

**TRI COUNTY WORKFORCE INVESTMENT BOARD MEETING
THURSDAY JANUARY 14, 2010
EASTERN MAINE DEVELOPMENT CORPORATION**

Meeting Attendees:

Janet Toth	City of Ellsworth via phone
Jane Searles	Women, Work & Community
Rick Schweikert	Grasshopper Shop of Maine
Kitty Barbee	EMDC
Jon Farley	EMDC
Charlie Newton	Penquis
Dan Tremble	Fairmount Market
Steve Pound	Cianbro Corporation
Chris Khun	Penobscot Job Corps
Joanna Russell	TCLWIB
Michael Aube	EMDC
Craig Holland	MDOL
Gail Kelly	Senator Snowe's Office
Steve Lambert	HSHR
Jeff Morin	Department of Corrections
Christine Greenleaf	Maine AFL-CIO
Ken Proctor	Mayo Regional Hospital
Dan Muth	National Able Network
Jack McKay	Eastern Maine Labor
Greg Leavitt	Bangor Adult Education
Mark Awalt	JSI Store Fixtures
Kerrie Tripp	GBCVB

I. ***Welcome from Joanna Russell***, Executive Director TCWIB

Meeting was brought to order at 8:35 am, and began with welcome and introductions of those present. Janet Toth was present via teleconference.

II. ***Michael Aube*** kicked off meeting by announcing award of 2.1 million dollar grant that was awarded to EMDC - Pathways out of Poverty. We were one out of 38 grants awarded in the country. A fact sheet was distributed. This grant will result in green construction jobs, and is a signature project for EMDC/LWIB and

demonstrates partnerships and collaborations: UTC, EMCC, Penquis, LWIB and AFLCIO.

- III. **Board Member Information:** A request was made to complete the membership information files and to return to Kitty so we have updated information on all board members.
- IV. **Consent Agenda:** This was put on the table for approval and consisted of two items: minutes from Nov. 24th and approval of membership to board of Julie Bennett from Morris Yachts. Steve Pound made the motion to approve the consent agenda and was seconded by Karrie Tripp. We did not have a quorum of the private sector (at least 12 of the 23) so this vote will have to be completed via email.
- V. **Chairperson:** Request was made for new chairperson (temporarily or permanent). Chairperson must be from private sector. There was a discussion of chairperson's responsibilities, and director assured everyone she would make responsibility as easy as possible by utilizing video conferences, phone and emails as much as possible. Steve Pound consented to consider the position.
- VI. **By-Laws:** Board needs to vote on revised set of by-laws from 12/5/08, but there was not a quorum present. An email will be sent to the entire board to vote separately on a) revised by laws and b) amendment to by laws concerning executive committee volunteers.
- VII. **Executive Committee:** Executive committee volunteers - Joyce H., Julie J., Rick S., Janet T. Because of her retirement Joyce has stepped down from the board and is recommending Merlene Sanborn as her replacement from EMCC. Board will need to vote on recommendation of executive committee. Joanna spoke about the serious changes for the board including the integration of workforce and economic development. All partners need to be on board. A letter for waiver is being worked on to DOL/EDA which allows us to combine strategic planning process as discussed at the Blueprint for Success event. We do have unofficial approval from Grace Kilbane and Bill Kittredge. Vote on 3 members of executive committee - Julie, Rick, Janet and Ken P. - vote will come out via email.
- VIII. **Discussion:** Charlie Newton suggested that accounting standards might mean non voting by staff of LWIB. Dan Tremble asked that we email both 2000 bylaws and revised by laws and highlight the differences for the group.
- IX. **Support Services** - Jon Farley spoke about the new support services policy which capped out amounts to maximize use of services to the most people. This includes

transportation mileage capped at \$15 /day. Again this will go out for vote via email. There was questions/discussion about the policy; how it evolved, crossover of support services, mileage, etc.

X. **Group Training.** It was announced that the Building/Construction group training had been canceled due to lack of participant sign up. It was recommended that we use this money on individual service plans in the areas of energy, green, IT and healthcare rather than group training. Jeff M. asked what an ISS looked like. There was a general discussion about funds not being pulled back, individual training and how money has to stretch further. Strategic planning has begun on this year's SYEP.

XI. **Financial reporting** - Joanna sent out update on the programs and numbers enrolled. Discussion of where bundled training came from.

XII. **Director's Report.**

1. We will have a monitoring from BES on the 20th & 21st and financial monitoring on the 25th for WIA and ARRA. NEG's will be monitored separately.
2. Businesses need to understand WorkReady and the impact of it. We need an outreach effort in all 3 counties by board members.
3. Website review moved to March. Link will be sent to board for comments.
4. Strategic Planning Committee- Executive committee will be part of strategic planning. This ad hoc committee currently has 4 members and needs 4 more so we are looking for volunteers. Director is working on waiver letter right now. Other action steps haven't been lined up. Committee would require a commitment of about 5 hours/per month in person. Plan is due June 30, 2010.

There was a request to not move LWIB dates as people had scheduled around them.

Motion by Gail, seconded by Jane Searles to adjourn meeting. Note by Steve Pound that Joanna had done a great job as chairperson. Meeting was adjourned.

Submitted by: Kitty Barbee EMDC