

Tri-County Local Workforce Investment Board Meeting
Thursday, June 11, 2009
8:30 a.m. – 10:30 a.m.
Eastern Maine Development Corporation

Meeting Attendees:

Julie Johnston (Chair)	L.L. Bean
Kathy Coogan	TDC
Craig Holland	MDOL
Ed Upham	MDOL, CareerCenter
Christine Greenleaf	Maine AFL-CIO
Steve Lambert	Hollywood Slots
Ken Proctor	Mayo Regional Hospital
Gail Kelly	Office of Senator Snowe
Michael Aube	EMDC
Renaë Muscatelle	Penobscot Job Corps
Jack McKay	EMLC
Michelle Park	Morris Yachts, Inc.
Joyce Hedlund	EMCC
Shirar Patterson	Bangor Region Chamber of Commerce
Dick Hansen	Hansen Financial
Kitty Ellsworth	EMDC/WIB Program Manager
Mark Awalt	JSI Store Fixtures
Terry Jacobs	WorkSource Staffing Services
Amy Kenney	Mid-Maine Communications
Kerry Sack	Charlotte White Center, Dover-Foxcroft
Lisa Rancourt	Bangor Daily News
Tanya Pereira	City of Brewer
Kerrie Tripp	Greater Bangor CVB
Charles Rohn	Darlings
Clare Grindal	Grinal & Sons Construction
Jeff Morin	Department of Corrections
Leslie Brigham	Brigham Scully
Loretta Alley	Allies, Inc.
Debra Henderlong	Allies, Inc.
Rick Schweikert	Grasshopper Shop of Maine
Joanna Russell	TCLWIB
Jane Black	EMDC

I. Welcome

- a. Welcome from LWIB Chair, Julie Johnston**

The meeting of the Local Workforce Investment Board was called to order by Chair, Julie Johnston. Julie welcomed all attendees and asked everyone to introduce themselves.

II. Review & Vote to approve May 21, 2009 LWIB minutes

Motion by Kathy Coogin; seconded by Christine Greenleaf to accept the minutes of May 21, 2009 as presented and place on file. Approved.

III. Report from LWIB Director

Joanna reviewed her report which was provided in the packet.

Joanna introduced the new Program Manager, Kitty Ellsworth, who will be overseeing the American Recovery and Reinvestment Act programs as well as assisting Joanna to monitor the WIA programs which also include the National Emergency Grants. Kitty will also be keeping the Tri-County WIB website up to date.

AMERICAN RECOVERY ACT

The Tri County Workforce Investment Board received its allocations of the American Recovery & Reinvestment Funds. (Handout to follow)

States are expected to spend the Recovery Act funding quickly and effectively. WIA funding for Adults, Dislocated Workers, and Youth are considered to be PY 2008 funds and, therefore, must be expended by the end of PY 2010 (June 30, 2011). It is the Congress' intent, as well as that of the Administration, that the majority of these funds will be utilized within the first year of availability.

TCWIB STRATEGIC PLAN MODIFICATION

The TCWIB provided an overview of the strategic plan modification Wednesday June 10, 2009 at EMDC during a public hearing. The plan can be found on TCWIB's website. Comments and questions were taken and will be submitted with the plan to the state on June 15, 2009

A great deal of work was put into recruiting new members for the LWIB, especially from the public/business sector. Joanna recognized Jane Black for the work she has done in the recruiting of new members and the help provided in preparing the Plan Modification to be submitted by the June 15, 2009 deadline.

TCWIB YOUTH COUNCIL

The LWIB will vote to approve a new roster of Youth Council members on June 11, 2009. The Youth Council will participate in a workshop outlining members' roles and responsibilities. They will play an active role in shaping youth services throughout the tri county region.

EMDC IN-HOUSE WIA SERVICE DELIVERY

EMDC is currently interviewing and recruiting candidates for the WIA in-house service delivery. Budgets and implementation plans have been submitted to MDOL for PY09. WIA and American and Recovery and Reinvestment Act (ARRA) programs will begin July 1, 2009. For more information

IV. EMDC update on Summer Youth Program

Kathy Coogin provided an update on the Summer Youth Program. To date, approximately 245 youth have applied. The applications are being reviewed for eligibility. The deadline date has been extended to June 15, 2009. Worksites have increased to 150 at this time. Applications are still being received. This program is a great way to give youth a real work experience. Wages are subsidized by the Recovery Act at \$7.25/hour. EMDC will be the employer of record for worker's comp and liability. Private industry can participate under this program.

A Review Committee is needed to review applications to date. The Board is requested to authorize the Executive Director to approve the final negotiated plan in the effort to expedite this and getting it approved.

Motion by Ed Upham; second by Chuck Rohn to authorize the Executive Director to approve the final negotiated plan. Motion approved.

DISCUSSION:

The worksite application will be sent out the LWIB Board again in the event anyone is interested in participating. The wages are subsidized. It is up to the company or organization to supervise the youth. There is no compensation for the supervision.

V. Summer Youth Employment Proposals Review Committee Recommendations to the LWIB – Vote at June 11 meeting**VI. Review New LWIB members – LWIB vote to approve**

The following names are being submitted for approval to the Tri-County Local Workforce Investment Board of Directors for membership to the LWIB Board of Directors. Upon approval, the LWIB Board of Directors will recommend the individuals to the Chief Local Elected Official (CLEO) Board for final approval:

Dick Hansen	Hansen Financial
Terry Jacobs	WorkSource Staffing Services
Rob Lysaght	Bangor Hydro-Electric Company

Robin Merrill	Hibbard Nursing Home
Jeff Morin,	Maine Reentry Network, Maine Department of Corrections – replacing Becky Boober
Clare Grindal	Grindal & Sons Construction
Nancy Pelletier	CA Dean Hospital
Dan Tremble	owner, Ground Round Restaurant & Fairmount Market
Mark Awalt	JSI Store Fixtures
Janet Toth,	City of Ellsworth
Kerry Sack	Charlotte White Center, Dover-Foxcroft
Leslie Brigham	Brigham-Scully
Amy Kenney	Mid Maine Communications & Pine Tree Networks

Motion by Steve Lambert; second by Christina Greenleaf to accept the list of prospective new members to the Tri-County Local Workforce Investment BOARD OF DIRECTORS as presented. Motion unanimously approved.

Debra Henderlong expressed interest in becoming a member of the Board of Directors and will be presented for vote onto the TCLWIB Board of Directors at the September meeting. Craig Holland, DOL will also be presented for vote as a new member of the TRLWIB Board of Directors at the September meeting.

VII. Review Youth Council membership list – LWIB vote to approve

The following names are being submitted for approval to the Tri-County Local Workforce Investment Board of Directors for membership to the YOUTH COUNCIL. Upon approval, the LWIB Board of Directors will recommend the individuals to the Chief Local Elected Official (CLEO) Board for final approval:

Debbie Crockett	Beal College
Karen Smith	Brewer Housing Authority
Dwight Littlefield	Cianbro Corporation
Jan Byard	Eastern Maine Medical Center
Hal Casey	Hancock County Tech Center
Liz Emerson	Hancock County Tech Center, Student
Clarissa Westleigh	Hancock County Tech Center, Student
Renaë Mustacatelle	Job Corps
Dan Love	Job Corps
Tom Hart	Jobs for Maine Graduates
Mary Fran Gamage	Maine DOL
Shawn Lagasse	MDOE-CTE
Al Dickey	Region 3, Lincoln
Carol Whitney	Shaw House
Leilani Cyr	Tri-County Tech Center
Nick Vafiades	Tri-County Tech Center
Merle Adams	United Technology Center (UTC)

Martin Chartrand Food and Medicine
Mario Moretto Food and Medicine, summer staff

Motion by Kerrie Tripp; second by Christine Greenleaf to accept the list of prospective new members to the Tri-County Local Workforce Investment YOUTH COUNCIL as presented. Motion unanimously approved

Loretta Alley of Allies, Inc. expressed an interest in becoming a member of the Youth Council and will be presented for vote onto the Youth Council at the September LWIB meeting.

At least two LWIB Board members are requested to participate on the Youth Council board. The structure of the Youth Council has a chair (Tom Hart, Jobs for Maine Graduates) and this group meets four (4) times a year. The YC requested a change of the meeting dates as the current dates were difficult based on the school calendar. They will now meet in January, April, July, and October. There will be a six-hour Youth Council workshop held on July 29, 2009 at Eastern Maine Community College to go over the responsibilities and roles of the Youth Council members.

VIII. Review and vote to approve: Draft Strategic Plan Modification

The first 21 pages are very helpful in understanding the blueprint that we are trying to lay out this summer. The plan needs to be submitted in by Monday, June 15, 2009. Please review it and submit questions to Joanna.

A new system has been proposed for the Tri-County area. This is the first time in the State of Maine that the administrator will be delivering WIA services in house. We are combining Economic Development and Workforce Development. What we are looking at is pulling more resources, more services, more partners and stakeholders under one roof. We will be sharing resources across the board and strengthening the relationship with business, education, job training, services and the government agencies to pull this together.

Craig Holland provided current information in the Strategic Plan regarding workforce and the three counties.

Motion by Chuck Rohn; second by Julie Johnston to accept Strategic Plan Modification as presented and submit to the State for certification. Motion unanimously approved.

IX. EMDC – Presentation In-House Service Delivery – Michael Aube

Michael stated that he is even more convinced that the relationship between EMDC and the Workforce Investment Board is a good one. We are the first in Maine and the entire northeast to do this. It will bring in assets from Economic Development and link them with Workforce.

It is simple to put together a structure that just delivers the services. We need to put together a structure that changes the entire culture of how we think economic and community development should happen in the tri-county region. This will take some deliberate action on everyone's part.

EMDC has been talking over the last six months what our core values are; what are the things that we want to be known for in our relationship with clients, businesses and community.

1. Services – what are services we provide; how do we do it well and how do we make sure it is done well and correctly?
2. Empowerment – the clients determine where they want to head in this process, not the staff
3. Accountability – there has to be accountability by the LWIB as well as the stakeholders
4. Collaborative technologies – how do we know those connections and how do we bring them all to the table?

Short term goal: have team in place to ensure that we provide continuity of service to clients

Long term goal: design and develop new service delivery model.

Efforts will also be link to the Mobilize Maine Initiative. With this program, we will identify our assets of the region and how to build on these assets; provide a plan for a better future and bring value to these assets.

TDC contract will expire on June 30, 2009. Vacancies were posted with 350 qualified responses. All TDC employees have been invited to apply and will be guaranteed an interview. Interview teams are in place and will begin conducting interviews on Friday and Monday.

Meetings have been conducted with the DOL, the Maine DOL staff, EDDs from outside the State of Maine and a corporate consultant to gather information in putting together a successful program.

Question: What would the active involvement from this group (LWIB) look like? How can this group participate, get updates; other types of involvement?

Answer: Stimulus (ARRA) funds are coming down the pipeline for training. The LWIB Board has the ability to talk about the tri-county area and the four industries that the Governor has identified as the areas to focus the funds on: energy, IT, healthcare and “green” jobs.

The WorkReady program is a program that is designed to help individuals understand what working on a team means, understands time management; the importance of participating, problem solve. This Board can designate ARRA funds to the WorkReady program. EMDC would provide the program.

The LWIB oversee and monitor the services in the tri-county area. The Board will be looking at the macro development system. What we have to do is meet performance goals and common measures. The services provided by individuals through the in-house service delivery program

must meet performance goals with the individuals in our community. What is the rate of entered employment? Need to look at employment retention rate.

The LWIB is looking at creating a Strategic Plan over the next year.

Question: what is the reporting system?

Answer: Jon Farley provided a presentation to the LWIB a few months ago. The system will remain the same. Updated information (measures update) will be provided.

Joanna will perform the monitoring and will provide quarterly reports. Kitty Ellsworth (new program manager) will be responsible for posting updates to the website and providing transparency of how the funding is being spent. Reporting requirements are changing.

Joanna suggested that in later September a six (6) hour workshop be scheduled (perhaps last week of September?). The new vote on accepting by-laws is needed with a quorum present. Revisit and review the roles and responsibilities of the LWIB members; bring members back on track; need to hear from businesses. It is very important to revisit the priority list from 2008.

Ed Upham described the Computer Boot Camp that was developed and explained that a Computer Boot Camp 2 is being planned. This program has been successful. There is no charge for this class.

X. ARRA training programs for adult and dislocated workers (see current labor market information) discuss ideas on how to allocate funds and to what programs

Funds could be allocated to purchase computers in the three (3) counties and develop more portable computer classes.

Meetings with educators and job training organizations regarding potential bundling of training will be scheduled. An organization or institution would make a proposal on a bundle and offer education and training for 20 electricians and plumbing classes. At the May 21 meeting, a rough draft RFP was presented for review.

Beginning July 1, we have two (2) years to spend out the funds. What is being considered is offering 10 – 12 different types of training and fill up a bundle. Joanna requested comments from the Board via email.

XI. Q & A opportunity for LWIB members (Opportunity for members to ask questions about the WIA system, CareerCenter, Service Provider, etc

Michael was asked to provide an explanation of Mobilize Maine and what progress is being made. The Mobilize Maine PowerPoint was emailed to the Board. LWIB members who did not receive the power point are encouraged to contact Joanna Russell 942-6389.

Will the availability of these ARRA programs be advertised on TV or radio?

At this time we do not have plans to have TV or radio announcements.

How will these programs get to the various counties/communities/Town Offices?

The programs will be delivered through the education sites who have proposed the various training programs. The ARRA support services will be delivered at the Bangor CareerCenter and at the extension sites located in Dover Foxcroft, East Millinocket and Ellsworth.

How will information be made available to the public?

Information will be distributed through the Bangor CareerCenter and the extension sites. EMDC staff will work with the educators including the community college and adult education sites to assure that the information is getting out to the public.

There is no LWIB money for advertising.

Funds can be allocated for outreach.

How will the transition from TDC to EMDC be handled?

TDC will inform the clients of the transition and a second outreach will be made after the transition. Our work will be done in a manner that assures that the delivery of services will not be interrupted.

XII. Additional comments/discussion

Committees need to be created within the Board. Discussion/creation of roles and responsibilities to be discussed in September.

- **Executive Committee**
 - to oversee and look at expenditures for whole system and make recommendations to the full Board

UPDATE – as of July 6, 2009 interested members include:

Julie Johnston
Janet Toth

- **Governance Committee**
(Nominations Committee)

UPDATE – as of July 6, 2009 interested members include:

Lisa Rancourt
Michelle Park

- **Committee for Outreach**
(New Projects Development Committee)
(Special Projects Committee)

UPDATE – as of July 6, 2009 interested members include:

Kerry Sack
Charles Newton
Ken Proctor
Janet Toth
Lisa Rancourt
Micki Sumpter

- **Finance Committee**
(Oversight/Monitoring Committee)

UPDATE – as of July 6, 2009 interested members include:

Christine Greenleaf
Kerry Sack
Dick Hansen

- **Youth Council**
 - Need two (2) members from the LWIB Board on the Youth Council Board

UPDATE – as of July 6, 2009 interested members include:

Leslie Brigham
Clare Grindal

Committee for Training & Fund Approval

- Craig Holland
- Kerry Sack
- Jack McKay
- Jeff Morin

RFP process? Yes or no? Tabled from the last meeting. Does the Board want to consider an open ended RFP process?

Motion by Tanya Pereira; second by Clare Grindal to start working with 70 percent (70%) of the Adult and Dislocated Worker training funds and setting aside 30 percent (30%) to be discussed at the September workshop. Motion approved. No opposed, no abstentions noted.

Clarification – the Committee of four (4) will determine the break out of funds.

XIII. Next LWIB meeting is scheduled for October 1, 2009

8:30 to 3:00pm at the Bangor Savings Eames Learning Center

Located at 203 Maine Ave: G. Clifton Eames Learning Center

Unfortunately the call-in option will not be available for this meeting.

Motion from Joyce Hedlund; second from Julie Johnston to adjourn. Meeting adjourned at 11:00 a.m.

Respectfully submitted, Jane C. Black, EMDC