

**Tri County Workforce Investment Board  
Eastern Maine Development Corporation  
Meeting Minutes  
September 9, 2010**

**Meeting Attendees:**

Joanna Russell	Merlene Sanborn
Steve Pound	Kevin Barbee
Sheena Scales	Jane Searles
Andrea Bickford	Kerrie Tripp
Dan Muth	Jack McKay
Rick Schweikert	Ken Proctor
Bonnie Sparks	Charles Rohn
Dan Tremble	Leslie Brigham
Mark Awalt	Shelly Reilly
Christine Greenleaf	Jeff Morin
Julie Johnston	Greg Leavitt
Jon Farley	

**I. Welcome**

Steve Pound welcomed the group and everyone went around the table and introduced themselves and what organization they represent.

## II. Consent Agenda

- a) Vote to approve June 10, 2010 minutes.
- b) Vote to approve Youth Council Members:
  - 1) **Tim Shaw**, Youth Liaison/Overdose Prevention Specialist  
Bangor Region Public Health & Wellness
  - 2) **Gillian Jordon**, Dean of University College of Bangor  
University of Maine at Augusta
  - 3) **Sarah White**, Job Specialist, JMG Brewer High School

***Motion by Chuck Rohn; Seconded by Jane Searles to approve the Consent Agenda. Approved.***

## III. ARRA Review Committee

### **NTI**

Kerrie Tripp, Review Committee Chair, gave a brief overview of the PRF process. The First RFP round was sent out about 14 months ago for Bundle Training, there were proposals submitted by EMCC, Region III Tech, and others which are now currently part of our training groups. The second round of the RFP process was sent out a few weeks ago and the only response that was received was from Northeast Technical Institute (NTI).

NTI gave a good presentation on Tuesday, September 7<sup>th</sup>. However; it was decided that more information was needed before the review committee would like to go forward with a decision and recommendation to the board. Joanna Russell will be the "go-to" person for the information that was requested from NTI.

### **E-Learning**

Kerrie also gave a brief overview of adding an e-learning lab to 4 areas; Bangor, Dover, Ellsworth, and Millinocket. Kerrie discussed some of the basic information about e-learning and outlined some of the benefits it would provide to our community.

### **Benefits:**

- Helps to provide pre-testing skills refresher
- It's the way of education in the future (online based courses)
- Other WIB's have e-learning labs

- Positive tool for Dislocated Workers
- More convenient for parents to do on their own time
- Helps with basic skills
- Cost is between 40-50k of ARRA funds (ARRA funds need to be spent before 6/30/11)
- Can increase the learning tools to a much larger group of people within the community

**Questions:**

**Q:** How much does e-learning cost, hardware & software?

**A:** Hardware – 5 to 10k (computers, laptops, etc.) Software – 30 to 35k (software, licenses, etc.)

**Q:** How would upgrades work?

**A:** It varies between each proposal; they have standard and specific packages.

**Q:** How do we qualify a person for an e-learning license if they don't like it?

**A:** We conduct assessment, through the assessment it should be identified if working on an e-learning lab would be a proper fit for the individual person. Nothing is guaranteed & not everyone will be successful with self based learning in an e-learning setting. Hopefully the assessment will help to reduce the people who drop out.

**Q:** What types of certifications are offered?

**A:** Healthcare, IT, A+, etc. The certifications cover a wide range of areas.

**Comments/feedback from TCWIB Members:**

- Observed higher disappearance rate of student from class
- Students need to have the correct type of behavior skills to successfully handle self based learning and a self motivating setting
- Does not think that as a community that we cannot NOT do this – eLearning is extremely important and feels it is essential in the development in the future

**Recommendation:**

The ARRA Review Committee would like to recommend the approval of e-learning lab to the full board.

***Motion by Rick Schweikert; Seconded by Chuck Rohn to approve e-learning. Approved.***

**Overview of Proposals:**

**Cornerstone:**

- Did not respond to RFP to the outlined required
- They were for a more advanced user
- Not ADA certified
- No additions past the 50 – bundle (we don't want to limit)
- More focused towards a larger company/HR focused
- Vague & confusing
- Not what we are looking for

**Desire2Learn:**

- Wasn't focused on what we are looking for
- Only in business for 1 year (apart from parent company)
- Not a lot of basic communication & help tools – more for advanced user
- Did not give any time limit of setup
- Vague
- No work with WIB's

**Metrix:**

- Met ALL RFP requirements
- Simplistic – good
- Gave clear example of set up and follow through
- Clear timeline
- Has peer support and training available in our region
- Easy to maintain
- Has over 5,000 courses available to choose from

**Recommendation:**

The ARRA Review Committee would like to recommend e-learning proposed by Metrix to the full board.

***Motion by Kerrie Tripp; Seconded by Julie Johnston to approve and move forward with Metrix as our e-learning lab software vendor. Approved.***

**IV. Executive Committee**

Steve Pound gave a summary of what the executive committee has been working on the status of the work that was put into Joanna Russell's performance evaluation. Steve stated that out of the 39 people that were asked to complete the survey 17 surveys were completed. He felt that with the 17 completed surveys, the report from Michael Aube, as well as the feedback that was given from the interviews Steve did with supervised staff, colleagues, and other business partners. Currently the Executive Committee is completed a survey and that had a due date of Wednesday, September 22<sup>nd</sup>. Following the submission of that last item the executive committee will meet to collate the results of all feedback and survey results. The last step of the process will be when Steve Pound and Ken Proctor meet with Joanna to go over the results of her Performance Evaluation.

The overall purpose of this process is to create an atmosphere of transparency and help to ensure that we have a committee structure that promotes growth and development.

## **V. Finance Committee**

Chuck gave a very brief overview of the items that were discussed and reviewed by the Finance Committee. He outlined the details of PY09 Revenue & Expenditure report as well as gave a summary of the money projected for PY10.

### **Recommendation:**

The Finance Committee would like to recommend the PY10 budget plans to the full board.

***Motion by Chuck Rohn; Seconded by Rich Schweikert to approve the PY10 budget. Approved.***

## **VI. Governance Committee Update**

Dan Tremble went over the changes that the Governance Committee made at their last meeting. He reviewed a document with the board that outlined the original text and then showed the changes. Dan verbally explained the reasoning for each change to the board members. Overall the board made 8 changes to the text. Additional wording will be added to Section 4. Board Restrictions; that will outline any restrictions or processes done when making changes to the by-laws. The final wording of that section will be voted via email by the board.

### **Recommendation:**

The Governance Committee would like to recommend the outlined edits of the By-laws to be approved by the full board.

***Motion by Chuck Rohn; Seconded by Mark Awalt to approve the changes and edits to the by-laws. Approved.***

\*Joanna Russell will send out a Conflict of Interest Policy Statement

## **VII. Local Area Two Update**

Jon Farley gave an update of EMDC's PY2009 workforce development programs and performance highlights of the WIA programs in the Tri-County area from July 1, 2009 through June 30, 2010. Jon outlined some of the new funding that was won/awarded, gave some updates on the new training programs that were launched as well as gave a brief summary of the new organizational capabilities that create a better way to serve works, businesses and our communities.

Jon also gave some performance results from the WIA programs:

#### **WIA Adult Program**

- Most Adults served (232) since 2001-02.
- Most Adults entering employment (65) since 2005-06.
- Highest Adult wage at placement \$10.98 since the program's inception in 2000 and up by \$1.00 over last year.

#### **WIA Dislocated Worker Program**

- Most Dislocated Workers served (461) since 2002-03.
- Most Dislocated Workers entering employment (185) since 2002-03.
- Highest Dislocated Worker wage at placement (\$13.07) since the program's inception in 2000 and up by \$1.37 over last year.

#### **WIA Youth Program**

- Increased the number of youth served by 10% over last year.
- Most "Older Youth" aged 19-21 served (73) since 2006-07.

#### **Overall WIA**

- Total persons served in WIA (891) was up by 7% over last year and highest since 2001-02.
- Total WIA participants entering employment (274) was the highest in the state and up by 38% over last year.
- Achieved the highest entered employment rate (77%) for all WIA programs since 2002 and was 11% above the state average.
- Highest overall WIA average wage at placement (\$12.20) since the program's inception in 2000 and up by 14% over last year.

### **VIII. Report from LWIB Director**

Joanna Russell gave her report to the board. Joanna reviewed the progress and status of the ARRA projects, which included: SYEP, Building Bridges, WorkReady, Education Assistance, Voanne, Tech Region III Med Assist program, EMCC Med Assist and Pathways. Joann gave some focus on the importance of the Summer Youth Employment Program and let the board know her feelings of the importance of the program and stated that she would really like the board to support and encourage the future funding for the program. After review of the ARRA programs Joanna talked about Pathways.

#### **Pathways:**

Pathways is having great success and is moving along wonderfully, Kitty Barbee the program manager of Pathway's was not able to speak about the success of the program but sent a DVD for the board to

watch. Joanna played the video for everyone, it outlined the progress of the students as well as had clips from the students that answered some questions and showed their answers as to how they enjoyed and benefited from the program. The video was great and Joanna added that it was made from one of the Summer Youth Participants!

Joanna also mentioned a "Save the Date" for the Ribbon Cutting Ceremony (late October) which will be focused around the completion of the 1<sup>st</sup> house. This event will have guest speaker Holly O'Brien from USDOL.

### **TCWIB Meeting Preference:**

Joanna went over the results from the survey to extent the TCWIB meeting time. The vote with the highest was to add a 5<sup>th</sup> meeting, however; Joanna pointed out how it was very close to the vote to add 30 minutes to each of the meetings. The board gave comments and suggestions on the results.

### **Comments:**

- For people who drive hours it would take much more out of their time if an additional meeting was added.
- It is more practical to add 30 minutes, considering the board members are already there
- If adding 30 minutes could the time be split, if so add 15 minutes at start and end
- The people who drive the farthest should have a weighing vote on how to add the time (due to their commute)

After the discussion it was decided that the best option would be to add 30 minutes to the already scheduled quarterly meeting and that we would add 15 minutes at the start and end of each meeting.

***Motion by Mark Awalt; Seconded by Jack McKay to add 30 minutes onto each of the quarterly meetings. Approved.***

### **TCWIB Meetings Quarterly starting at 8:15am and ending at 10:45am.**

#### **WorkReady:**

TCWIB Executive Director Joanna Russell would like approval from the TCWIB to begin an aggressive outreach to businesses in the Tri County region with the specific goal to gain their support and participation in the 60 Hour WorkReady program. This project will include additions to the TCWIB website, travel throughout the Tri County region to meet with business groups, chambers of commerce and educational institutions. (See WorkReady plan) The purpose of the aggressive outreach is to demonstrate to USDOL-ETA that the WorkReady credential is industry recognized and should be funded as a training program.

\*WorkReady outreach plan was handed out at the meeting.

***Motion by Julie Johnston; Seconded by Rick Schweikert to approve WorkReady outreach. Approval.***

## **IX. Youth Council & ARRA Update**

Shelly Reilly gave a brief update on the Youth Council and stated that they are currently working towards focusing their time on outreach and they really are trying to have continued support on a regular basis from youth council members. The next meeting is in October.

Shelly also gave an update on the Summer Youth Employment Program and said that as she did the monitoring she felt that the issues from the previous year such as payroll and working with youth of a disability, overall the program did a much better job this year. The feedback is that people really like this program and want to see it back again in future years. She will give a final report at the next board meeting in December.

## **X. Next TCWIB Meeting**

**The next TCWIB meeting will be December 9, 2010. 8:15a.m. to 10:45a.m.**

Meeting Minutes done by: Sheena Scales