



Upper Shore Workforce Investment Board
Tuesday April 27, 2021
Minutes

- I. Call to Order: The meeting was called to order by USWIB President George N. Weeks, III at 5:35 pm.
- II. Minutes February 23, 2021: A motion to accept the minutes of the February 23, 2021 USWIB meeting was offered by Adam Tolley. A second to the motion was offered by Michael Brustein. The motion was accepted unanimously.
- III. RELIEF Act Funding: Governor Hogan and the Maryland Legislature created and passed the Recovery for the Economy, Livelihoods, Entrepreneurs, and Families (RELIEF) Act. The RELIEF Act includes \$7,000,000 of funding for the Local Workforce Boards in the state. The funding, distributed by the Workforce Innovation and Opportunity Act adult formula resulted in an allocation of \$267,400 for the Upper Shore.

Use of Funding:

“The local workforce development boards shall utilize the funds to engage, upskill, and connect residents to employment, including providing subsidized employment opportunities for the unemployed, youth (ages 16–24), *including through summer job programs*, adults, ex-offenders, and other populations who are in need of reemployment assistance.”

Upper Shore Plan: The Upper Shore budget for the RELIEF Act is-

\$ 218,700: 48 Individual Training Accounts

\$ 22,000: \$15/day for participants on training days

\$ 26,700: Administration

A motion to accept the RELIEF Act funds was offered by Tyler Patton. A second to the motion was offered by Tyler Patton. The motion was accepted unanimously.

- IV. Division of Rehabilitation Services Contract: The Division of Rehabilitation Services (DORS) has funding for a summer employment program for Pre-Employment Transition Services youth. The Upper Shore Workforce Investment Board (USWIB) has implemented summer

employment programs throughout its history. DORS is proposing that the USWIB serve 50 youth in a summer work experience program.

Pre-Employment Transition Services: Services include work-based learning experiences, internships, and workplace readiness training.

Subsidized Work Experience: Program participants will be paid minimum wage, \$11.75 per hour. The youth will be placed in a paid internship for 5 days during the program.

Summary: The DORS Pre-Employment Transitions Services contract will provide work-based learning opportunities for 50 youth based on a budget not to exceed \$ 24,234.

A motion to accept the Division of Rehabilitation Services Contract was offered by Tome Timberman. A second to the motion was offered by Connie Overington. The motion was accepted unanimously.

- V. One Stop Operator Request for Proposals: The Workforce Innovation and Opportunity Act (WIOA) and Regulations require the Workforce Development Board to procure a One Stop Operator through a competitive process. The contract for the current One Stop Operator, Parker Consulting, will end June 30, 2021.

One Stop Operator Procurement: The USWIB took the following steps to procure a One Stop Operator for July 1, 2021 – June 30, 2023.

Request for Proposals Released and advertised: March 12, 2021.

Pre-Bid Meeting: March 22, 2021

Proposals Received: April 6, 2021

Proposals Received: The USWIB received three proposals: Hightower Workforce Initiatives, Parker Consulting, and ProjectNOW.

Proposals Reviewed: An Ad Hoc Committee of USWIB members reviewed the proposals for a recommendation to the USWIB.

Recommendation: The recommendation is for Parker Consulting to be the One Stop Operator for the period July 1, 2021 – June 30, 2023 with an option for an additional year, July 1, 2023- June 30, 2024.

A motion to accept Parker Consulting as the One Stop Operator was offered by Tyler Patton. A second to the motion was offered by Tom Timberman. The motion was accepted unanimously.

- VI. Temporary Services Request for Proposals: The USWIB has used staffing companies through the years to provide payroll services and act as the employer of record for temporary staff. This strategy allows the USWIB to avoid liability for unemployment insurance, worker's compensation and other potential costs associated with employees.

The staffing companies are used for temporary and contractual staff, not permanent full-time staff.

In addition, the staffing company is the employer of record for youth participating in subsidized employment and adults in paid internships.

Request for Proposals: Utilizing the Chesapeake College procurement system, the USWIB staff issued a Request for Proposals for staffing services.

March 21, 2021: Request for Proposals Released

March 31, 2021: Pre-Bid Conference

April 9, 2021: Proposals Due

Response: Proposals were received from, Abacus, AllPro, Devine Professional Consulting Group, Galaxy Consulting, and Diskriter. The proposals were reviewed and scored by staff.

Recommendation: The recommendation is to contract with Abacus for temporary services for the period July 1, 2021 – June 30, 2023. There is an option for an additional year. Abacus, in the staff evaluation, had the most responsive and most cost-effective proposal. The Abacus “add on” is 23%.

A motion to accept Abacus as the temporary services provider was offered by Beverly Churchill. A second to the motion was offered by Tom Timberman. The motion was accepted unanimously.

- VII. Budget Assumptions: The USWIB uses a two-step process in the formulation of the budget. Step one is to formulate budget assumptions and step two is the creation of a budget based on the assumptions. The Workforce Innovation and Opportunity Act (WIOA) allocations are rarely known until May of the program year. However, staff can look at spending trends and project forward to create the budget assumptions.

Budget Strategy: The USWIB has been successful in obtaining funding above and beyond the WIOA Formula funds. These funds put the USWIB in a position to spend WIOA Formula funds on human resources, infrastructure, and training.

Budget Assumptions: The assumptions that will be used for formulating the line-item budget are:

- Use WIOA Formula Funds to pay for Human resources, infrastructure, administration, and training.
- Use non WIOA funds for training.
- Expend the funds that are closest to expiration first.
- Carry over WIOA Formula Funds

- VIII. Executive Session: Executive Director Status: The USWIB moved into Executive Session to discuss a personnel matter related to the USWIB Executive Director. A motion to move

into Executive session was offered by Tom Timberman. A second to the motion was offered by Scott Warner.

A motion to exit Executive Session was offered by Tom Timberman. A second to the motion was offered by Scott Warner. The motion was accepted unanimously.

IX. Adjourn: The meeting was adjourned by a consensus of the members present at 6:45 pm.

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.