



USWIB Board Meeting Minutes

Wednesday, September 18, 2024, Chesapeake College, 5:30 p.m.

Attendees: Mary Ellen Carter, Bill Christopher, Beverly Churchill, Cliff Coppersmith, Liza Goetz, Eric Kuster, Jena Paquin, Christina Schindler, Terenda Thomas, Scott Warner, George Weeks, Adam Tolley, Shelley Neal-Edwards, Matt Tefteau, Jena Paquin, William Bailey, and Dr. James Bell

Guests: Dan Schneckenburger, Samantha Parker, Debbie Bowden

Agenda: Incumbent Worker Training and Registered Apprenticeship updates, Minutes of June 18, 2024, DORS-USWIB Summer Youth Program, Update FY-2025 Budget review-final approval, Nominations committee, USWIB Audit review, Executive Director report, Proposed board of directors meeting calendar

- I. Call to Order 5:32 p.m. Scott Warner
- II. Envistra LLC (Debbie Bowden)
 - a. Contractor for Business Development role
Debbie Bowden is providing support for businesses for WIB through Incumbent Worker Training funds. Kent, Queen Anne's and Dorchester counties are included in the Incumbent Worker Training funding. There is a \$5000 training cap per employer.
Summary of program to date:
QUEEN ANNE'S - Funds \$65,000.00, Spent \$23,075.80, Obligated \$27,105.00, Remaining \$14,819.20, 16 employers
KENT – Funds \$65,000, Spent \$8,610.04, Obligated \$9,270.00, Remaining \$47,119.90, 8 employers
DORCHESTER – Funds \$50,000, Spent \$10,840.00, Obligated \$26,115, Reaming \$13,045, 11 employers
By original agreements with the Upper Shore Regional Council and Dorchester County, the deadline to disburse the Incumbent Worker Training funds is November 30, 2024. However, there is submitted a request to extend the deadline to June 30, 2025, which is being reviewed by the Maryland Department of Commerce.
 - b. The registered apprenticeship funding program has two new employer participants: Lywood Electric and Choptank Electric. Current employer Classic Motor Museum has been active with participating in the program. The program utilizes ARPA funds, with a balance just under \$100,000.
- III. Minutes June 18, 2024 (board vote for approval)
 - a. Program participation, labor market information, BLS Employment projections 2023-2033

Eric Kuster made a motion to approve the June 18, 2024, meeting minutes. It was seconded by Mary Ellen Carter; motion passed unanimously.

Scholarship totals through September 16, 2024: There are 35 people in training with a total cost of \$74,605. The demand for workforce training is still very high. The CDL program is undergoing shift, and the manufacturing program continues to build momentum. Healthcare continues to be in demand.

Labor Market Information: unemployment is still trending low but has seen a slight uptick, February through July in Maryland and across the five-county region. Labor force participation increased slightly February through July.

Dan Schneckenburger reviewed Bureau of Labor Statistics Employment Projections, 2023-2033. In summary, nationally, the population is forecasted to continue to decline at a similar rate that it has in the previous 10 years. Total employment is projected to grow only by 0.04 percent, which is lower than the 2013-2023 growth of 1.3 percent. BLS projects an increase in population of 16 years and older of only 16.4 million people in 2023 – 2033, which will impact available labor market participation. The projections are that population growth will be among older people, who tend to not participate in the labor market. Industry employment is projected to remain in a growth mode in healthcare, professional services, and hospitality, and occupations specific to those growth industries are projected to increase. There is anticipated growth in wind-turbine occupations, which lead to a discussion about the impact of the State of Maryland's ambitious emissions goals and the shifting of wind energy construction from Maryland shores.

IV. DORS-USWIB Summer Youth Program- Dan Schneckenburger

The program completed with a final recognition luncheon for our 47 participants and their families on 8/14/24.

V. Update FY-2025 Budget review-final approval

Dan Schneckenburger presented the final FY-2025 Budget. George Weeks made a motion to approve the budget. It was seconded by Beverly Churchill; motion passed unanimously.

VI. Nominations committee- Scott Warner

President Warner indicated he would be looking for board of directors to assist and volunteer for leadership positions in 2025. He will report at the 12/10/24 board meeting.

VII. USWIB Audit review- Dan Schneckenburger

The Department of Labor conducted a monitoring audit. Labor looked through our files and then held an exit interview. There were no findings on Labor's report. The financial audit is start for FY2024.

VIII. Executive Director report - Dan Schneckenburger

Dan Schneckenburger reported on his activities since the June 18, 2024, meeting. Highlights: continues to work on the existing MOU's for Blueprint for Maryland's Future, oversee Summer Youth job program, interact with Envistra LLC for business services activities in registered apprenticeship programs and Incumbent Worker Training, and work with DWDAL (MD Labor) and PKS on audits. He met with many of the local government officials during MACO.

- Eastern Shore Economic Recovery Project (Scott Warner; MSRC)
- Summer Career Enrichment Program tour (SCEP); July 25th (Colonel Richardson H.S.)
- Meeting with Buck Duncan of Mid Shore Community Foundation
- Open application for workforce training
- Multiple meetings with Blueprint coordinators/staff concerning MOU's with all five counties
- Regional five county meeting, July 31
- Multiple meetings with Chesapeake College staff on programs and funding initiatives on CDL program changes and EARN and MEA grants
- Meetings with James Dillon, UMMS healthcare recruiter, Eastern Shore
- August 6 and August 26th (Easton library)
- Maryland Workforce Association, bi-monthly meetings (all WIB directors)
- Rapid Response at Medifast on June 25 and 26th
- Maryland Association of Counties, MACO, Summer Conference, August 14-16 (Ocean City)
- Regional AJC meeting, Chesapeake College, 9/9
- Regional Human Resources Roundtable, Chesapeake College, 9/17 (Nancy Lajoice, Commerce)
- Leadership Maryland, Class of 2024, third cohort, July 11 and 12 (Rocky Gap, MD); and fourth cohort September 12 and 13th (Salisbury, MD).

IX. The Department of Labor conducted a monitoring audit. Labor looked through our files and then held an exit interview. There were no findings on Labor's report. The FY2024 financial audit with PKS has started and is anticipated to be completed in November.

X. Proposed board of directors meeting calendar- discussion
Dan Schneckenburger presented the calendar for FY2025.

1. September 18, 2024 (5:30 p.m.)
2. December 10, 2024 (5:30 p.m.)
3. February 19, 2025 (5:30 p.m.)
4. April 16, 2025 (5:30 p.m.)
5. May 21, 2025 (5:30 p.m.)
6. June 18, 2025 (TBD, year in review)

Eric Kuster made a motion to approve the calendar as presented. It was seconded by Mary Ellen Carter; motion passed unanimously.

XI. Announcements

- a. Next board meeting December 10, 2024 (in person; Chesapeake College) at 5:30pm.

One stop Operator Report

Samantha Parker commented that there was no data to report on the American Job Center activities. She spoke of the concern of Artificial Intelligence (AI) in relation to capturing and reporting on activities during AJC meetings. This is a national concern regarding virtual meeting software, yet, compliance with notice and privacy protections are state-based.

Regional Job Fair

October 15, 2024, Chesapeake College, currently 31 employers are registered.

XII. Adjourn

Erik Kuster made the motion to adjourn the meeting. It was seconded by Beverly Churchill. The meeting was adjourned at 7:12 p.m.

XIII. Closed Session as allowed:

COMAR 3-305 (b)(1)(i)

A motion to enter a closed session to discuss the contract renewal of an employee over whom the USWIB has jurisdiction.

The minutes of closed session are attached as provided by President Warner.

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.