

Tri County Workforce Investment Board
Meeting Minutes
June 10, 2010

Meeting Attendees:

Steve Pound (Chair)

Joanna Russell

Sheena Scales

Ken Proctor

Steve Lambert

Tanya Perierra

Tom Hart

Jeff Morin

Annie Umphrey

Gene Smith

Jane Searles

Julie Johnson

Dan Tremble

Lisa Rancourt

Jack McKay

Liz Perry

Chuck Rohn

Kevin Barbee

Jane Searles

Jon Farley

Kerrie Tripp

Merlene Sanborn

Mark Sanborn

Rick Schweikert

Charlie Newton

Dan Muth

Kerry Sack

Craig Holland – Tele Conf

Chris Greenleaf – Tele Conf

Bonnie Sparks – Tele Conf

Tom Lizotte – Piscataquis Commissioner

Tom Davis – Penobscot Commissioner

Joe Brown – Hancock Commissioner

1) Welcome

Steve Pound welcomed the group and announced the Commissioners from Penobscot, Piscataquis and Hancock Counties, Tom Lizotte, Tom Davis and Joe Brown. He thanked everyone for their patience and participation.

2) Consent Agenda

- a) Vote to approve March 11, 2010 minutes.
- b) Vote to approve REVISED Strategic Plan Modification. (This document incorporates the response letter approved by TCWIB March 11, 2010 meeting.)
- c) Vote to approve TCWIB members: Bonnie Sparks and Kevin Barbee
- d) Vote to approve Youth Council Members: Victoria Coffey, Brandon Moore, Sarah White

Motion by Julie Johnson; seconded by Dan Tremble to approve the consent agenda. Approved.

3) Executive Committee Update

Steve Pound discussed the Executive Committee and went over where it stands in the plan to help assist Joanna Russell in her performance evaluation. Steve discussed the survey ideas and the interview process that he would like to take in efforts to retrieve the best possible feedback from all staff and other partnerships that work closely with Joanna.

Steve Pound also explained that the executive committee will review all information and materials relevant to the full TCWIB and make decisions allowing the workforce system to move projects forward whenever possible. In any situation where the executive committee believes the full board should be informed and required to vote on any issue Steve will send out a request for feedback to the full board.

4) Finance Committee Update

Chuck Rohn discussed where the Finance Committee is with their meetings and gave a general summary of what they have been going over and discussing. The first meeting of the Finance Committee was where they defined the rolls and identified meeting times and frequency. The first meeting established the overall roll of the committee. During the first meeting the FC also discussed the current grant programs and the budgets. One issue that the FC has been working on was the correspondence between EMDC and the MDOL with their monitoring visit. Liz Perry of EMDC read the correspondence between EMDC and MDOL.

5) Local Area Two- Program /Budget update & approval of DRAFT PY10 Budget

Jon Farley The budget was discussed and reviewed by the board. A handout of the budget and its details was given at the meeting. Each area of the Adult, Youth, and Dislocated worker programs and there components were reviewed. All goals of each area are viewed on a regular basis. The report showed budget details of each specific component within the budgeting of the programs. The anticipated implementation of the budget for the current and future parts of the PY was shown.

Motion by Kerri Tripp; seconded by Kerri Sack to allow EMDC In-House Workforce service delivery program to expend 25% of the PY10 budget. Approved.

6) Governance Committee (review bylaws)

Joanna Russell discussed reasons she feels having a Governance Committee is important. Currently we have no official processes and would like a standing committee to work through the bylaws to create a solid document. Below is a list of interested board members. Steve Pound would like at least one member of the executive committee to be on each ad hoc committee of the TCWIB

Interested Members:

Charlie Newton
Jack McKay
Julie Johnson
Kevin Barbee
Lisa Rancourt
Dan Tremble

Motion by Lisa Rancourt; seconded by Jack McKay to put together a governance committee group. Approved.

7) Report from LWIB Director

Joanna Russell gave her report and focused on a special meeting between board member Dick Hansen and one of the ARRA programs. After giving her report she read the letter that Dick had written in regards to his visit. The correspondence following his letter has proven

to be a prime example of the growth of the TCWIB. Joanna welcomed the entire board to take the opportunity to explore other areas of the program as he did.

Tri County Workforce Investment Board (TCWIB)

Update- June 2010

Joanna Russell

HINCKLEY NATIONAL EMERGENCY GRANT:

The Bureau of Employment Services conducted a 120 Day review of The Hinckley National Emergency Grant on April 30, 2010. Program and financial activity were reviewed. Participant interviews were conducted. The participants were very pleased with the overall services and resources commenting on the excellent partnership between EMDC staff, Adult education and the higher education center. There were no major findings. An official report is expected within the next month.

Good News: Hinckley announced Monday May 24, 2010 that they plan to rehire their employees as they have recently had an increase in customer orders.

TRUE TEXTILE NATIONAL EMERGENCY GRANT:

USDOL Employment Training Administration and the MDOL Bureau of Employment Services conducted a mid-point review of The True Textile National Emergency Grant on May 12, 2010. The program and financial activity were reviewed. Participant interviews were completed Thursday April 15, 2010. Overall the review went very well. Participants stated that they were very pleased with the overall services and resources. Some stated that the beginning of their layoff was difficult as there was a large number of employees seeking basic education from the adult education site at the same time. The greatest frustration was the waiting lists. An official report is expected within the month.

ARRA PROGRAMS:

USDOL Employment Training Administration and the MDOL Bureau of Employment Services conducted a "mini" program review of the ARRA programs. Their questions related to the sub contracts and actual program construction. Employment Training Administration requested the monitoring in tandem with the True Textile visit as a way to explore activities and participant experience. Participant files were reviewed along with program design. No major findings were reported. An official report should be forthcoming in the next month.

TRI COUNTY WORKFORCE INVESTMENT BOARD ACTIVITY:

TCWIB Executive committee which includes TCWIB Chair Steve Pound from Cianbro, TCWIB member Ken Proctor, from Mayo Hospital, TCWIB past Chair and member Julie Johnson, from LL Bean, TCWIB member Rich Schweikert, from the Grasshopper Shop, TCWIB member Clare Grindal, from Grindal & Sons Construction, and TCWIB member Jack McKay, Eastern Maine Labor Council met on March 30th and May 5th. The meetings included organizing and begin the process to conduct a performance review for the Executive Director of the board. Discussion also included the Summer Youth Employment Program's policies and procedures. Steve Pound will report out to the TCWIB on June 10, 2010.

The Tri County Workforce Investment Board has approved the members of the Finance Committee which includes TCWIB member and Chair of the Finance Committee Chuck Rohn, from Darlings Inc., TCWIB member Kerrie Sack, from Charlotte White Center, TCWIB member Christine Greenleaf, from AFL-CIO, TCWIB member Dick Hansen, from Hansen Financial. The finance committee has reviewed the response from EMDC to the state regarding the annual review of the workforce system and the PY10 budget with implementation plan. Chuck Rohn will report out to the TCWIB on June 10, 2010.

TCWIB member Dick Hansen approached the TCWIB Executive Director requesting the opportunity to visit one of the workforce sites and spend the day speaking with Career Advisors and participants. The goal was to also afford Mr. Hansen with the opportunity to learn more about a specific project. A visit was set up in Dover Foxcroft and Mr. Hansen met with George McKay, EMDC Career Advisor. Mr. Hansen will share his experience with the Board.

The TCWIB sponsored and hosted WorkReady a Train the Trainer event on May 14, 2010. We made the training available to folks statewide. Thirty Three individuals attended the training representing United Technology Center, Eastern Maine Community College, Penobscot Job Corps, Jobs for Maine Graduates and, Adult Ed from the Tri County Region and other folks from across the state.

8) ARRA Program Update

The ARRA program was discussed and each program falling under ARRA was given a brief summary of its purpose for the board to see and outlined was the estimated expenses.

Building Bridges – Hancock County

Micki Sumpter, Ellsworth Chamber of Commerce and Bonnie Sparks, Hancock County Higher Education Center are both very supportive of the program. We will be coordinating with the Chamber in development of this program tentatively scheduled for the February – March timeframe. Focus of program will not be industry specific, but cut across industries in the county. Estimated Expense - \$2500

Building Bridges – Penobscot County

Initial planning meeting to take place on June 18th. Program was initially targeted for just EMMC, but interest in participation has already expanded to Affiliated Healthcare Services, Community Healthcare and Counseling, Bangor Area Visiting Nurses, several other organizations. Planning will center around specific strategies for the program, and participants from both business and educational sectors. Estimated Expenses - \$2500

Work Ready – Dover Foxcroft

Started program with 10 participants; one moved out of state, with the remaining nine completing the program. With the exception one person all were awarded the Work Ready certificate on April 6th. The aforementioned individual failed to meet the required math score, and did not attend the remedial course that was arranged for him at Dexter Higher Education. Program Cost - \$5000

Work Ready – Sumner

Started program with 8 participants, and 7 graduated from the program on May25th. The participant that did not finish was accepted to a full-time CNA program and could not finish the course. One participant has found employment, one is in the process of starting her own business and another has been accepted as a full-time student at UMA. Program Cost - \$5000

Work Ready – UTC

Program cancelled due to the facilitator taking a full-time employment position prior to the start of class. We are working the youth program personnel targeting funding for this program at youth, more specifically a possible Work Ready program within a school, or a Building Bridges program specifically targeted to youth, not educators. Target is an early Fall program.

Education Assistance (aka Scholarship Program)

Outreach provided to educators and financial aid personnel at EMCC and UMA, Bangor, Beal and Husson. Announcement of program sent to 70 individual students enrolled in programs with targeted majors in IT, healthcare, “green” construction and energy trades.

Budget – 60 to 70 - \$3000/awards

VOANNE – Building Futures

Program graduated 10 women from the Bangor Women’s Reentry Center on April 22nd. The initial class was 12, but due to health considerations two participants needed to withdraw. At this time, five of the students have found employment and are on a work release program. The second class began at the Charleston Correctional facility on May10th. Outreach for next class is being conducted with US Probation, Bangor General Assistance and RAC+ Housing Coordinator. Budget \$136,800 / Draw \$4878

Northern Penobscot Tech Region III – Medical Assistant Program

All students have successfully completed the CRMA certification and the PSS certification. They have also completed provider level CPR + First Aid. They will sit for their CNA certification test in August and the team fully expects them all to pass. 10 participants are taking this course.

Budget \$54,777 / Draw \$30,000

EMCC – Medical Assistant Program

20 participants enrolled in the program. Two students needed to drop out of the program, one due to legal issues and the other issues with DHHS. Summer classes began on May 17th inclusive of classes for those students needing to take English and mathematics. Budget \$223,989

9) Pathways out of Poverty Update

Joanna gave the update on pathways as Kitty Barbee was not able to make the meeting. The Pathways Project began officially Jan. 29th, 2010.

Project Goals:

- 1) to train 150 people in green construction skills and
- 2) to build 7 homes that will be deployed out to Piscataquis and Penobscot Counties to replace pre-1976 mobile homes

To Date:

- The Project Manager and Career Advisor positions have been filled
- The first cohort of students (16) have been accepted
- The remedial math class has been started and is almost complete
- The WorkReady course has begun
- The skills training portion will begin June 21

The first home is estimated to be completed by the end of Dec. 2010. The second cohort will begin in October and the final cohort will begin next spring. The first home will be built at United Technologies Center here in Bangor.

Participants for the first cohort come from all populations: youth and older workers, dislocated and little work experience, offenders and veterans. The one thing they all have in common; they want to utilize the opportunity they have been given in Pathways to gain the skills and knowledge to eventually maintain and create a steady future for them. Again and again they have expressed how tired they are of being laid off, of lacking the necessary skills to gain a good job, and the desire to have a steady job year round. They have already started displaying a team personality and are visibly excited to begin the skills phase of the training.

Jon Farley discussed the importance of this grant. This grant award was 1 of 28 that was given nationally from over 800 applications for the resources. One of the reasons this grant was awarded to this area was because of its partnership. Not only are we focusing on the green construction but we are using this program to build social capital in the community. Nationally the feds are very interested in our efforts. With continued efforts while working through some of the kinks we feel this will be a very successful and sustainable program. Other partners in the area are becoming interested in the partnership.

10) Youth Council Update

Tom Hart gave the update on the Youth Council. They last met on April 21st. At the 1st meeting the Youth Council implemented an attendance policy and approved the job description. They are in the process of updating the council and feel it is important to go through and lay out what is necessary to achieve a successful Youth Council. We plan to be more aggressive on obtaining new members for other areas in the community. The next meeting the Youth Council will be looking at the idea of having a vice chair. The next meeting will be focusing on shifting towards projects, awareness, interaction and needs of our area youth. Tom discussed the idea of developing an asset map, which is a living document that is never done. He feels that this is a tangible piece that we can bring into the community to help increase awareness of who we are what our mission is and who we are designed to help. The asset map will be the one document that we present to all areas of the community.

Summer Youth Employment Program Update - We anticipate serving about 75 youth this year from the 100 youth that have applied. The SYEP is currently organizing and holding orientations at the career center. SYEP has also made some changes to the application process from some feedback that was observed last year. 50 worksite applications are already on file. EMDC has posted all documents necessary for participation and reference on the SYEP.

11) Q&A opportunity for LWIB members

Joanna Russell suggested the idea of how to better serve the board in making sure that the meeting items have enough time to discuss without rushing. Joanna will create a survey with three options; 1) more time to each meeting 2) a 5th meeting annually 3) a annual retreat.

*It is asked that the board take the survey and choose an option that is best suitable for them.

Next LWIB meeting is scheduled for September 9, 2010 from 8:30am to 10:30am at EMDC

Meeting Minutes Submitted By: Sheena Scales EMDC