



USWIB Board Meeting Minutes

Wednesday, February 19, 2025, Chesapeake College, 5:30 p.m.

Attendees: William Bailey, Dr. James Bell, Beverly Churchill, Clifford Coppersmith, Shelley Neal-Edwards, Liza Goetz, Jena Paquin, Terenda Thomas, Christina Schindler, Adam Tolley, Scott Warner, George Weeks

Guests: Dan McDermott, Ellen LaFrankie, Samantha Parker

I. Call to Order 5:38 p.m. Scott Warner

II. Approval of Minutes: December 10, 2024

George Weeks motioned for approval of the minutes from the 12/10/2024 meeting. It was seconded by Jena Paquin; motion carried unanimously.

III. Local Plan Submission Concurrence

Dan McDermott shared a testimonial from a participant who completed the Phlebotomy program. Mr. McDermott presented the four year Local Plan. The plan contains 16 sections with 6 of the sections specific to the USWIB. The draft plan will be posted on the uswib.org website for comments for 30 days. The plan will be submitted to the Governor's Workforce Development Board.

IV. Grant Modifications

Dan McDermott presented the current fiscal situation with the WIOA Adult, Dislocated Worker, and Youth grants. The funding lines are in need of adjustments in the salaries and benefits lines as well as the contractual lines. Line items can be adjusted without state approval as long as the amount is 10% or less. If the amount exceeds 10%, the adjustment must be made with the state grantor. There is a deficit of salaries and benefits of \$65,000 and a contractual deficit of \$16,000. The training line items will be decreased in order to increase the deficits. The modification will last through 6/30/25. Funding beyond 6/30/25 will depend on what congress does with WIOA. The money comes based on unemployment, excess unemployment, and poverty. Funding allocations will come out in a month or two.

The grant modification documents are complete but not submitted. George Weeks made a motion to approve the grant modifications and for the Interim Executive Director to submit the modifications. Jena Paquin seconded. The motion passed unanimously.

Steering Committee Minutes from 1/30/25

Cliff Coppersmith made a motion to ratify the Steering Committee Minutes from 1/30/25; James Bell seconded. The motion passed unanimously.

A statement was read by the Interim Executive Director to the USWIB Funded Staff on January 31, 2025 regarding the budget concerns and long-term funding issues, which will result in a reorganization of job responsibilities and the possibility of layoffs. Dan McDermott was empowered to read the statement by the Steering Committee and the HR Director concurred with the statement.

V. Audit Firm Procurement

The Request for Proposals (RFP) for auditing services was presented to the board by Ellen LaFrankie. A discussion followed regarding the presentation and the recommendation to procure PKS for the auditing services, especially in regard to the increase in cost.

Beverly Churchill made a motion to recommend PKS with the caveat that the initial contract be reviewed; James Bell seconded. The motion passed unanimously. James Bell, Beverly Churchill, and George Weeks are to review the contract. A suggestion was made to have a board member on the next search committee. Another suggestion was made to have Karen Smith at the next meeting. The College Board will approve the Award of Contract for the Auditing Services at the Board of Trustees Meeting on Thursday, February 27, 2025.

VI. EO Office Appointment

The USWIB is required to have a designated Equal Opportunity Officer. Dan McDermott requested that Ellen LaFrankie be designated as the EEO until the new director is on board.

George Weeks made motion to appoint Ellen LaFrankie as the Equal Opportunity Advisor until a new director has been designated. James Bell seconded. The motion passed unanimously.

VII. Blueprint for Maryland's Future Discussion

The USWIB, the Local School Systems, and Chesapeake College have Memorandums of Understanding in place for the Blueprint for Maryland's Future. The MOUs include the responsibilities of each party. The USWIB chose not to pull money from the Local School Systems; therefore the schools hired career counselors who would be employees of the schools, while the USWIB provides technical assistance. Monthly meetings have been scheduled to discuss updates. The USWIB is focusing on professional development to fit their needs and including Career Coaches in the USWIBs quarterly meetings and professional development. Adam Tolley will bring information to the next meeting regarding possible actions.

VIII. Executive Director Search Update

There have been 24 good applicants with 10 of the applicants to come in for interviews. Interviews will be held on 2/25/25 and 2/27/25. If needed, the committee may have the top candidates come in on 3/5/25 for a second interview. The search committee was provided with attributes the staff would like in an executive director. Dan McDermott spoke to 9 people but stopped after the application deadline since it would be interview prep.

IX. One Stop Operator Report

Samantha Parker reported on American Job Center activities since the 12/10/2024 meeting and reported that the quarterly meeting had 33 in attendance. The referral worksheet has been reviewed and will be laminated and delivered to partners. The next quarterly meeting is on 3/4/25. The speaker, Erin Roth, Assistant Secretary, Division of Workforce Development and Adult Learning for the Maryland Department of Labor, will speak about federal employee layoffs. The professional development event in the spring has greatly changed since the last report. The previous plan was to conduct bus tours to businesses. The professional development event has shifted to a focus on apprenticeship. Chris MacLarion, the Director of Apprenticeship and Training, Division of Workforce Development and Adult Learning for Maryland Department of Labor, will be the speaker on 4/29/25. The professional development event will include the Blueprint employees from the public schools. Registration will be early to mid-March. About 75 participants are expected. The required veteran's training will also take place that day with Brian Carmean as the presenter.

X. Announcements

The Chesapeake College Annual Black History Month Luncheon is this Saturday, February 22, 2025 with special guest speaker Dr. James Bell.

XI. Adjourn

Scott Warner made the motion to adjourn the meeting. It was seconded by George Weeks. The meeting was adjourned at 8:10 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.