

**Tri-County Local Workforce Investment Board Meeting**  
**Eastern Maine Development Corporation**  
**Thursday, March 11, 2010**  
**8:30 a.m. – 10:30 a.m.**

**Meeting Attendees:**

Steve Pound (Chair)	Cianbro
Julie Johnston	L.L. Bean
Merlene Sanborn	EMCC
Craig Holland	MDOL
Ed Upham	MDOL, Career Center
Liz Perry	EMDC
John Farley	EMDC
Lisa Rancourt	Bangor Daily News
Chris Kuhn	Penobscot Job Corps Academy
Greg Leavitt	Bangor Adult Education
Dan Tremble	Fairmount Market
Mark Sanborn	Penobscot Nation
Ken Proctor	Mayo Regional Hospital
Jack McKay	EMLC
Kitty Barbee	EMDC
Mark Awalt	JSI Store Fixtures
Jane Searles	Women, Work & Community
Kerrie Tripp	Greater Bangor CVB
Charles Rohn	Darlings
Clare Grindall	Grindall & Sons Construction
Steve Lambert	Hollywood Slots
Nancy Pellitier	C A Dean Hospital
Joanna Russell	TCLWIB
Sheena Scales	EMDC

**I. Welcome**

- a.** Welcome from LWIB Executive Director, Joanna Russell

The meeting of the Local Workforce Investment Board was called to order by Executive Director, Joanna Russell at approximately 8:30am. Joanna welcomed all attendees and asked everyone to introduce themselves.

## **II. Vote to approve Steve Pound as new LWIB Board Chair**

*Motion by Chris Kuhn; seconded by Kerri Tripp to approve Steve Pound as new LWIB Board Chair. Approved.*

## **III. Consent Agenda**

- a. Vote to approve January 14, 2010 minutes
- b. Vote to approve votes back to December 2008 re: lack of quorum makes this action necessary.

Starting in December of 2008 the LWIB started a committee to review and revise the LWIB bylaws. After their review recommendations were made to the LWIB, but we did not have a quorum according to our 2000 bylaws, thus making all of the votes that were moved though on the board have not had a quorum. An email was sent to everyone by Joanna asking for their vote on the revised 2008 bylaws. The vote to approve was unanimous. Provided at the meeting was a document with all votes that were voted and approved without quorum. It was asked by LWIB Executive Director Joanna Russell that we revote with quorum on those issues.

- c. Vote to approve additional feedback to the Strategic Plan Modification.

All four LWIBs had contracted with a consultant to help with the Modification Plan. The feedback explained that the Maine Jobs Council wanted more specific detail that identified particular characteristics for each local area. The questions provided have more detail form local area two. It was asked by Joanna Russell for the board to approve feedback that was submitted to Maine Jobs Council.

- d. Vote to approve final recommendation for LWIB Executive Committee: (Steve Pound LWIB Chair – Cianbro, Julie Johnston – LL Bean, Rick Schweikert – Grasshopper Shop, Clare Grindal – Grindal & Sons Construction, and Ken Procter – Mayo Hospital)

Jack McKay from Eastern Maine Labor Council is interested in being considered. He requests that we put his name before the CLEO. He is not opposing the list placed before the LWIB.

*Motion by Dan Tremble; seconded by Jane Searles to approve consent agenda. Approved.*

## **IV. Executive Committee Update**

Steve Pound (Chair) discussed the Executive Committees overall mission and reviewed the topics discussed during the previous meeting. The Executive Committee has been looking at how to create a performance appraisal system that takes in accountably and growth. The Executive Committee would like to construct a form that can best suit the LWIB and what it does. The

Executive Committee has been gathering samples from EMDC, Main Jobs Council, and other performance review forms. We would also like to get input from Mike Aube, EMDC President and all TCWIB members to put together a survey. This would eventually help to create a review for Executive Director, Joanna Russell. A Job Description has been requested to help give more insight and make sense while creating the performance review. The Executive Committee would like to have this document turned in by April.

**V. Discuss and vote revised bylaws 12/5/2008 / revision 3/3/10 page 12 section 1**

Joanna Russell discussed the changes and wording revisions made to the bylaws. Comments and discussion regarding bylaws regulations on Executive Committee and the oversight CLEO has in the process. Joanna was tasked to research the regulations, notify the board of the status and ask for a vote via email.

*Motion by Charles Rohn, seconded by Dan Tremble to table the vote of revised bylaws 12/5/2008 revision 3/3/10 page 12 section 1. Approved.*

**VI. Report from LWIB Director – Includes monitoring**

Joanna reviewed her report which was handed out at the meeting.

The report discussed the following:

- **TCWIB Program Monitoring**

TCWIB Program Monitoring which took place January 20<sup>th</sup> and 21<sup>st</sup>, the report summarized the review of Program Year 2008 Workforce Investment Act (WIA) monitoring activities for the TCWIB. The financial review debriefing of the report was complete on March 5, 2010. To date EMDC has not received the official letter from the Department of Administrative and Financial Services reporting on the findings.

- **National Association of Workforce Boards Conference**

Executive Director, Joanna Russell attended the national conference for Workforce Boards in Washington DC from March 7<sup>th</sup> to March 10<sup>th</sup>. Board member requested for a copy of the information and report from the Workforce Board Conference. A copy of this information will be emailed to all board members.

Key topics reported:

- Jobs Bill pulling the amendment of 1.5 billion dollars to be allocated to the Summer Youth Employment
- Building stronger participation by LWIB members – more activity in workforce system
- Focus on OJT training and apprenticeship
- Workforce & Economic Development integration
- Business retention

- \$321 million dollars for FY11 WIA innovation funds
- Proposal of LWIB travel to National Association of Workforce Boards 2011

Discussion during report prompted the formation of a Finance Committee and an Ad Hoc committee that will review the policy and procedures manual. Joanna Russell will contact, and confirm with interested board members of interest to join Finance Committee. Joanna Russell will also send out a list of all current ad hoc committees and their members.

LWIB members of Ad Hoc committee for Policy and Procedures review:  
**Charles Rohn, Jane Searles, Jack McKay, Kerri Sack.**

LWIB Policy and Procedure Review Meeting Schedule for: **Wednesday, March 24<sup>th</sup> at 2pm.**  
 Report back via email within next 5 weeks.

*Motion by Julie Johnson, seconded by Dan Tremble for vote to approve members of ad hoc committee. Approved*

**VII. Vote to approve OJT policy**

Update on OJT policy was given by Director of Economic Development John Farley. Report was provided in handout folder. Please see attached 2010 amended OJT Policy.

*Motion by Ed Upham, seconded by Julie Johnston to approve OJT policy. Approved*

**VIII. Local Area Two-Program/Budget Update**

Update on OJT policy was given by John Farley. Report reflected most current information on WIA funds through December 31, 2009. Please reference attached Budget Report.

**IX. Discuss and vote on moving program funds form ARRA Dislocated Worker to ARRA Adult**

Eastern Maine Development Corporation requests of the Tri-County Workforce Investment Board permission to transfer thirty percent (30%) of the Tri-County Workforce Area's American Recovery and Reinvestment Act allocation from the Dislocated Worker program to the Adult program.

The amount of transfer is as follows:

ARRA Dislocated Worker Program Funds	\$ 619,132
Requested 30% <u>Transfer-Out</u>	185,740
New ARRA Dislocated Worker Program Funds	\$433,392
ARRA Adult Program Funds	\$ 368,529

Requested 30% Transfer-In 185,740

New ARRA Adult Program Funds \$ 554,269

*Motion by Kerri Tripp, seconded by Craig Holland to approve moving 30% of ARRA Dislocated Worker Funds to ARRA Adult Program Funds. Approved.*

#### **X. ARRA Program Update**

**Update given by ARRA and WIA program manager Kitty Barbee. Kitty gave detailed information on all ARRA training programs. Please see attached ARRA Program Update.**

#### **XI. Pathways out of Poverty Update**

Kitty Barbee has taken new position as Director for Pathways out of Poverty.

##### **Pathways out of Poverty**

The official start date for this award was Jan. 29, 2010. The amount of the award is \$2.1 million with \$240k in additional leveraged resources.

General outline of the grant: to train 150 adults, youth and/or dislocated workers in the building and construction trades. As part of this program, participants will receive WorkReady training, OSHA training and any basic skills straining such as math and reading that may be necessary. Each group of approximately 20 participants will be receiving 6 months of training utilizing NCCER (National Center for Construction Education and Research) and will be building a house that will then be deployed in Piscataquis and Penobscot counties. We have also connected with Gene Ellis of the State of Maine Apprenticeship Program to perhaps connect participants in apprenticeship programs.

This is a community partnership grant with UTC, EMCC, Penquis, Opportunity Maine, Maine Housing Authority, and the International Brotherhood of Pipefitters and Welders, and Electrical Workers Unions. We are also looking for other partners to enhance this program and allow for sustainability of the program in the Tri County Region. Adult Education departments in Bangor and Dover have stepped up to help with basic skills training. The project manager and two Career Advisors have been hired, and organizational meetings have begun with the partners.

#### **XII. LWIB Survey**

Joanna handed out a Board Survey to help highlight areas in need of core development.

#### **XIII. Q&A opportunity for LWIB members**

**No Questions**

**XIV. Next LWIB meeting is scheduled for June 10, 2010  
8:30am to 10:30am at EMDC**

*Motion by Greg Leavitt, second by Merlene Sanborn to adjourn the meeting at 10:40am.*

Respectfully submitted, Sheena Scales, EMDC