



USWIB Board Meeting Minutes

Wednesday, June 4, 2025, Chesapeake College 5:30 p.m.

Board Member Attendees: William Bailey, Mary Ellen Carter, William Christopher, Beverly Churchill, Dave Harper, vote by proxy in absence of Dr. Clifford Coppersmith, Benjamin Cottle, Eric Daniels, Eric Kuster, Shelley Neal-Edwards, Jena Paquin, Terenda Thomas, Adam Tolley, Scott Warner

Guests: Ellen LaFrankie, Samantha Parker, Karen Smith, John Pfister, Shirley Lake

I. Call to Order: 5:30 p.m. - Scott Warner

II. Approval of April 16, 2025 Minutes:

Eric Kuster made a motion to approve the April 16th minutes which was seconded Beverly Churchill. The motion passed unanimously.

a. Program participation: 195 individuals in training (training amount); a majority of scholarship participants complete CDL training. There is a slight increase in the number of participants receiving scholarship support for trades training and students entering into the Sterile Processing Technician course.

b. Labor Market Information: Labor market information was provided in the meeting packet.

III. Treasurer's Report

a. Budget Snapshot: From July 2024 – May 2025. The individual budget lines were discussed.

IV. Board Member Updates:

a. Ex Officio Member list sent to county commissioners and councils.

b. Reappointment request letters sent to county commissioners and councils. The list of appointees was reviewed and sent to the Commissioners for approval. George Weeks, appointed by Caroline County, retired; he was offered an opportunity to assume a board member position as an Emeritus member; however, Mr. Weeks decided to step down from his position as a board member. Mr. Warner mentioned the valuable expertise and service that Mr. Weeks provided as a board member for many years and would like to honor him in some capacity. Board members were asked to think about ways to celebrate his service to the Board.

V. One Stop Operator Report

Professional Development attendance numbers are back to pre-COVID participation. 56 participants received CEUs from the recent April 29th professional development session. The May 2025 Report is located in the June 4, 2025 meeting packet.

VI. MOU/Contract Updates

- a. KRM Lease Update/Approval – A 6-month lease was negotiated with KRM concerning the property located at 115 S. Lynchburg Street, Suite A, Chestertown, Md. 21620. A copy of the proposal letter is included in the meeting information packet.

Bill Christopher made a motion to approve the 6-month lease with KRM which was seconded by Eric Daniels. The motion passed unanimously.

- b. Department of Rehabilitation Services (DORS) Update: The three-year MOU supporting MSDE/DORS Pre-Employment Transition Services (Pre-TS) has been signed by all parties involved, starting 5/1/2025 to 9/30/2027 in support of summer career exploration services conducted by the USWIB's youth division. Sixty percent will be distributed first followed by the remaining forty percent. The award for the current year is \$284,817.41.
- c. Caroline County Department of Social Services Update (SNAP) Update: The terms of agreement with the Supplemental Nutrition Assistance Program agreement with the WIB office, starting 7/1/2025 to 6/30/2026, has been established with a payment of \$16,301.00.
- d. Talbot County Department of Social Services (SNAP) Update: The terms of agreement with the Supplemental Nutrition Assistance Program agreement with the WIB office, starting 7/1/2025 to 6/30/2026, a date change from October to July, has been established with a payment of \$20,000.00. Defining the scope of work is in progress.
- e. Dorchester, Kent, and QA updates will be provided in October 2025.

VII. Blueprint for Maryland's Future Update:

- a. MOU modification or modify by July 15, 2025
Blueprint MOUs can be modified if all parties, Chesapeake College, Local Education Agencies, and the Upper Shore Workforce Investment Board agree to the changes or amendments. A question for the board will the USWIB continue with the present MOUs in place, amending financial information or revise the MOU to reflect changes in the WIBs involvement? Meetings were scheduled between Board member representatives, WIB staff, LEAs, and Chesapeake College to receive an overview of duties outlined in each MOU, and how/if these duties have been fulfilled. Adam Tolley, representing the five-county school systems raised the questions, 'Is the ten percent (10%) WIB allocation, with five percent (5%) allocated to Chesapeake College, five percent (5%) remaining with the WIB in the best interest of the LEAs? Can they provide career development services to the school systems?' The WIB office, after gaining clarity of allowed spending of Blueprint funds, has since supported professional development opportunities for career coaches with future plans of moving forward with additional support. It was suggested that the current MOU agreements remain in place with budget modifications until the end period, 6/30/2025. The Board will review the WIB Office's Blueprint activity in 6-months to guide decision-making for the next three years governed by future MOUs.

Eric Kuster made a motion to continue with the present MOU language, making the necessary budget modifications, and reviewing the WIB Office's Blueprint activities in six months which was seconded by Beverly Churchill. The motion passed unanimously.

VIII. Staffing Updates and Approval: Entered into a closed session at 6:25pm.

Beverly Churchill made a motion to enter into a closed session which was seconded by Eric Kuster. The motion passed unanimously.

Closed session:

The proposed reorganization was first presented and discussed with the Reorganization Committee on May 22, 2025 and then presented and discussed on June 3, 2025 with the full board during the closed session.

Bill Christopher made a motion to approve the reorganization, which was seconded by Terenda Thomas. The motion passed unanimously.

Eric Kuster made a motion to end the closed session which was seconded by Eric Daniels. The motion passed unanimously.

IX. FY26 Budget Discussion/Approval

The FY26 Budget was presented by the Acting Executive Director. The budget was then discussed. The Adult and Youth allocations have not been received but a 10% deduction is expected. The considerable amount of funding received by Chesapeake College from the WIB Office was discussed. The college dropped their fees from \$156,399 to \$124,407. The board would like to receive clarification of the scope of services provided by the college. Dave Harper, proxy for Dr. Coppersmith, stated that he would take the information received by the Board to Karen Smith in preparation to answer questions presented at this meeting.

Eric Kuster made a motion to pass as a provisional budget subject to further discussions with the college to reduce costs, possibly calling for an emergency meeting if applicable, which was seconded by Ben Cottle. The motion passed unanimously.

X. Future meetings for Board Approval

FY26 meeting proposed meeting dates have been provided in the meeting packet. Outlook meeting invites will be sent out to Board Members in advance. The June 18, 2025 meeting is not needed and will not be scheduled.

XI. Adjourn: Meeting adjourned at 7:48 p.m.

Beverly Churchill made a motion to adjourn the meeting which was seconded by Eric Kuster. The motion passed unanimously.