



USWIB Board Meeting Minutes

4/23/24, Chesapeake College, 5:30pm

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6/5/24
Approved: 5/28/24
B.O.D. meeting

Attendees: James Bell, Mary Ellen Carter, Bill Christopher, Beverly Churchill, Cliff Coppersmith, Jim Cutter, Jenifer DuBosq, Dan Lessard, Jena Paquin, Terenda Thomas, Tom Timberman, Matthew Tefteau, Adam Tolley, Scott Warner, George Weeks

Guests: Dan Schneckeburger, Ellen LaFrankie, Samantha Parker, Lyndsey McCormick, Tom Porter, Robin Werner, David Harper

- I. Call to Order 5:31 p.m. (Scott Warner)
- II. Local Advisory Committee meeting

- a. Adam Tolley

An overview of Local Advisory Committees (LAC) and the Program Advisory Committees (PAC) was provided. Performance Advisory Committees (PAC) are a requirement and are also required to have two meetings per year. The next meeting is Thursday, April 25, 2024 at the college. PAC meetings plan to look at programs to see what programs are available and which programs are needed. After the PAC meeting, they will see where they are with businesses and how to get more pathways represented. They are also required to complete a needs assessment to determine the needs of the Upper Shore including the workforce. The Upper Shore Workforce Investment Board can provide data through Lightcast and will provide professional development, including how to interpret the data.

There is an Industry Recognized Credential (IRC) target that by 2030, 45% of graduating public school students will achieve an industry-recognized credential before they graduate. The CTE Committee sent out a list of new IRCs. Community input is needed from experts as to the credentials that should be on the IRC list. That information can come from the advisory boards. Apprenticeship is the preferred path to get to the 45% goal. The School to Registered Apprenticeship option is being encouraged. A concern for businesses is putting resources, especially registered apprenticeships, into high school teens, who may not be sure about their careers. A list of credentials that are not represented or misrepresented will be given to Daniel Schneckeburger.

The LAC meeting was closed at 6:15pm by David Harper.

- III. Minutes February 27, 2024 (board vote for approval)

George Weeks motioned for approval of the minutes from the 2/27/24 meeting. It was seconded by Dan Lessard; motion carried unanimously.

- a. Program participation, labor market information, budget snapshot

Scholarship activities were discussed: Program participation from 7/1/23 through 4/1/24 was roughly \$560,000. This was less than last year because of ARPA funding. Transportation

is the top training but there are more participants entering into dental and other healthcare areas.

The unemployment rate for Maryland for February 2024 was 2.9%, while the unemployment rate for Talbot County was 3.0%, Dorchester County was 3.4%, Queen Anne's County was 2.4%, Kent County was 3.4%, and Caroline County was 2.7%. An Overview of the current economic conditions in Maryland was presented.

Funding updates were provided: ARPA funds, in the amount of \$214, 089, have been obligated to support Registered Apprenticeships. Five registered apprenticeships have been identified: Choptank Electric, Lywood Electric, Kleppinger Electric, and two museums in St. Michaels. The funds are to assist employers with the education piece of the registered apprenticeship program. A lot of SNAP money is available. The USWIB is seeing more of their clients. The next report will be more detailed going forward. Karen Smith and Debbie Parsons will provide more detailed information on the expenses.

IV. DORS-USWIB Summer Youth Program

a. \$284, 589 (board vote for approval)

This is the third year of the three year MOU. Last year 52 youth were placed in a paid work experience. The funds expensed came to \$233,500. Minimum wage was raised from \$13.25 to \$15 per hour. DORS asked for additional staff to monitor their recipients to make sure they have the proper support. The staff consists of about 6 people with additional 4 coaches for six weeks. The budget for this year is \$284, 589.

Beverly Churchill motioned for approval of the budget. It was seconded by Cliff Coppersmith; the motion carried unanimously.

V. Artificial Intelligence Conference: April 5, 2024: Update

Local Economic Development Directors, the Director of TEDCO, a representative from Maryland Commerce, Chesapeake College employees, and others met thirteen times from December to April to plan the AI Conference. About 120 people attended. The conference consisted of a keynote speaker, Dr. Jill Schiefelbein, an expert in communications and AI as well as academic, government, and business panels.

VI. RFP for OSO and Contractual Temporary Services

a. Update

The USWIB followed the Chesapeake College procurement process for RFPs for the One Stop Operator and Contractual Temporary Services, currently Parker Consulting and Abacus. The last request for RFPs was in 2021. The USWIB is looking for a two year contract with a one year renewal. The RFP team consisted of six people. April 10, 2024 was the pre-bid meeting for Contractual Temporary Services with eleven companies in attendance. Two companies attended the One Stop Operator pre-bid meeting, including the incumbent. The call for proposals closes on April 30, 2024. A public bid meeting will be held in the board meeting. The results will be presented to the board meeting for approval during the next meeting.

VII. Blueprint for Maryland's Future: Update

The AIB wanted to meet and review the MOUs with the counties. Many counties are conducting career fairs, especially with seniors. More employer engagement is needed. The meetings are bimonthly with the latest occurring in April. The meetings consist of presentations from guest speakers, sharing of best practices, and comments on progress, implementation, and successes. Queen Anne's County will hire one more career coach in the summer which will make three in total.

VIII. One Stop Operator Report – Samantha Parker

Samantha Parker reported on American Job Center activities since our last meeting, and reported that the most recent quarterly meeting had 34-35 participants. Last year we struggled because not all of the partners were attending. This year all of the required partners attend plus more. The numbers given by partners for the quarterly meetings are steady. We will be able to compare trends with the data over time. A concern of the AJC involves waivers for the Able Bodied Adults Without Dependents (ABAWD) program through DSS. Those who are receiving benefits do not have to do workforce requirements. The concern is the potential for an influx at the AJCs; however, most are not expecting it to change the job centers because the influx would not occur all on the same day.

The Spring Professional Development event on April 2, 2024 had 70 registrants. The topic was customer service, which received excellent feedback. Attendees were asked about what info they take and use and what they would like their leadership to know. Pat Porras, the presenter, followed up with a weekly sheet giving pointers. He will give a refresher at the next quarterly meeting. Of note, the mandatory training for veterans was conducted at the end of the Professional Development.

Samantha Parker left the meeting at 7:00pm before the RFP for OSO discussion. The discussion was moved to after her report.

IX. Executive Director Report – Dan Schneckenburger

Dan Schneckenburger reported on his activities since the 2/27/24 meeting. A large portion of time was spent on supporting Blueprint planning and the AI Conference. Mr. Schneckenburger attended numerous economic development and community meetings. He reported that he has attended numerous meetings with Economic Development and the community, such as meetings with Blueprint Coordinators, the Eastern Shore Economic Recovery Project monthly meetings, the FSK Port of Baltimore briefings, meetings with the Neighborhood Service Center, the AJC Professional Development Day, pre-bid meetings on RFPs for the OSO and Temporary Contractual bidders, and the DWDAL WIOA audit entrance conference.

X. Announcements

- a. Regional Job Fair: May 16, 2024; Chesapeake College
- b. Board Meeting: May 28, 2024 (5:30 p.m.)

XI. Adjourn

George made the motion to adjourn the meeting. It was seconded by Tom Timberman. 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.