



Minutes, December 4, 2018

Attendance: Jim Cutter, Michael Brustein, Nelson Hill, Randy Holliday, Eric Daniels, Craig Wanner, Chip Williams, Tom Timberman (Acting President), Gene Smith, Susan Coppage, Gale Collins, Connie Overington, Eric Kuster, Tyler Patton, Scott Warner, Dan McDermott, Melissa Mackey, Joanne Gannon, Guest: Elaine Wilson, Auditors – James Maybury, Mike Kleger; One Stop Operator Michael Lawrence,

I. Call to Order

The meeting was called to order by USWIB Steering Committee Member Tom Timberman at 5:40 pm.

II. Welcome New Member

New members were welcomed.

Tyler Patton: Maryland Broadband Co-operative representing Dorchester County Private Sector

Eric Kuster: Worthmore Equestrian Center representing Kent County Private Sector

III. Approval of minutes, September 25, 2018

A motion to accept the minutes of the September 25, 2018 USWIB meeting was offered by Eric Daniels.

A second was offered by James Cutter.

The motion was accepted unanimously.

IV. Audit Presentation and Acceptance

James Maybury of the audit firm, PKS, Inc presented the USWIB financial audit for the period July 1, 2017 – June 30, 2018.

There were no audit findings.

There were no findings or questioned costs.

There was no summary schedule of prior audit findings.

The Auditor's report is available on the USWIB web page under the USWIB Documents link on the home page: www.uswib.org

A motion to accept the Audit report was offered by Gale Collins.

A second to the motion was offered by Chip Williams.

The motion was accepted unanimously.

Mr. Maybury shared information with the USWIB on new financial reporting standards for non-profits. The new standards, detailed in the Financial Accounting

Standards Board's (FASB) Accounting Standards Update (ASU) No. 2016-14, Not-for-Profit Entities: Presentation of Financial Statements of Not-for-Profit Entities, will require non-profits to disclose policies related to net asset classification, required liquidity disclosures, investment return reporting, statement of cash flows presentation, and functional expense reporting.

V. IRS 990 Submission

Mr. Marbury and PKS, Inc staff prepared the USWIB IRS 990, Return of Organization exempt from Income Tax. USWIB staff made the document available for USWIB review by posting the document on www.uswib.org and notifying the members of the posting on October 4, 2018 via email.

USWIB staff filed the IRS 990 October 22, 2018.

The IRS 990 is available on the USWIB Documents page of the USWIB home page: www.uswib.org

A motion to acknowledge that the USWIB had the opportunity to review the IRS 990 prior to filing was offered by Michael Brustein.

A second to the motion was offered by Craig Wanner.

The motion was accepted unanimously.

VI. One Stop Operator Report

KRA Corporation representative Mike Lawrence reviewed activities related to the One Stop Operator contract for the Upper Shore area. A copy of the report accompanies the minutes.

A discussion of American Job Center numbers/data took place as no numbers were reported at the December meeting.

The staff will report Title I numbers and provisions for identifying what data to collect and report will be included in the upcoming One Stop Operator Request for Proposals.

Mr. Lawrence encouraged USWIB members to share email addresses with him so that members may be aware of meetings and events related to the American Job centers.

VII. One Stop Operator Procurement

The Workforce Innovation and Opportunity Act (WIOA) and Regulations require the Workforce Development Board to procure a One Stop Operator through a competitive process. As a result of the competitive process, the USWIB selected the KRA Corporation of Fulton, MD as the One Stop Operator.

The One Stop Operator contract between the USWIB and KRA Corporation expires June 30, 2019. The USWIB must procure a One Stop Operator through a competitive process so that an operator is in place July 1, 2019.

Ad Hoc Procurement Committee: The staff is asking for interested Members to volunteer for an ad hoc committee to provide direction for and evaluation of proposals from vendors interested in being the Upper Shore One Stop Operator.

Ad Hoc Committee Volunteers - Beverly Churchill, Eric Kuster, Tim Timberman, Tyler Patton, Connie Overington, George Weeks

VIII. Summer Youth Report

The USWIB received two contracts for youth services for the summer of 2018. The Maryland Forward contract in the amount of \$22,500 was from Maryland General Funds. The Maryland Division of Rehabilitation Services contract in the amount of \$ 195, 280 was for services for Pre-Employment Transition Services. The staff braided the funding and provided services to 33 Youth. The focus of the project was to give youth pre- employment services, subsidized employment, and opportunities to plan for the future.

Activity	Attendance	Pre-ETS Required Activity
Pre Program Interview, Assessment, Orientation June 1 - July 9, 2018	40 Youth	Job exploration counseling
Placement on a Job Site July 1 – August 17, 2018	33 Youth	Work Based Learning Experience
Daily Work Site Visits by Staff July 9 - August 17	33 Youth	Job Exploration Counseling
Workshop: Pre Employment July 9	33 Youth	Workplace readiness training to develop social skills and independent living
Workshops: Visit to DORS WTC July 19	22 Youth	Counseling on opportunities for enrollment in comprehensive transition
Workshops: Job Search July 23	30 Youth	Workplace readiness training to develop social skills and independent living
Workshops: Visit to UMES August 1	25 Youth	Counseling on opportunities for enrollment postsecondary educational programs at institutions of higher education

IX. Regional Plan Revision Approval

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 met to establish regional plan modifications

Regional Plan Modifications

- Chmura JobsEQ Data replaces Business Economic and Community Outreach Network
- Chmura JobsEQ procurement
- Memorandum of Understanding provision for covering part of the region
- Support for classes not on the Eligible Training Provider List

The Regional Plan is available on the USWIB Documents page that is accessed via the www.uswib.org.

A motion to approve the Regional Plan and ask for Upper Shore County Council and Commission concurrence was offered by Gale Collins.

A second to the motion was offered by Connie Overington.

The motion was accepted unanimously.

X. Local Plan Revision Process

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 Governor's Workforce Development Board released "Guidelines for Developing 2016-2020 Workforce Innovation and Opportunity Act (WIOA) Revised Regional and Local Workforce Plans" October 4, 2018. The Guidelines require a revised plan be submitted by March 9, 2019. USWIB staff has been working to revise the Upper Shore plan by aligning the existing plan with the revisions required by the Governor's Workforce Development Board. Additional revisions are being made to reflect changes in the delivery of training services.

Staff will cut the plan into chunks and email the chunks to USWIB members beginning January 16, 2019. The entire plan will be available on the USWIB Documents page of www.uswib.org.

The USWIB will be asked to concur with the plan and with moving the plan to the Upper Shore County Councils and Commissions for concurrence at the February 26, 2019 USWIB meeting

XI. Announcements

Members were made aware of the National Association of Workforce Boards Forum March 23-26, 2019 and asked to notify the Executive Director if they wished to attend.

XII. Adjourn: 7:15 pm

A motion to adjourn was offered by Nelson Hill.

A second to the motion was offered by Michael Brustein.

The motion was accepted unanimously.