



USWIB Board Meeting: 6/14/23, Virtual, 5:30 p.m.

Attendees: Dan Lessard, Jenifer DuBosq, Bill Christopher, Tom Timberman, Beverly Churchill, Jena Paquin, Connie Overington, Terenda Thomas, Eric Kuster, Jim Cutter, Scott Warner, Mary Ellen Carter, Eric Daniels, Nick Grande

Guests: Dan Schneckenburger, Ellen Lafrankie

- I. Call to Order 5:34 p.m. by Dan Lessard
- II. Executive Director Report-FY-2023 Year in Review
An overview of the Board of Directors and the USWIB staff, including the organization chart was presented. An update on communications, including a new logo, updated rack cards, updated uswib.org website, and new Business Services page were presented. Discussed outreach efforts. Provided information about Title I and ARPA scholarship counts and total amount of scholarships. Discussed the Summer Youth Program. Discussed the 2 year Opioid grant with a focus on EMTs, Peer Recovery Advocates, and mental health counselors. Also discussed Blueprint and training for new hires and USWIB staff. Discussed the focus on the education piece for Registered Apprenticeships.

Upper Shore Workforce Investment Board: FY-2023 Year in Review

Dan Schneckenburger

Executive Director

June 14, 2023

AGENDA

- Overview
- Communications upgrades
- Executive Director Outreach
- Title I update
- Summer Youth program
- ARPA Update
- Support for Communities
- Blueprint for Maryland's Future
- Chesapeake College
- Business Services
- Incumbent Worker Training
- FY-24 Outlook

Overview: Board of Directors

- Dan McDermott retired effective June 30, 2022.
- New board president: Dan Lessard, December 2022 (replaced T. Patton)

- New board members: Terenda Thomas, Bill Christopher.
- Board resignations: Michael Brustein, Nelson Hill, Tyler Patton.
- Two current vacancies: Labor representative and Talbot County appointee
- Received clean financial audit and FY22 990 statement.

Overview: USWIB staff

- Hired Ellen LaFrankie as first Business Services Manager at USWIB.
- Assistant Executive Director Joanne Gannon resigned on 2/24/23.
- Appointed Ellen LaFrankie as the new Assistant Executive Director (4/7/23).
- Will recruit for the Business Services position on July 1, 2023.
- Rest of the staff is experienced and stable.
- Expanded workspace to accommodate staff needs.
- Future hires: will explore adding a Communications Director for the USWIB.

Communications update:

- Created new logo for the USWIB.
- Updated new rack cards with further distribution to graduating HS seniors.
- Obtained ownership of the USWIB.org website.
- Updated the uswib.org website.
- Podcast: Caroline County Economic Development (5-19-23)
- Will further explore social media outreach expansion.
 - Will further explore online resources for job seekers.
- Communications: Business Services Page

Executive Director Outreach:

- Multiple county government meetings (five counties).
- Multiple Chamber of Commerce meetings (five counties).
- Maryland Workforce Association (all state WIB directors).
- DWDAL meetings and official correspondence (MD Dept. of Labor).
- Governor's Workforce Development Board quarterly meetings.
- Representing USWIB on both the Upper Shore and Mid Shore Regional Councils.
 - American Job Center quarterly meetings (with our One Stop Operator).
- Multiple meetings with non-profit groups who work with our targeted populations.
- Participating in Rural Maryland Council meetings and workforce committees.
- Interaction and advisement to Maryland General Assembly representatives on Eastern Shore (Legislative District 36 and 37)
- Participation in Maryland Economic Development Association conference (MEDA)
- Participation in Maryland Association of Counties (MACO) Summer and Winter conferences.
- Working, collaborative relationships with all five county economic development departments and Maryland Department of Commerce.

Title I update:

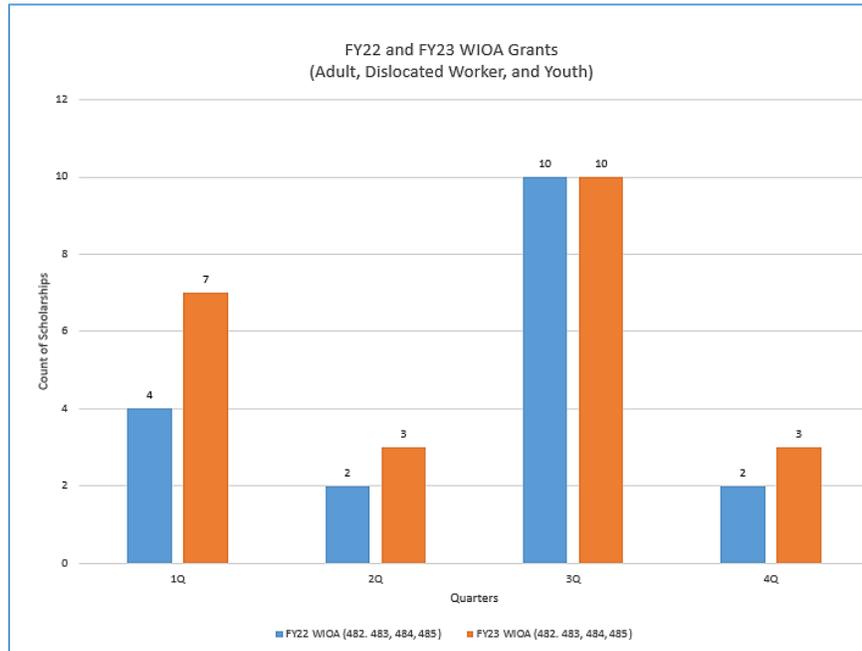
- WIOA Adult
 - Count of Scholarships = 6 Sum of Scholarships = \$9,292.50
- WIOA Dislocated Worker

- Rapid Response: USA Fulfillment (Kent), Medifast (Caroline), Trenton Tool and Pipe (Caroline)
- Count of Scholarships = 12 Sum of Scholarships = \$23,239.00
- WIOA Youth
 - Count of Scholarships = 5 Sum of Scholarships = \$10,399.00

Title I Update: WIOA Adult, WIOA Dislocated Worker, WIOA Youth:

Training	Count of Scholarships	Sum of Scholarships
CDL	9	\$20,330.00
Welding	2	\$1,872.00
Nursing Assistant	2	\$3,599.00
Dental Assistant	2	\$3,960.00
Other	8 (Types)	\$13,169.50

Title I Update:



Title I Update:

- WIOA Regional Plan, 2022 update (with L.S.W.A.) complete/on website
- WIOA Workforce Development Area 2022-2024 Plan (i.e. RSA)
 - Approved by MD Labor; obtaining signatures from AJC partners
- WIOA Local Plan (2022-2024)
 - On website for public comment until June 19
 - Signed by top elected officials in each county
 - Meetings are set up with all five counties this month

Title I update:

- WIOA labor audit: FY22, no findings, issued: September 2022.

- WIOA financial audit: FY22, no findings, issued July 2022.
- Closed out NDWL grant (inherited; closed with USDOL on June 30, 2022).
- Performance metrics: see next chart

Summer Youth Program:

- Paid work experience (primarily funded by DORS).
- Summer 2022: 49 youth funded by DORS.
- Summer 2022: 5 youth funded by WIOA funding.
- Six-week program with the first week being a soft skills program.
- Employer engagement is excellent.
- 13 youth retained their job after our funding program stopped.
- Active planning for summer of 2023 is ongoing.
 - Minimum wage is \$13.25 on 7/1/23

ARPA Update:

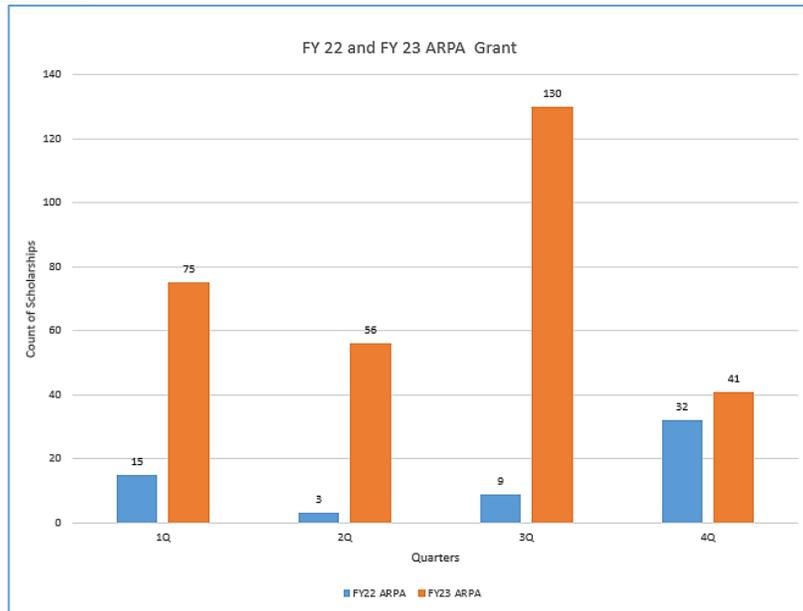
- Most active scholarship program

County	Count of Scholarships	Sum of Scholarships
Caroline	87	\$240,097.21
Dorchester	73	\$191,083.50
Kent	33	\$90,024.79
Queen Anne's	46	\$100,352.40
Talbot	49	\$124,445.00
Total	288	\$746,002.90

ARPA Update:

Training	Count of Scholarships	Sum of Scholarships
CDL	252	\$708,624.50
Nursing Assistant	23	\$38,735.00
Clinical Medical Assistant	15	\$50,456.00
Medical Billing/Coding	11	\$33,000.00
Phlebotomy	8	\$12,224.00
Other	33 Types	\$156,113.69

ARPA Update:



Support for Communities (Opioid):

- Specific grant to address workforce-training needs in communities dealing with opioid addiction problems.
- Focus: first responder (EMT, paramedic).
- Focus: recovery (Peer Recovery Advocates).
- Mental health providers on the Upper Shore
 - County governments and non-profits
- \$100K, but can get more funding.

SNAP Workforce Training grants:

- Allocated funding from all five county Department of Social Services departments.
- Work on referrals from the individual counties.
- 30 authorizations from the five counties/ \$90,000 expended.
 - New funding for FY-24 will be discussed as per the agenda for the 6/14/23 board of directors meeting.

Blueprint for Maryland's Future:

- Have all five counties in agreement with MOU's.
- Have started meeting with each county on first year curriculum.
- Have discussed MOU's with the Accountability Implementation Board (AIB).
- Will begin working with the five counties on new career counseling hires.
- Chesapeake College is our partner with all five counties.
- All five MOU's are on a separate Blueprint Section on the uswib.org website.

Chesapeake College:

- Fiscal agent.
- Largest recipient of scholarship funding from the USWIB.

- Human resources support.
- Interaction with key leadership in non-credit workforce training.
- Collaboration on grant proposals.
- Blueprint support (Dave Harper).
- Agreement with the USWIB: needs to be updated.

Business Services:

- Ellen LaFrankie: hired for role on July 1, 2022
 - Outreach to businesses, LMI, resources, separate page on uswib.org
- Job Fair: May 11, 2023
- Job Fair: October 4, 2022
- Manufacturing Consortium (April 13, 2023)
- FY-24 plans: Healthcare Consortium
- Incumbent Worker Training

Incumbent Worker Training:

- RMED funding (through the Upper Shore and Mid Shore Regional Councils).
- Objective: help small businesses with a proven retention strategy.
- Competitive process.
- Dorchester County: \$50,000.
- Kent and Queen Anne's County: \$65,000 each.
- Talbot and Caroline did not participate (County government vote).

FY-2024 Outlook:

- Registered Apprenticeship support:
 - Utilize ARPA funding
- Implementation plan(s) for Blueprint for Maryland's Future.
- Industry consortiums: Manufacturing and Healthcare.
- Stabilize board membership and staffing for USWIB operations.
- Explore funding sources to replace ARPA.
- Maintain good standing with DWDAL (Maryland Labor).
- Continue to build community relationships with the USWIB.

III. Minutes May 2, 2023

- a. Board of director's roster, program participation, PY-22 program performance

Board members were given a board member roster with contact information. Title I scholarship totals in WIOA Adult, WIA Dislocated Worker, and WIOA Youth, which included six (6) WIOA Adult Scholarships for a total of \$9,292.50, twelve (12) WIOA Dislocated Work scholarships for a total of \$23, 239, and Five (5) WIOA Youth scholarships for a total of \$10, 399. ARPA scholarships from the five counties included eighty-seven (87) scholarships for a total of \$240,097.21 for Caroline, seventy-three (73) scholarships for a total of \$191,083.20 for Dorchester, thirty-three (33) scholarships for a total of \$90,024.79 for Kent, forty-six (46) scholarships for a total of

\$100,352.40 for Queen Anne's, and forty-nine(49) scholarships for a total of \$124,445 for Talbot.

Presented the WIOA and Labor Exchange Title I Performance updates.

Tom Timberman motioned for approval of the minutes from the 5/2/23 meeting. It was seconded by Jena Paquin; motion passed with nine (9) votes.

IV. May 11"Job Fair: update

V. Funding approvals:

a. WIOA FY-24: Adult, \$284,263; Dislocated worker, \$501,715; Youth, \$296,039

b. WIOA Summer Youth: \$28,491

c. DSS/SNAP: Kent, \$16,301; Queen Anne's, \$16,301; Caroline, \$16,301; Dorchester, \$16,301; Talbot, \$8318

VI. Bylaws review- Dan Lessard

VII. Announcements

a. Next board meeting September 26, 2023 (in person; Chesapeake College)

VIII. Adjourn

Eric Kuster made the motion to adjourn the meeting, seconded by Connie Overington. The meeting was adjourned at 7:03 p.m.

IX. 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.