

Tri-County Local Workforce Investment Board Meeting
Thursday, December 11, 2008
8:30 a.m. – 10:30 a.m.
Eastern Maine Development Corporation

Meeting Attendees:

Julie Johnston (Chair)	L.L. Bean
Joanna Russell	TCLWIB
Christine Greenleaf	Maine AFL-CIO
Stephanie Bunker	True Textiles (via conference call)
Michelle Park	Morris Yachts (via conference call)
Rick Schweikert	Grasshopper Shop
Ken Proctor	Mayo Regional Hospital
Kerrie Tripp	Greater Bangor CVB
Jon Farley	TDC
Kerrie Sack	National Able Network SCSEP
Dawn Mealy	MDOL
Frank Noyes	CareerCenter (guest)
Steve Lambert	Hollywood Slots
Michael Ballesteros	EMCC
Joyce Hedlund	EMCC
Steve Pound	Cianbro Construction
Scott Welch	Hollywood Slots
Faye Ivers	DHHS/ASPIRE
Andrea Bickford	DBWI
Lisa Rancourt	Bangor Daily News
Thomas Kittredge	PCEDC
Jane Black	EMDC

I. Welcome

- a.** Welcome from LWIB Chair, Julie Johnston

The meeting of the Local Workforce Investment Board was called to order at approximately 8:40 a.m. by Chair, Julie Johnston. Julie welcomed all attendees and asked everyone to introduce themselves.

II. Consent agenda

- a. Vote to approve September 11, 2008 minutes**
i. No amendments

b. Vote to approve recommended policies for Support services, Individual Service Strategy, Individual Training Accounts and On the Job Training

*Motion by Joyce Hedlund; second by Faye Ivers to approve items on the Consent Agenda.
Approved*

c. Vote to approve new LWIB members

- i. Robin Merrill- Hibbard Nursing Home/Piscataquis County**
- ii. Mark Awalt – JSI Fixtures, Inc./ Piscataquis County**

The vote to approve the new LWIB members was tabled until the next meeting as the new members were not in attendance.

III. Report from LWIB Director

Joanna reviewed her report which was provided in the packet.

LWIB RFP

The Tri County Workforce Investment Board (TCWIB) posted two requests for proposal one for WIA Adult & Dislocated Worker programs and the other for WIA Youth program. The RFPs were posted on November 7, 2008. All documents and related information are available on the Tri County website. www.tricountywib.org the new program year for WIA Adult, Dislocated Workers, and Youth services are scheduled to begin July 1, 2009.

A pre-bidders conference was held at EMDC on November 19, 2008. Joanna included a list of participants in her report which will be filed with the minutes. Proposals are due January 9, 2009.

KATAHDIN PAPER MILL CLOSURE:

- NEG grant was submitted to USDOL on September 23, 2008.
- USDOL awarded NEG fund to TCWIB on November 13, 2008.
- Funds will be used to provide displaced employees with resources and support services during their unemployment.

WORKSHOP

- Transition Team hosted a workshop “Surviving Winter 101” on October 9, 2008.
- Professionals from various industries were present to provide information and/or resources related to health, finance and budgeting, food resources and shopping tips, and fuel savings.

RED SHIELD POSSIBLE CLOSURE/LAYOFF

- Many of the recently rehired workers at the Red Shield Acquisition pulp mill will be laid off again, at least temporarily.
- About 110 employees were working there to operate the biomass boiler and winterize the mill. This number of workers will soon decrease.
- Workers laid off from Red Shield continue to struggle with the unanswered question of whether or not they will have a job.
- Another extension to June 30, 2009 for the GP NEG funds has been requested.

HINCKLEY YACHTS LAYOFF:

- The Hancock County Transition Team met on October 14, 2008 to discuss how to assist workers who have been laid off from their jobs at Hinckley Yachts.
- A second meeting was held on Monday November 3, 2008, at the Holliday Inn in Ellsworth. The outcome of this meeting was to assist employees in gaining information and access to employers who are interested in hiring.
- Next meeting is set for December 15, 2008 at the Washington, Hancock County Action Program site in Ellsworth.

PENOBSCOT TRANSITION TEAM

- The Penobscot transition team is thinking of putting together a day long event (9am to 3pm) that will feature resources and workshops and one-on-one sessions for those that are not employed.
- Target date is late January, 2009.
- The Washington, Hancock County transition team will meet on December 15, 2008 to discuss this proposal.

“SHAPING OPPORTUNITIES”

- On September 25, 2008 the Tri County Local Workforce Investment Board hosted the “Gold Collar” Worker the first in a series of “Shaping Opportunities” events.
- There were 66 participants in attendance.
- Please see the Director’s report for additional information on the “Shaping Opportunities” workshop.

Next Steps

1. Present information to the Regional Councils.

2. Organize an employer advisory committee to identify needs and resources to build a strong workforce that meets the needs of our employers.
3. Recruit additional members to sit on the Tri County Workforce Youth Council.
4. Organize an adhoc committee to address and maintain communications between educators, employers, service providers, youth and parents.

NORTH STAR ALLIANCE INITIATIVE

The K-12 Subcommittee for North Star Alliance Initiative is proposing the following activity to be delivered in our area.

The Building Bridges program will consist of a series of planned sessions

- Teacher informational mini-workshops
- O*NET Introduction presentation
- Tours of local businesses
- Introduction to area educational institutions that are preparing their students for work in these targeted industries.

Other experiential activities

- Highlight the workforce opportunities that these industries offer future employees
- Expect to complete a Research Paper and formal Presentation.

Purpose

- To provide Maine educators with knowledge, information and insights into three growing industry sectors; Marine Systems Research and Design, Boatbuilding and Composite Manufacturing
- To give educators a deeper understanding of the preparation students will need to be successful participants in these industries.

Goals:

- To promote student awareness of the career development opportunities these industries are able to provide.
- To expand partnerships between business representatives and educators within each identified region for the purpose of workforce development.
- To apply new knowledge for educator's curriculum development.
- To provide business an opportunity to communicate their employment needs and share their direction for student's preparedness.
- To allow educators to experience first hand these industries' impact on their communities, the State of Maine and beyond.

MDOL WIA MONITORING

Maine Department of Labor, Bureau of Employment Services will conduct their annual WIA program monitoring February 2, 2009.

Maine Department of Labor, Department of Financial Administrative Services conducted a monitoring of the financial operation of EMDC on December 4, 2008. Results are pending. The debriefing at the end of the day was very positive with no major findings to be reported.

EMDC WIA MONITORING OF SUB-RECIPIENT (TDC)

Tri County WIB/ EMDC hired Berry, Dunn, McNeil & Parker to conduct a review of TDC's financial operation in an annual review of Applying Agreed-Upon Procedures with our sub-recipient (TDC). We are waiting for the final report.

Tri County WIB/EMDC WIA program monitoring will occur between January 12, 2009 through January 30, 2009. Report to the board will follow at the March 2009 LWIB meeting.

SUMNER ADULT EDUCATION PROJECT-FAMILIES AT WORK

The TCWIB has been asked to support the Sumner Adult Education project "Families at Work" project by participating in the planning process.

- This project has grown out of conversations with a variety of adult education students, staff from educational, job training, human services, and family focused organizations.
- Sumner Adult Education has been working closely with ASPIRE and ALLIES to prepare families for work
- We are interested in designing a comprehensive family literacy model with an employment focus.
- We want our children ready for school and our parents ready for employment and *families ready to work.*

Additional information can be found in the Director's Report on file or by contacting Joanna Russell at jrussell@emdc.org.

11th Annual Fall Job Fair Preliminary Fair Results held at Spectacular Event Center, October 2, 2008

1. Sixty vendors attended the job fair and approximately 710 job seekers visited the fair, which set a new fall local record.
2. This was the second time we did an "Early Bird Special". Vendors registering and paying before September 12, 2008 paid a \$90 fee. Those registering after September 12, 2008 were charged \$95.
3. This was the second event that vendors were able to pay by credit card. This service is becoming a popular method of payment. Approximately 25 vendors took advantage of this payment method.
4. Six Penobscot Job Corps military preparation students volunteered to do traffic control. Refreshments were provided in lieu of payment for services.
5. Blueberry Broadcasting and Cumulus Broadcasting both provided free radio promotion in exchange for a free table. Kiss 94.5's Mike and Mike did a live broadcast at the fair.

6. Office Depot provided free photocopying service in exchange for a free table. Numerous job seekers as well as vendors took advantage of this service.

IV. BANGOR CAREERCENTER – Presentation by Frank Noyes, Bangor CareerCenter

Computer Boot Camp

- Computer Bootcamp part one has been offered since 10/28/08.
- The center averages approximately 4 people per class.

Computer Bootcamp Part One

- Offered Every Tuesday 8am to 9am - Basic Computer
- This is a very interactive class with the instructor explaining what the different parts of the computer are, and then doing a series of exercises to learn how to use the tools. This is very, very basic.

Computer Bootcamp Part Two

- Offered every Thursday 8am to 9am - E-mail and Online Applications.
- All individuals attending this class will create a free Yahoo E-mail account. Individuals are also taught how to upload documents from a floppy diskette and USB drive.
- Individuals attending this class should have attended Computer Bootcamp Part I or already know how to use a mouse and get online.

V. Discussion on changes to job description for LWIB Chair (at the last meeting in September, this was tabled for discussion)

At the previous meeting (September 11, 2008) the job description for the LWIB Chair was discussed. It was recommended by Jack McKay to remove the section of the second sentence beginning with ...”towards a market-driven workforce.....progress.”

Discussion:

- “market-driven” also benefits the worker
- Reword “.....market-driven.....that recognizes a livable wage (or wage consistent with) the needs of the workers
- Remove second sentence all together

Motion by Christine Greenleaf; second by Lisa Rancourt to remove the second sentence from the Board Chair job description “The chair will take.....progress.” Approved

VI. Vote to approve revised TCWIB By laws/discussion

Julie opened discussion regarding Article IX, Section 1 “Quorum” of the By Laws. A comment was read by Jane Black on behalf of Jack McKay.

The comment read:

“The WIA regulations specify that 51% of the members of the LWIB are from a certain sector, what is generally referred to as the private sector. I've word searched the entire document and it does not address quorum, or minimum standards for voting, as it relates to LWIBs. The private sector by statute has been given the dominant voice at the LWIB table. I feel strongly that we should not give even more dominance to the private sector through additional privileges, such as those proposed. To be clear, we are considering given power above and beyond the WIA statute in the situation where people fail to show up to meetings. Put another way, lower thresholds for quorum or special voting mechanisms only come into play if the majority sector fails to attend.

For two other bodies formed under WIA, the quorum is a majority of the board in attendance. I propose we make the same rules for our LWIB. Thanks.”

After additional discussion from the Board, ***Kerrie Tripp moved; Christine Greenleaf seconded to strike all but the first line of the first paragraph under Article IX, Section 1 Quorum. Motion passed with one abstention from member Steve Pound***

~~A quorum is required for binding votes of the Board and all its committees. A quorum will exist when at least one-third of the Board has voted. The quorum must include at least 51% representation from the private business representatives of the Board. If 51% of the private sector is not present then the private sector members present must vote to state agreement or not to move forward with the vote. If any one private sector member is not comfortable with moving the vote forward, then the issue will be tabled until the next LWIB meeting.~~

In the case of a critical issue the Chair of the board will send out an email to all LWIB members asking for their votes on the specific issue. The votes will be issued by email and sent to EMDC's executive assistant who will collect the votes and report to the Chair of the board.

Correction to be made on page 4, Article 5 – “selction” should be “selection”

Motion by Ken Proctor; seconded by Kerrie Tripp to approve the By Laws for the Tri-County Workforce Investment Board as amended. All in favor, none opposed, no abstentions.

VII. Call for Volunteers for adhoc committee to make recommendations on strategic plans to provide computer skills training in the tri county region.

Julie and Joanna called for volunteers to participate on an Adhoc Committee to make recommendations on strategic plans to provide computer skills training in the tri-county region.

Volunteers interested: Michelle Park
 Kerry Sack
 Jon Farley
 Steve Lambert
 Lisa Rancourt

Joanna will contact these members to schedule a meeting date and time.

VIII. Q & A opportunity for LWIB members (Opportunity for members to ask questions about the WIA system, CareerCenter, Service Provider, etc)

Being new to the Chair position, Julie has a lot of questions for Joanna. She felt that if there is time during the meetings, a question and answer session would be helpful to all. Just a sample of questions might be:

1. What is the CLEO's involvement with this Board?
2. What type of work does the Board need to do that they need to approve before it gets done?
3. What is Joanna's role on the Board
4. What things do the Board chooses to focus on and how do things interrelate?
5. How does the work get done?
6. Should the Board meet 6 times a year instead of 4? How many meeting would be sufficient?
7. Should some type of orientation be done for new members?
8. Should time be scheduled at each meeting for Q & A's?
9. Could a flow chart be prepared of how everyone fits in the system?
10. Will we be ready for the major public works project in the next six months?

Members were asked to email suggestions for the next agenda prior to the March meeting that can be included on the agenda.

IX. Next LWIB meeting

March 12, 2009 8:30 – 10:30 a.m. Eastern Maine Development Corporation

Motion from Christine Greenleaf; second from Steve Lambert to adjourn. Meeting adjourned at 10:45 a.m.