



Minutes September 25, 2018

Attendance: James Cutter, Susan Coppage, Beverly Churchill, Royce Sampson, Tom Timberman, George Weeks, Gene Smith, Randy Holliday, Chip Williams, Connie Overington, Michael Brustein, Clifford Coppersmith, Scott Warner, Gale Collins, Mary Ellen Carter, Jena Paquin
Staff: Dan McDermott, Melissa Mackey, Joanne Gannon
Guests: Michael Lawrence, Terenda Thomas

- I. The meeting was called to order at 5:35 p.m. by President George Weeks.
- II. Welcome New Members
 - Susan Coppage
 - Dr. Clifford Coppersmith
 - Gene Smith
 - Eric Kuster
- III. Approval of minutes, May 22, 2018
 - A motion to accept the Minutes of the May 22, 2018 USWIB meeting was offered by Tom Timberman.
 - A second to the motion was offered by Royce Sampson.
The motion was accepted unanimously.
- IV. Nominations for USWIB Offices
 - Upper Shore
 - Workforce Investment Board
 - Nominations
 - for
 - Officers
 - 2018 - 2019

President: George Weeks
Vice President: Royce Sampson
Steering Committee Private Sector: Tom Timberman
Steering Committee Non Private Sector: Jim Cutter

 - A Motion to approve the USWIB Officers for 2018-2019 was offered by Tom Timberman.
 - A Second to the motion was offered by Royce Sampson.
 - The Motion was accepted unanimously.

- V. The USWIB welcomed Dr. Clifford Coppersmith, President of Chesapeake College to the Board. Dr. Coppersmith discussed his priorities as the President of the College.

Advocate for workforce development

Vision of College:

Short term non-credit credentials

Have a new Director of Skill Trades – Tom Ellis

Working with school district partners for resources

Long term will look for funding to expand and build programs

Get back to the focus on workforce training

Strong backing for Veterans

Developing IT and higher tech programs

- VI. USWIB Member Michael Brustein provided an analysis of Section 188 Compliance Obligations of all workforce funds combined the Civil Rights Acts and Amendments for recipients including:

Title 6 of Civil Rights Act

Title 7 Civil Rights Act

Title 9 revision later

Section 504 of the Rehabilitation Act

Age Discrimination Act

Civil Rights Restoration Act of 1987 specified that recipients of federal funds must comply with civil rights laws in all areas, not just in the particular program or activity that received federal funding.

Citizenship status is also protected

Three areas of accessibility are addressed:

- Physical accessibility is noted
- Communications accessibility
- Programmatic accessibility

Equal Opportunity Officer definition and responsibilities are outlined in Section 188.

It was suggested that the EO Officer go to more training and learn more in reference to the responsibilities. This would demonstrate that we tried to meet and have as much knowledge as possible. Nothing specific has been researched for this training.

There are some policies in place but more for WIA than for WIOA. Therefore, this needs to be addressed.

The Executive Director will research and find where, when, and the cost of Section 188 training. With more research a better decision can be made.

- A Motion to require the Executive Director to pursue Section 188 training was offered by Scott Warner.
- A Second to the Motion was offered by Tom Timberman.
- The Motion was accepted unanimously.

VII. One Stop Operator Report

Mike Lawrence of the KRA Corporation presented the One Stop Operator Report.

A copy of the report accompanies the USWIB Minutes.

A discussion of service numbers took place during the presentation. Mr. Lawrence discussed the challenges of collecting and presenting service numbers based on the data collected and released by the American Job Center Partners.

VIII. Grant Approval: National Health Emergency: Opioid Grant

The Maryland proposal includes Peer to Peer Recovery Specialists, funding for training, and an innovation fund.

The Upper Shore Workforce Investment Board has requested \$25,000 to provide training for customers impacted by the opioid epidemic.

The Upper Shore approach will require an evaluation of referrals made by the Peer to Peer Recovery Specialist to determine if Opioid Grant funding, local WIOA funding or a combination will be used to fund training.

- A Motion to accept \$25,000 National Health Emergency Grant was offered by Beverly Churchill.
- A Second to the Motion was offered by Mary Ellen Carter.
- The Motion was accepted unanimously.

IX. July 1, 2018 Fiscal Position and Budget

The Executive Director provided the fiscal position and updated budget as of July 1, 2018. The fiscal position is based on actual numbers rather than projections that were used at the May 22, 2018 USWIB meeting. The Fiscal position accompanies the minutes.

- A Motion to approve the financial position and budget was offered by Tom Timberman.
- A Second to the motion was provided by Royce Sampson.
- The Motion was accepted unanimously.

X. Announcements

The Executive Director provided information about the Vilson Family and the success the three brothers have found in the medical field. All three brothers participated in Upper Shore Youth programs.

Future USWIB efforts for WIOA:

- Update the Regional WIOA Plan
- Update the Local WIOA Plan

- Redo the American Job Center Memorandum of Understanding and Resource Sharing Agreement.
- Procurement of a one stop operator

XI. Adjourn 7:14 pm

- A Motion to adjourn the meeting was offered by Tom Timberman.
- A Second to the Motion was offered by Mary Ellen Carter.
- The Motion was accepted unanimously.