and 26
- b. Representatives from the USWIB, Chesapeake College, and Medifast met on May 28, 2024. There have been two previous Rapid Responses at Medifast. They are now laying off 62 workers from the day shift and will close in July. They are also selling the building. On June 25, 2024 from 10am-2pm, Chesapeake College, Mary Ellen Carter, plus others will be at Medifast's location to assist with resumes. The USWIB requested employee demographics, including whether they are from Maryland or Delaware and if they have Haitian Creole speakers. Some employees have expressed interest in training. On June 26, 2024 from 10am-2pm, the USWIB will have 3-4 logistics companies to do a mini job fair. The goal is to keep the employees in the labor force or to train them to get back in another field in the labor force.
- c. Lamotte/ Chestertown/Kent: TBD Tip from Econ Dev that they might be laying off employees. The rumor is as many as 30 people will be laid off, which would constitute a WARN notice, but nothing has come out. Daniel Schneckeburger will try to get more information.

The Rapid Response events were previously coordinated by Jackie Trieu and Alicia Dennis for LMD Labor. These duties are now with the USWIB. Daniel Schneckeburger will apply for Rapid Response funds and then bring it to board for approval.

X. One Stop Operator Report-Samantha Parker

April's report was focused on the last quarterly meeting of the year. There will be three presenters in June: Meredith Girard with Shore Legal Access (formerly Pro Bono), Debbie Bowden regarding the Incumbent Worker Training (IWT) funding, and the Spring Professional Development presenter, Pat Porras. The Listserv had 35 events shared in April 2024.

XI. Executive Director Report-Dan Schneckeburger

Daniel Schneckeburger presented his report of meetings and events since the previous board meeting.

Of note: The DWDAL WIOA performance audit from May 10, 2024 through May 16, 2024. The USWIB received an excellent exit review that was better than the previous year. The USWIB should receive their report this week and then have time to comment on it.

XII. Announcements

- a. Board recognition: Dan Lessard and Tom Timberman
- b. Board meeting: June 2024
Don't typically meet in June; however, we did last year. Last year was virtual. June 18, 2024 virtually. 4:30 pm virtual Zoom mtg. Budget, year in review, closed session.

XIII. Adjourn

George Weeks made the motion to adjourn the meeting. It was seconded by Eric Kutter. The meeting was adjourned at 7:18 p.m.

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.