

TCWIB
Meeting Minutes
December 9, 2010, Bangor CareerCenter 8:15am-10:45am

Meeting Attendees:

Joanna Russell	Ken Proctor
Steve Pound	Leslie Brigham
Sheena Scales	Christine Greenleaf
Michael Aube	Scott Cates
Jon Farley	Jane Searles
Ed Upham	Kerrie Tripp
Joe Brown	Rick Schwierkiert
Tom Lizotte	Amy Kenney
Charles Newton	Steve Lambert
Gwen Lapointe	Chuck Rohn
Mark Sanborn	Theresa Mudgett
Merlene Sanborn	Shelly Reilly
Jeff Morin	Dale Ruopp- Bureau of Rehabilitation Services
Gordan Stitham	Peggy Smith, in place of George Thomas
Dick Hansen	Gail Dyer – Maine Jobs Council, MDOL
Fred Woodman	Karen Smith – Brewer Housing Authority
Larry Barrett	John Clark – EMDC Client
Greg Leavitt	
Bonnie Sparks	

1. Welcome and Introductions

Welcome by Steve Pound and group introductions.

2. Conflict of Interest

The conflict of interest statement was distributed for board member signatures. Opportunity will be presented prior to each meeting for members to state their conflict of interest, and all members are encouraged to discuss any concerns regarding same.

3. Consent Agenda

1. Vote to approve September 2010 TCWIB Minutes
2. Vote to Approve new members: Scott Cates, DHHS/Larry Barrett, EMCC

Motion to approve the consent agenda by Steve Pound; unanimous vote: Approved.

***Meeting the agenda shifted to allow for voting on actions items due to early departure of some members.*

4. Bylaws

Addition:

Section 4 Board Restrictions

4.4 These bylaws may be amended by a 2/3 vote of the TCWIB members. Proposed amendments must be posted to the TCWIB members twice prior to being voted on.

Motion to add text to TCWIB bylaws by Chris Greenleaf; seconded by Chuck Rohn. Approved.

5. Reporting Structure Chart.

A copy of the reporting structure chart was included in meeting folders. This was reviewed during the PY09 program review and approved by BES monitors. The TCWIB must approve the structure before it becomes official.

TCWIB question on system procedures:

Does EMDC's Board of Directors need to vote as well?

Ms. Russell will send inquiry to BES. UPDATE: According to BES monitor the EMDC board does NOT need to vote on the TCWIB reporting structure.

Motion to approve reporting structure by Steve Pound, unanimous vote: Approved.

6. EMDC One Stop Operator

TCWIB Motion 12/9/10 approved

The Tri County Workforce Investment Board (TCWIB) and the chief local elected officials (CLEO's) for the tri county local workforce area jointly designate the consortium of workforce partners headed by Eastern Maine Development Corporation (EMDC) as the One-stop operator and deliverer of core and intensive services for the WIA adult and dislocated worker programs. This motion continues the designation of EMDC as the One-stop operator and core and intensive service deliverer approved by the WIB and CLEO's effective July 1, 2009.

Q: If this process is not approved, would we be required to reissue the RFP?

A: Yes, we will have more information after meeting with Maine Department of Labor (MDOL) and United States Department of Labor (USDOL).

Q: Is this issue the result of another appeal?

A: No. USDOL has questions about the PY09 procurement process. To date, MDOL and USDOL have shown support through press conferences, and speaking commitments to the community complimenting the new workforce and economic development design. Joanna Russell, TCWIB Chair, Vice Chair, Finance Committee Chair, County Commissioners and the

TCWIB PY09 procurement review team were to meet on this issue with USDOL and BES representatives, but it was cancelled due to poor weather conditions. After a re-scheduled meeting for December 16, 2010, this may not be an issue. The County Commissioners stated that they support the new design and are 110% satisfied with the current activities.

Noted comment: Steve Duval, MDOL Policy Analyst and Evaluator explained to Joanna that USDOL is questioning the PY09 procurement process, not the new system design.

Q: If this goes out to bid again would EMDC have to bid again?

A. YES.

Motion to approve prior RFP process by Tanya Pereira; Seconded by Chuck Rohn; approved.

7. Budget Modifications PY09

Chuck Rohn, Finance Committee Chair summarized suggested proposal for WIA Contract Budget Modifications:

Suggested Budget Modifications:

Adult Program

Re-allocate \$25,000 from the adult program budget for tuition, books and fees to work experience. The modification would allow 3,000 hours of paid work experience for 25 participants. This change reduces the budget for tuition, books and fees from \$115,000 to \$90,000.

Youth Program

Re-allocate \$45,000 from the youth program budget for tuition, books and fees to work experience. The modification allows for 5,400 hours of paid work experience for 30 participants. This change reduces the budget for tuition, books and fees from \$116,712 to \$71,712.

Motion to approve budget modification by Chuck Rohn; Seconded by Rick Schweikert. Approved.

8. Business Forum - Gordon Stitham

Brewer Housing Authority (BHA) is creating a proposal to build a community facility for the residents of BHA that extends out into the community. Karen Smith and Mr. Stitham have met with potential partners who are willing to participate and provide services in the facility. BHA needs a 5% leverage to go forward with the grant. The total leveraged amount is \$125,000.00. This amount is based on the cost of the building itself. The challenge is to come up with the money. Mr. Stitham has invited everyone to attend Business Forum on Monday night. The request is for funding, so the proposal can be passed through HUD. They will only need a letter of commitment at this time and a plan to allocate funds before December 29, 2010.

9. Directors Report – Joanna Russell

Joanna Russell described the PY09 program monitoring process and BES feedback. The full report was included in the meeting folder.

John Clark an EMDC customer discussed his experience with EMDC as the service provider and their support to deal with unemployment. He described how EMDC services helped him to open doors to a new career path. Mr. Clark's education has been fully funded through the program, and he is currently in his junior year at UMO. He extended a sincere thank you to the TCWIB for their support.

10. WIA update – Jon Farley

Mr. Farley explained that EMDC is currently conducting a review and audit of all workforce participant files. A report will be submitted to Ms. Russell, and will be followed by EMDC and BES staff training which will cover any areas of concern.

Mr. Farley noted that there were no major findings for the BES PY09 review. Inconsistent case notes were identified as one area of concern. BES explained that EMDC is required to document a case note for every action and all activity. This procedure has not been a requirement in the past. There was no finding in regards to missing information or eligibility issues. It was noted that assessment results were not as complete as they could have been and that some of the job coding was not properly placed and identified.

BES was also concerned that funds were under spent with the ARRA Dislocated Worker program. Joanna Russell sent a letter to BES on behalf of the TCWIB requesting an expansion of the ARRA occupations (Energy, Green Jobs, Healthcare and IT), the request would allow us to expand training options. Governor Baldacci granted us the waiver approving the expansion of the career occupation areas.

This strategy is a way for TCWIB and BES to help more individuals; recognizing that not everyone wants to work in the four chosen ARRA industries.

11. CLEO Board

The County Commissioners recognized the TCWIB for the outstanding leadership and dedication to the growth and development of the Tri County Workforce System. A plaque was accepted by Steve Pound and Chuck Rohn on behalf of the TCWIB. The plaque will be displayed at EMDC.

12. Executive Committee – Steve Pound

Steve Pound summarized topics discussed at the executive committee meetings. Mr. Pound thanked Joanna Russell and her staff for a job well done, and the EC's approval and recommendation of budget modifications. Mr. Pound stated that he has enjoyed his time as the

Board Chair and shared his personal thoughts on all the great work the TCWIB has accomplished over the past two years.

13. EMDC – Michael Aube

Michael Aube, President of EMDC provided a summary of recent activities and described how the new workforce and economic development model has been delivered in the region. He shared some observations on where he sees the model going and how he sees EMDC working with regional partners to create new economic opportunity.

Mr. Aube described EMDC's main goal to align workforce and economic development systems as a strategy to sustain our region's current business and continue to build economic conditions that will bring in new businesses, which will provide more jobs.

Another idea is to create one strategic plan for EMDC, TCWIB, BACTS, and possibly CVB. EMDC has already been nationally recognized and received two awards this past summer for the work they have done.

Mr. Aube described conversations with Governor Baldacci's staff about the new service design, and gaining their full support. Mr. Aube is currently working with the new administration's transition team, and has been asked to provide information on the EMDC model.

14. Healthcare Project Update – Theresa Mudgett

. This project is now looking at ways to recruit clinical instructors in order to remove the bottleneck with nursing and medical assistant students. The project is supporting collaboration among education and employment groups. Ms. Mudgett explained that the project is proceeding according to plan, and we are now preparing to allocate funds to our local healthcare providers. The Healthcare project update is included in the Director's report.

15. ARRA – Shelly Reilly

ARRA Program report is included in the Director's report. Ms. Reilly reported on the success of the Summer Youth Employment Program, as well as the continued work being done by students at EMCC in the Medical Assistant Program. 17 students are currently enrolled. Merlene Sanborn, EMCC provided an update that they are looking forward to upcoming accreditation for the Medical Assistant Program. There are currently 7 students attending the Region III Technical Center for Medical Assistant training, and both programs continued to be monitored. E-Learning Lab will also be monitored and will be reported at upcoming meetings.

. Youth Council now has two ad hoc committees, and are still looking to grow the membership for the Council. Next meeting is scheduled for January 12th.

16. E-learning lab – Metrix

Jon Farley outlined the ELearning Lab at the Career Center. TCWIB members and guests were able to visit the lab, were provided with hands-on experience. Theresa Mudgett and Gwen Lapointe provided instruction and a presentation of the system.

17. Disability Employment Initiative Program – Gwen Lapointe

Gwen Lapointe, EMDC's Disability Resource Coordinator, provided orientation and information on the Disability Employment Initiative (DEI). Gwen also asked for volunteers from the TCWIB to sit on the DEI adhoc committee to assist her with direction and ideas on how to connect with business and community employers. All interested TCWIB members were asked to contact Gwen Lapointe glapointe@emdc.org or Joanna Russell jrussell@emdc.org if they are interested in joining the group.

*In addition to the DEI program information, Ms. LaPointe discussed Communication Access Real-time Translation (CART) services which were provided to her at the meeting. Gwen also conducted a demonstration on services and resources provided to individuals with disabilities. TCWIB members expressed great interest and thanked Gwen for the opportunity to learn about the new tools.

NEXT MEETING: March 10, 2010 at 8:15am – 10:45am Location TBA

Meeting Minutes Submitted by: Sheena Scales, EMDC

All meeting minutes and documents may be viewed at: <http://www.tricountywib.org/>