



**Delaware Workforce Development Board  
Minutes Board Meeting  
Training Annex  
Delaware Department of Labor  
Wilmington, DE 19802  
January 14, 2020  
9 a.m. to 11 p.m.**

**Members:** Anas Ben Addi, John Austin, Michael Begatto, Gerald Brady, Jeffrey Bross, Alisha Bryson, Edward Capodanno, John Chrzanowski, Barry Crozier, Kerry Delgado, Robert Eppes, Ray Fitzgerald, Peggy Geisler, Andrea Guest, Stephan Lehm, Edward Osienski, Nello Paoli, Ian Patton, Mike Quaranta, Mark Stellini, Gary Stockbridge, Michelle Taylor, John Viola.

**Staff and Guests:** William Potter, Robin McKinney-Newman, Wanda Holifield, Deneisha Turner, Victoria Counihan (DAG), Luke Rhine, Jerry Alston, Talina Baker, Sherese Brewington-Carr, Barry Butler, Suzanne Cash, Gwen Cross, Richard Fernandes, Ashley Francica Stacey Laing, Joyce Ottinger, Lori Reeder, Sandra Miller, Paul Morris, Timara Morris, Maureen Whelan.

**Welcome and Call for Quorum.** A Quorum was achieved, and Gary Stockbridge called the meeting to order.

**Minutes.** Minutes posted, reviewed and approved

**Committee Reports.**

- **Performance Measures Committee** Jeff Bross reported on Delaware Performance. All performance measures are at 100% or better. Staff has done an excellent job at getting providers where they need to be.
- **State Wage Interchange System (SWIS)** Mr. William Potter reported he is trying to get the State Wage Interchange System (SWIS) agreement done between all the different parties (DET, DVI, DOE, DHSS, DVR). All of which were added into the new executive order that eliminated problems important for access to wages from all the other states, verify employment and help give a better picture relative to making performance measures.

**Youth Council**

- **Reconstructing the process** Rob Eppes is looking at between now and October to discuss, with everyone involved, the reconstructing process as well as reaching out in other areas to come up with the best plan going forward.

Mr. Potter reported in April when the RFP is being done, The Youth Council members will listen to proposals from youth providers to determine whether they get to renew those contracts or not.

### **Proposal Review & Certification Committee**

- **RFP Update** John Chrzanowski reported there aren't many changes made to the Demand Occupations list. Mr. Potter gave a briefing on the RFP process. The demand occupation list is prepared every two years. The current list consists of occupations along a Pathway except for a couple of exceptions.. Next year there will be changes in how US DOL computes open positions. The Funding Guidelines are usually reviewed after the October meeting. Funding Guidelines are an annual policy statement by the board that is included into the state plan that talks about how money will be spent (both state and federal dollars ) and gives us a look at the boards priorities so they can be codified into The Funding Guidelines.

### **Allocations**

- Mr. Potter reported the funding allocations will be reviewed at the March executive committee meeting, Once the funding allocations are reviewed, monies can be divided. He said those participating on a review panel must be there for the entire process. The panels will review the written proposals. The recommendation is 80% written, 20% oral clarification for proposals.
- Timeline. Robin McKinney-Newman reviewed the upcoming RFP dates.

**RFP Process and Approval.** The board voted not to give the consolidation committee final say over allocations, but rather review the process and allocations at the next schedule board meeting. Mr. Stockbridge made the motion, and John C. seconded and the vote was unanimous. The board will be presented with a formal presentation that discusses the spending. Mr. Potter and Ms. Rachel Turney will give a formal presentation discussing how everything went. Ms. Turney and her team will put together final contracts for negotiating and they will need signatures from Mr. Potter, Ms. Stacy Laing, and the providers. Mr. Potter will then provide a review of how everything went.

### **Funding Guidelines**

Mr. Potter said the Funding Guidelines are an annual policy statement that states what the DWDB priorities are. The funding Guidelines will serve as an enclosure to the state plan that is submitted April 2. The funding Guidelines work hand in hand with the Demand Occupation List, and are approved by the Board.

- **Changes** Mr. Potter reported these funding guidelines are different than previous funding guidelines as they are more of a set of priorities and not a "How To" manual. The priorities established this year were Resource Alignment, Pathways, The Wilmington Youth Initiative, and Process Redesign. There was not a vote on re-entry programming but it the staff added it to the guidelines. The staff recommended doing away with two-year contract in favor of one year contracts pending a renewal. The performance measures are those that will be outlined in the RFP and they usually reflect the federal performance measures. In the event there are additional funds; Mr. Potter and Ms. Laing

will jointly reallocate those monies to reinforce success to promote programs meeting their performance measures. Ms. Victoria Counihan expressed concern about splitting additional funds with every program that meets performance measures. She said if this is a decision made without the boards involvement, there should be more criteria established. Mr. Potter agreed with her suggestion. Mr. Potter reported RFP Bonus Points allotments will be changed to six for Bonus Communities, six for Pathways, and five at DOL-DET discretion. Extra Bonus Points will be given if there is an unknown issue presented that can help target contracts. The board voted to approve the funding guidelines with the exception of the consolidation committee having the final say on blue collar spending.

### **Financial Oversight Report**

- **ITA Providers** Mr. Barry Crozier reported he is currently working on building categories to give a better view of what is being spent in the allocated industries. Mr. Potter discussed expanding Mr. Stockbridge's Dashboard to make such categories more accessible. Ms. Laing reported there were more carry-in funds this year. The funds were allocated to the local offices and Barry Butler, who is now over the Adult Dislocated Worker units has increased the contractual outreach in other locations besides our office. More training providers are being brought in, making a more aggressive goal.
- **Maher & Maher** Ms. Laing reported her unit is receiving technical assistance by Maher & Maher. The technical assistance is meant to help DL-DET process required US DOL reports more efficiently.
- **Infrastructure Funding Agreement (IFA)** Mr. Potter reported the DWDB had a finding in a recent desk audit of its IFA process. US DOL asserts there was no. A second reconciliation is in process with Ms. Holifield taking the lead. The due date is 30 January.

### **Pathways Committee**

- **CTE Planning** Luke Rhine gave a brief update on the State Perkins Plan. As of the December State Board of Education Meeting, The State Perkins Plan is open for public comment until February 21<sup>st</sup>. Mr. Rhine said that the upcoming shifts will make a positive impact.

### **Wilmington Initiative**

- **Initial Pilot** Mr. Ray Fitzgerald reported his committee put together money to fund the Wilmington Youth Initiative. The purpose is to reduce gun violence. The approach is to create a sustainable employment module that will engage opportunity youth in the city of Wilmington (age group 16-24). Social Contract researched and developed a three tier pilot. The first tier focuses on basic skill development and subsidizing. Tier two will be training and skill development. Tier three will be the groups moving into minimum wage employment based on training and support provided. Combined with the tiers, case management will also be provided for support to address barriers like housing and mental health to ensure participants are successful. The length of time for this project is 18 months. The challenge with an 18 month time frame is the different tiers and recruiting partners will be a cost that probably exceeds the budget. The solution is using existing vendors, contractors, and resources that have already been RFP'd that can provide the

services for the pilot. A meeting will be held to clarify some of the challenges with the beaurocrocry in the state to discuss strategies of long and short term.

### **Chairman's Report**

- **State Plan.** Ms. McKinney-Newman reported each division of partners is currently working on their portion of the plan.
- **Executive Order Redo.** Mr. Potter reported there is a new executive order being written. Mr. Potter said the governors office chose to combine the executive order and the memorandum of understanding into a new executive order. There needs to be an increased board membership, a quorum of 50% plus one has to be met to hold meetings. It is imperative that board members attend all meetings. Three consecutive absences from meetings will be considered resignation. An annual report has to be submitted 30 days after it is submitted (usually October 1<sup>st</sup>).

Mr. Stockbridge made the motion for the meeting to be adjourned. Motion carried.