

**TCWIB**  
**Meeting Minutes**  
**September 8, 2011 8:15am – 10:45am**

**Meeting Attendees:**

Joanna Russell-TCWIB Executive Director  
Jon Farley-TCWIB Member  
Kittee Barbee-EMDC  
Michael Aube-EMDC  
Rick Schweikert-TCWIB Member  
Leslie Brigham-TCWIB Member  
Bonnie Sparks-TCWIB Member  
Kerry Sack-TCWIB Member  
Jane Searles-TCWIB Member  
Julie Johnston-TCWIB Member  
Jon Symonds-Guest/ voted in as new member

Kevin Barbee-TCWIB Member  
Jeff Morin-TCWIB Member (phone)  
Steve Pound-TCWIB Chair  
Chuck Rohn-TCWIB Member  
Lori Calderone-Guest/voted in as new member  
Ken Proctor-TCWIB Member  
Andrea Bickford (phone) -TCWIB Member  
Scott Cuddy-TCWIB Member  
Carlene Miller-Guest/ voted in as new member  
Kerrie Tripp-TCWIB Member  
Larry Barrett-TCWIB Member  
Ed Upham-TCWIB Member  
Dan Tremble-TCWIB Vice Chair

**1. Welcome & Introductions**

Steve Pound called meeting to order at 8:21 am. Group introductions followed. Joanna Russell introduced new board members to be voted upon at meeting: Jon Symonds, Penobscot Job Corps Center; Lori Calderone, Bangor Hydro Electric Company; Carlene Miller, Penobscot Indian Nation and Scott Welch, Hollywood Slots. Ms. Russell also informed the group that the Commissioners have approved all nominations. Mr. Pound indicated that we have 35 total members, with enough present at meeting to have a quorum to vote on the nominations.

**2. Conflict of Interest Procedure**

Mr. Pound requested a show of hands and confirmation from those over the phone as to whether anyone had a conflict of interest with anything appearing on the agenda. Shelly Reilly counted (15) members present and (2) on the phone who were voting members. There were (3) three EMDC staff and (3) three visitors. *No members had any conflict of interest with any item on the agenda.*

**3. Consent Agenda.**

- a. Vote to approve new TCWIB Board Members. *Moved by Jane Searles. Seconded by Larry Barrett. All present and those on phones in favor. No contrary minded. Unanimous vote of approval of new members.*

- b. Vote to Approve June 2011 Minutes.

*Ken Proctor moved to approve minutes of June, seconded by Kerry Tripp. All board in favor. No contrary minded. Motion carried.*

#### **4. Director's Report**

- a. Holly O'Brien visited with Carmen Rodriguez on June 28<sup>th</sup> and 29<sup>th</sup>. Ms. O'Brien and Rodriguez were accompanied by Steve Duval, MDOL-Bureau of Employment Services, Division Director of Policy and Evaluation. A dinner meeting was held in Bangor which was attended by various EMDC staff as well as Elizabeth Sutherland, from Sutherland Weston, Rebecca Huff, from the Bangor International Airport and Jerry Whalen, from EMHS. The group discussed Mobilize Maine, TCWIB and EMDC's new workforce model and other happenings in the Bangor area. The morning of the 29<sup>th</sup> EMDC hosted a breakfast attended by representatives from Senator Collins, Senator Snowe, and Congressman Michaud's office. The group moved on visit to a community conference hosted by MDOL's Disability Employment Initiative program which focused the discussions on the needs of those with disabilities in regards to employment/education in the state. The group then moved on to a presentation of the web database system being used by EMDC specialists who are meeting with businesses on a daily basis. We are connecting to Career Advisors, Job Seekers, etc. Steve Duval from the Maine Department of Labor was very complimentary of the work that EMDC is doing and how they are capturing the data. He mentioned that the department has been working for years to create a model that would assist in aligning the language and data of multiple departments. The other strong point that we made is that the EMDC is outreaching and connecting in a very strong and aggressive way to small and medium sized businesses in this area.
- b. Kitty Barbee informed the group that Ms. O'Brien and Ms. Rodriguez also visited Eastern Maine Community College and was provided a detailed presentation on the Pathways project. They toured a house and had lunch with participants. Ms. Barbee talked about the deep engagement with employers and that we have outreached to approximately 120 businesses. Businesses are very pleased with the possibility of being able to hire people with the necessary skills and credentials, as well as having WorkReady training. Employers have indicated that the training that the participants are receiving is very critical to their needs. Currently, we have made 150 referrals to local businesses. TCWIB Executive Director also noted the large contribution made by Eastern Maine Community College as they volunteered their site to host the Pathways presentation and provided a very nice luncheon to the group of 40+ people.
- c. Third Party Review: Russ Simons from New York completed a review of our Tri County workforce Model. Overall, he was very impressed, but did make a couple of recommendations:

**Capturing of Board minutes.** Rick Schweikert mentioned that he thought our minutes were always done very well. Joanna agreed, but the issue regarding the minutes was that we need to be very clear about who is in attendance at the meeting. Need to be sure

procedure is being captured throughout the meeting. We were also advised to consider noting the number of TCWIB members, visitors and EMDC staff in the room. While the TCWIB pays close attention to conflict of interest it was not always noted in the minutes when the Chair noted the opportunity for TCWIB members to acknowledge a possible conflict.

**Regional snapshots:** Mr. Simons indicated that it would be good for us to have snapshots about what is going on throughout the region and to conduct research of other state workforce service delivery systems to identify all options when deciding how we want to proceed.

**Financial review and interviews:** Mr. Simons was particularly impressed with the financial operation and EMDC staff. He commented on the professionalism and ability of the staff to answer in detail his questions on financial procedures and EMDC systems.

- d. Joanna referred to the Powerpoint that she had distributed regarding Education Asset Mapping. This is the first phase of the Education Asset Mapping Tool. Much more work needs to be done, but we need to have further discussions regarding funding, etc., Joanna to send another link to the board this afternoon along with the handout (PDF File). UMaine did provide an excel sheet with STEM educators in our region and explained that the product was a good start to a resource that could impact many of our stakeholders in Maine.
- e. Questions and Answers. Julie Johnston asked if we had shared Russ Simon's report with the other LWIBs. Ms. Russell indicated that we have not, but Mr. Pound and Ms. Russell have had a discussion about sharing with Governor LePage and Commissioner Butera. We want to be sure they are aware that we are seeking input and being proactive with our board, and have done due diligence with budgets, programs and third party reviews. The board agreed that they would like this to happen, and Ms. Russell and Mr. Pound will continue to work on this.

Ms. Johnston indicated that she thinks we should speak about this again as we might be able to help the other boards.

Dan Tremble asked if the CLEO received this information, and Joanna indicated that yes, the CLEO receives all of the information distributed to the TCWIB as they are on the list serve.

Last week, Joanna attended a meeting with the other LWIB Directors to meet with Commissioner Winglass and John Butera, Senior Economic Advisor for Governor LePage's Administration. Each Director was able to speak to what was happening in their local workforce area. Joanna spoke about CEDS project and our alignment of Economic and Workforce Development. She also mentioned the work being done to connect our job seekers to business using our web database system. John Butera indicated that they are looking at restructuring the entire system. There is a business summit being held September 9, 2011 to talk to selected businesses about how they view the workforce system and to identify business needs in the state. The response will be made public.

A meeting with Commissioner Mayhew took place August 31, 2011. The meeting went well. Jon Farley and Joanna will speak with Scott Cates from DHHS to talk about a pilot project in our

area. The hope is to build a stronger bridge for people on public assistance to go back to work. Joanna encouraged more conversation around this issue as the TCWIB progresses through the strategic planning process.

## **5. Executive Committee Report**

The July 28<sup>th</sup> meeting of the Executive Committee did not have a quorum to vote. There was a review of all program results and Steve Pound reported learning of a shortfall due to a mistake made at the state level. We believe we can operate within the budget. There was also conversation surrounding the Katahdin region. No recommendations were made. There was discussion surrounding TCWIB Executive Director's performance review. Ken Proctor will be leading this review effort. He has heard from 17 people so far. Survey Monkey needs to be sent out again (deadline of Monday next week). Ken indicated that once the process is done, the board will be notified of the results.

Rick Schweikert presented an idea to coordinate an event in recognition of the workforce staff. We are hoping to do something in the fall, and will need volunteers. Rick is looking for possibly a potluck or donations of some kind. We would be looking at perhaps something from 4pm – 6pm. We would need to work with Michael Aube on the schedule if we decide to close down offices early.

Joanna indicated that we should include BES Staff. We would need to ask permissions of Commissioner Winglass.

Mr. Pound asked the board if they agreed with the Recognition Event and all in attendance agreed. Jane Searles, Scott Cuddy, Rick Schweikert and Kerry Tripp volunteered to work on the event. We would look for staff help and donations as well.

## **6. Finance Committee Report**

Chuck Rohn presented that we will have to change budgeting done earlier this year due to two issues: State made a mistake in the way funds were allocated to the board. After we had approved our budget, the state came forward and said that they had made a mistake in the amount of \$151,000. The other issue is that the carry-in has been reduced by \$77,000. These two items have been reworked into the budget.

Jon Farley indicated that the allocation problem affected all boards in the state, not just ours. The carry-in is always a moving target. When we completed our close out (takes 60-90 days) we realized we needed to make adjustments to administration, training and support budget. When we carry-over money, we carry-over in the same cost categories. We are not "Robbing Peter to pay Paul". We made adjustments, in staffing, overhead and travel. The upshot is that there will be no impact on the Adult Program. The Youth Program is also unchanged. The Dislocated Worker Program has been impacted (85 fewer people from our original plan of 885). We are hoping that the 15% that the state holds will get reallocated back down to the local level.

Joanna indicated that we will find out what is going to happen for the next three quarters. Kevin Barbee asked if the state contributes to the fund and Mr. Farley indicated that all funds are from the federal level.

Joanna mentioned that USDOL (contact with Holly O'Brien) are looking at ways to cut monies. They do not want us to provide food for events or meetings. This request is to demonstrate our intent to invest in our job seekers.

*Mr. Pound motioned to approve the revised Budget. Chuck Rohn moved. Kevin Barbee seconded. Motion carried. No Contrary Minded.*

## **7. TCWIB CEDS/Report/Next Steps**

Jen Brooks presented on the CEDS Process. This is the end of a five year plan. 2012 is a new plan and new economic development strategy. Ms. Brooks went through the list of process and criteria that were distributed earlier in the process.

Kerry Sack asked if we could do a numerical based tool. We could use it to do a meaningful evaluation. Jen distributed two project scoring sheets that she found on-line that we might want to look at. One is very in depth, which is the one we might want to look at.

Ms. Johnston spoke about the evaluation process and indicated that the group should also be involved, so perhaps we can look at the projects and outcomes each year as well. Strategic Growth Initiative Team for each county will have a chance to look at projects in their area.

Ms. Sack asked if there could be a conflict in the future if the CEDS committee has selected certain things for our regions, and then one of the other committees outside of the region thinks priorities are different. Criteria and accountability is very important. We should define criteria for the person who is applying and it could be done in a very simple manner. Ms. Johnston thinks we need to be very clear about defining the categories.

Ms. Brooks distributed the proposed timeline. The timeline will be part of our five-year plan. Discussion ensued around how we get the information out to the public. Mr. Aube mentioned that perhaps we have a training process for those who want to submit. Ms. Russell stated that the new criteria should be brought to the board in December to meet the timeline of publishing information in January 2012. An Executive Meeting will be scheduled for October or November to discuss and determine criteria.

LWIB will develop the criteria for the CEDS process. Not all Mobilize Maine initiated projects will be an approved CEDS.

Bonnie Sparks stated that she was still confused about where the original criteria came from. Ms. Russell indicated that there really were no required criteria. We are engaging and formalizing the entire process. Asset based versus "like to have" base.

Ms. Brooks indicated that we want each person to understand what they are going to be rated on. This will clarify the process. Ms. Brooks also indicated that we have received calls from Alabama about what we are doing here with the CEDS project, and how we are moving it forward with the assistance of the LWIB.

It was agreed that the Executive Committee would bring any changes to the full board through email to ensure we have enough time to meet the January deadline.

Mr. Pound indicated that if the board sees any criteria that are not currently listed; we should let Ms. Brooks know by the end of September.

Joanna will send past CEDS information and outcome of our last review process to the new members and explained that we are now adding value to the CEDS process. We are going to be carefully looking at whether projects are going to create jobs.

## **8. TCWIB Strategic Planning**

We are due to submit a five-year strategic plan. Joanna is not clear if we are going to need to submit only a modification or a complete new 5 year plan. This is a time that the TCWIB needs to look at our service delivery and our resources. We have to engage in professional development as a group. It is extremely important that board members understand the system, services and resources within our workforce region. Once we have a good sense of what exists here we need to also research systems in other states to make an educated decision on how to move into the future.

Ed Upham submitted information on activities through Wagner-Peyser. The Division of the Blind also submitted information. We want to be sure that students at EMCC and others are aware of what is available under the Career Center roof. It was agreed that this was a larger conversation.

**Kevin Barbee indicated that he thinks we should have an informational packet or an orientation to the services, etc. to assist new board members. We haven't had an orientation since June of 2008 and it was decided that it would be very worthwhile to have another.**

Julie asked about the Computer Bootcamp, as it was an original initiative of the Board.

Mr. Upham indicated that it is going very well, and that we typically have people waiting. This is a one-hour session that gives people the very basic skills of computer use. People can come back as many times as they like and there are computers available to them. Ms. Barbee indicated that this has been helpful to many of the participants going through the Pathways program.

Mr. Cuddy stated that in order to come up with a strategic plan, we need to know what the businesses are looking for. Mr. Farley will send out data on EMDC's service activities since July 1, 2009. We currently have staff dedicated to the contacting of businesses.

Ms. Russell talked about the E3 concept and the Educational Summit which will be held on October 1<sup>st</sup> at Hollywood Slots. MDOL's Deputy Commissioner Jeanne Paquette, and Department of Education's Commissioner Steve Bowen will be addressing the group. Walter Ridlon will be speaking on jobs and opportunities through the Career and Technical schools. Laurie LaChance will provide updates on our current economic conditions. This is a collaboration of the Chamber of Commerce, Mobilize Maine, TCWIB, and EMDC. These are collaborations that have never existed before.

Kerry Sack indicated that the target is middle and high school teachers to train on workforce issues.

Ms. Russell asked the group if we want to extend the December meeting to ½ day or do we want to do this in 2.5 hours. There was a consensus to meet from 8-12 at the December meeting. We will hold our December 8, 2011 meeting at the Bangor CareerCenter located at 45 Oak Street in Bangor. If you are heading to Brewer from Bangor, the CareerCenter is on the left just before you cross the bridge into Brewer. You will see a large parking lot and the CareerCenter signage.

Ms. Russell also reminded the group of how important it will be to have LWIB presence at the Recognition Event and our next TCWIB meeting.