

TCWIB
Meeting Minutes
March 10, 2011, EMDC 8:15am – 10:45am

Meeting Attendees:

Joanna Russell
Kerrie Tripp
Michael Aube
Gwen Lapointe
Rachel Grivois
Rick Schweikert
Shelly Reilly
Theresa Mudgett
Gordon Stitham
Kitty Barbee
Andrea Bickford
Rip Shivone
Jon Farley
Ed Upham

Ken Proctor
Kevin Barbee
Julie Johnston
Sheena Scales
Dan Tremble
Greg Leavitt
Deb Henderlong
Kerry Sack
George Thomas
Bonnie Sparks
Jack McKay
Kelsey Walton – SnapSpace Solutions
Chris Evans – BES client

1. Welcome and Introductions

Welcome by Dan Tremble TCWIB Vice Chair. Group introductions followed.

2. Conflict of Interest Procedure

Dan Tremble, requested a show of hands from anyone who may have a conflict of interest and further please disclose any conflict prior to moving forward with agenda items. There were no conflicts of interest.

3. Meeting Minutes

Motion by Kerrie Tripp; Seconded by Julie Johnston, to approve the December 9, 2010 meeting minutes. Approved.

4. Director's Report

A copy of the director's report was included in each packet at the meeting. Joanna Russell gave a brief update to the TCWIB regarding the following projects:

• **WorkReady Outreach**

- Previously the TCWIB had given support to Joanna Russell for aggressive outreach of the WorkReady program. Following that discussion, WorkReady outreach efforts have been put on hold. Currently letters to businesses and business organizations have been drafted and discussions at the statewide WorkReady Steering Committee are focused

around the need to provide standards and/or guidelines that will be adhered to throughout the entire state. Following the review of programs, some inconsistencies were discovered, resulting in a review of actual program delivery in and outside our region. A new statewide WorkReady Coordinator has recently been hired to provide consistency to the program statewide. WorkReady programs continue to be conducted throughout the state.

- **Adult Education Conference**
 - Adult education instructors and directors across the state came together for a two day conference. Local workforce board directors were asked to attend and instruct a strategic planning session with the Adult Education within their region. Joanna Russell connected with local area 2 (Penobscot, Piscataquis, & Hancock Counties). It was clear at this meeting that our Adult Ed partners are not clear on the Workforce System. As a result of that, an Information Orientation on the Workforce System for the Adult Ed partners will be held. The correspondence for this meeting has been sent out via e-mail to Adult Ed conference attendees and other local area 2 Adult Ed participants. (Update: The meeting will be held Friday, April 29, 2011 8:30am – 12noon)

- **MJC WorkReady Proposal**
 - A proposal to the Main Jobs Council requesting \$50k was put together to conduct WorkReady outreach. If awarded, the funding will help assist in engaging additional people and help in the overall efforts of the WorkReady outreach within our community.

- **NAWB Conference**
 - On February 5th to February 8th, TCWIB Director Joanna Russell, and TCWIB Chair Steve Pound attended the NAWB conference in Washington DC. The focus of the conference centered on possible strategies for reauthorization. Consensus supports the need for reauthorization as the Workforce Investment Act began in 1998.

 - Note possible changes to the workforce system:
 - Plan to decrease the WIB size to improve effective performance and increase regional activity
 - Focus will be on customized training, OJT's, and Apprenticeship
 - The buzz is that re-authorization will probably not happen for another year

- **Workforce Funding**
 - The president put out his budget, it looks like a possible 8% cut. This cut may not have significant effect on workforce. The House put out their budget and submitted a **ZERO** budget for the Workforce system. The information following is that they want to see improvement with business and workforce development. That is already what we are moving towards. One of the biggest issues is that there are new congress and senators making decisions that are not educated on the workforce system. Keep an eye out for more communication on budget issues. If the workforce budget is completely zeroed out it would mean no TCWIB.

Questions/Comments:

Q: Are we developing a contingency plans based upon possible scenarios?

A: YES, with possible budget streams going away (ARRA, NEG's), our area will regardless of those budget possibility cuts will see changes. EMDC is working on contingency plans. Discussion around processes began about 6-7months ago.

- **Hinkley Mid-Point Review**

- USDOL and State Representative monitors appeared very pleased with their review and commented on how well organized and thorough EMDC was in their reporting. The result of the Mid-Point review is that there were no major findings, the files were well organized and easy to follow, excellent follow up notes were highlighted.

5. WIA Update

Jon Farley, Director of Economic Workforce Development discussed the WIA programs. The connection with the career center has been a great connection with increasing our goal numbers. The WIA programs are targets towards individuals who are gearing towards increasing their skills or guiding them with resources to get them closer to their education goals. An update with individual program goals and current numbers were outlined. The WIA PY10 Performance reports were sent out via e-mail to all TCWIB members.

Pathways Update

Currently the Pathways project has served 60 participants. The first group is completed and the home has been built and is ready for move-in. The second group has 40 participants is about to begin the skills phase and will begin building. They will construct 2 homes.

First group participants – Update/Status

- 1 participant starting his own business
- 1 participant enrolled at EMCC – Building Construction Program (This participant earned 7 credits from Pathways program that he applied towards his degree)
- 5 participants – further electrical training
- 2 participants OJT within the community
- 1 participant active job search

***The persons who obtain the homes being built are ultimately paying for the cost of the home to be moved from the pad site to the land. That cost will be the total of the mortgage for the home buyer.*

6. Finance Committee Update

Joanna Russell gave an update from the TCWIB Finance Committee meeting that was held on February 23, 2011. The finance committee reviewed the current budgets and discussed the remaining balances and strategies to disperse funds. There were no outstanding questions or follow up activities. The information was sent on to be reviewed by the Executive Committee for review and approval. Several unusual factors impacted the workforce service delivery system in our region which need to be considered when reviewing the budget. ARRA funds were provided to the region with the several directives; we were asked allocate funds to “bundled” training, provide training funds in the four designated industries including IT, Healthcare, Energy and Green Jobs. Another factor impacting our system was that our local area managed the transition of changing from our longtime service provider to EMDC as the sole WIA

service provider. In review of the budget reports submitted by EMDC the TCWIB EC were asked to note the following points:

- Expenditure rates for WIA programs are lagging behind planned budgets at the end of January 2011. Under-spending in the three (3) WIA programs ranges from 63% of plan for the Youth program to 78% of plan for the Dislocated Worker program. Forecasts for spending in the remaining 5 months of the program year project final expenditure rates for each program to be in the 80-90% range. Carry-over funding is allowed in each program so unspent funds will be available to serve participants in PY 2011.
- Expenditures for ARRA programs is also lagging behind planned budgets. The ARRA youth program will be fully expended by the end of June and projections are that the Adult program should also be fully expended by the ends of the contract period. Expenditures for the ARRA Dislocated Worker program will likely not be fully expended by the end of June. Any unspent ARR funds will be returned to the federal government at the end of June 2011.
- Expenditures for the three (3) National Emergency Grants vary. The Katahdin NEG will be fully expended by the end of that project on March 31, 2011. The funds remaining in the True Textile NEG will also be fully expended by the end of June 2011. However, due to the fact that fewer Hinckley workers have been served than planned means that the funds allocated to this project will not be fully expended by the project end (September 30, 2011) and will be returned to the federal government. NEG funds can only be used to serve those workers laid-off from the affected company and are not transferable to other unemployed workers.

7. Board Chair Term

During 2012 Dan Tremble was anticipated to transition into board chair of the TCWIB. However; during that time Dan Tremble will also be serving as board chair for the Bangor Region Chamber of Commerce. After discussion Dan Tremble, Steve Pound and Joanna Russell would like the approval of the board to allow transition of Dan Tremble to TCWIB board chair to fall in January 2013.

**The Bylaws have flexibility to allow for this situation to continue.*

Motion to approve Steve Pound to continue as TCWIB Chair for a 3 year term by Julie Johnston; Seconded by Deb Henderlong. Approved.

8. Executive Committee Update

The TCWIB Executive Committee met on February 28, 2011 to discuss and review the One Stop Operator (OSO) MOU, EMDC's proposal to use the TCWIB as the CEDs advisory council, review current budgets, Hinckley NEG mid-point review and outcome and the current budget proposals by the House and Senate.

- OSO MOU has been approved by all partners and is in the process of being signed by all signatories. The MOU has been sent to all TCWIB members for review. The consortium includes EMDC as the One Stop Operator, Bureau of Employment Services (BES), and the

Bureau of Rehabilitation Services (BRS). The BRS representation will include Division of Vocational Rehabilitation and Division for the Blind and Visually Impaired. The OSO MOU was distributed with the meeting documents. Joanna will summarize.

- TCWIB & CEDs process was presented to the Executive Committee (EC) by Michael Aube. Michael described the traditional CEDs process and suggested revising the routine planning process to include the entire TCWIB as the overall council to approve the list of projects proposed in the CEDs. The TCWIB EC approved the process and recommended that Michael Aube provide a presentation to the TCWIB March 10, 2011 and asks for their approval and willingness to serve as the advisory council.
- The Finance Committee reviewed and discussed all program budgets and strategies to expend funds. There were no outstanding questions or next steps. The Finance Committee agreed to move the information to the EC for the meeting on February 28, 2011. The EC asked that EMDC provide a summary of the indirect costs to the board. Rachel Grivois will provide an overview.

**If anyone would like more information about the OSO MOU, please contact Joanna Russell.*

Indirect Cost – Rachel Grivois

Indirect Cost Pool Summary

Salaries and fringe benefits included in the cost pool represent administrative, accounting, computer technician and administrative support staff.

Audit costs included in the pool represent independent audit fees to obtain an annual financial audit and an A-133 audit per federal regulations.

Supplies costs including office supplies, postage and printing costs are included as part of the indirect cost pool.

Recruiting, retention and professional development costs not otherwise covered by direct program funding are included as part of the indirect cost pool. Mostly, the professional development for program staff is borne as direct cost in respective programs. The recruiting costs of all staff are included in the indirect cost pool.

Insurance for all corporate coverage is included in the indirect cost pool.

Travel costs incurred by administrative staff are included in the indirect pool. Also included in the indirect cost pool are travel costs related to professional development that is included in the indirect pool.

Computer software and hardware and maintenance costs are included in the indirect cost pool if it is related to the overall support of the Organization or administration. Mainly, programs fund the cost to upgrade equipment as a direct cost to respective programs.

Facility costs include repairs & maintenance, utilities, telephone, mortgage interest, building insurances, depreciation and parking. The facility costs are shared by only programs housed in part or entirely at 40 Harlow Street.

Questions/Comments:

Q: With possible program changes and funding decreases, what is the plan to manage indirect costs so the ratio doesn't increase?

A: We have been running those scenarios with possible budgets, not only with the WIA programs but for all programs here at EMDC. EMDC has looked at things such as moving to alternate building locations and other things that could adjust budgets.

9. ARRA Program Update

Shelly Reilly discussed the ARRA programs. Her report summary was outlined in the Directors Report. Shelly focused on some of the Med Assist program participants and had a few guest speakers from EMCC come to the board meeting and discuss their experience.

- 24 enrolled in the program
- 7 Region 3 Tech
- 17 EMCC (5 participants have been hired prior to completing exams)

Sally Hall from Eastern Maine Community College spoke about her direct experience of the program and time with the participants. One comment from Sally Hall is that the GPA and performance from the participants in the Med Assist program have shown to be much higher than other more traditional students. The EMCC program began with 20 students, currently out of the 17 still enrolled all of them will be graduating from the program in May. Sally and Robin Thibodeau requested that two of their current students discuss and share their personal experience with the TCWIB.

Both participants from the program shared their personal experience. One participant was previously a DW. Through the program she has landed on the Dean's list and is extremely grateful for the program giving her a new start. The second participant shared her experience. She had some setbacks, but pushed through her struggles. She was extremely grateful of the staff she had worked with and felt that they were very supportive of her. She will also graduate in May.

Robin Thibodeau discussed her experience from the Career Advisor perspective. She felt that many students needed a brush up on their computer skills and enter college level classes. After identifying the issues they readjusted the program to meet the students needs verses having the student meet the program needs.

**Ken Proctor from Mayo Regional Hospital has commented on the outstanding professionalism, and advanced skill set he has seen from the participants of this program.*

10. EMDC Update

Michael Aube gave a brief PowerPoint presentation and discussed the idea behind the TCWIB developing the roll of the CED's committee while fully integrating the Workforce System with Economic

Development. The idea of the TCWIB adopting this policy would streamline workflow while increasing collaborations and efficiency and set our area and systems aside from others. The TCWIB is made up of private sector participants, network partners and other community players; it is the goal for the CED's committee to be more involved with the private sector and link projects and involvement to more jobs. So this presentation is to educate the TCWIB on the reasoning behind requesting that the TCWIB take on an additional task. A copy of the presented PowerPoint was e-mailed out to the TCWIB.

After the presentation the TCWIB members discussed their concerns. Some specific members felt that they were ready to adopt this additional task and have the board take on the roll of the CED's committee, while others would like to wait upon voting and receive more information via e-mail first.

The consensus of the group was to put out the vote from those specific members and wait on final approval to be obtained through e-mail vote.

Motion by Rick Schweikert; Seconded by Kerrie Tripp, to approve that the TCWIB adopt the roll of the CED's Advisory Council.

Those who voted in favor (at the meeting): Dan Tremble, Kerrie Tripp, Rick Schweikert, Ken Proctor, & Jon Farley.

11. Healthcare Project Update

Theresa Mudgett updated the TCWIB on the current status of the program and the participants with the Healthcare Grant. Over the next few weeks will be meeting with applicants in Hancock county and Adult Ed partners in the Tri-County area.

- 26 applications
- 2 Nursing slots, 5 Allied Health
- MDI, UMO, and Nursing Board of Education is working together to create an Advanced CNA Certificate. (will help current employees advance)

12. BES Presentation

Ed Upham had planned to present a PowerPoint to the TCWIB but due to time constraints has asked his guest speaker to share her personal story of her experience at the Bangor Career Center and working with BES.

Chris Evans was a recent participant of the services provided from the Bangor Career Center. She had moved to Maine from South Carolina. She spent months looking for employment and was unsuccessful. After eventually coming to the Career Center she was quick to realize how helpful the staff was and she truly felt that everyone was very personal and tried their best to go above and beyond to help with her goals. She feels the services provided, beyond exceeded her expectations and she truly sees the value it provides to people that use the services as well as the value it can provide to employers. Chris Evans is now employed at the Career Center.

13. DEI Update

Gwen Lapointe gave an update on the Disability Employment Initiative Grant. Gwen thanked the individuals who helped and volunteer to offer their experience and information about their experience on working with individuals with disabilities. The feedback from the survey was also greatly appreciated.

- Hiring 2 Rehabilitation counselors – waiting for state level approval
- Developing marketing and outreach materials for the grant
- Creating a toolkit