

Tri-County Local Workforce Investment Board Meeting
Thursday, July 31, 2008
8:30 a.m. – 10:30 a.m.
Eastern Maine Development Corporation

Meeting Attendees:

Julie Johnston (Chair)	L.L. Bean
Tanya Pereira (Vice Chair)	City of Brewer
Scott Welch	Hollywood Slots
Steve Lambert	Hollywood Slots
Leslie Brigham	Brigham Scully
Christine Greenleaf	Maine AFL-CIO
Lisa Rancourt	Bangor Daily News
Becky Hayes-Boober	Maine Department of Corrections/Re-Entry Network
Stephanie Bunker	Interface Fabrics Group – (via conference call)
Marty Duncan	Women, Work and Community – (via conference call)
Rick Schweikert	Grasshopper Shop
Kathy Coogan	TDC
Theresa Mudgett	TDC
Kathy Billings	Bangor Hydro-Electric Company
Craig Holland	Maine DOL
Jody Silk	WRC
Sue LeClair	WRC
Billie-Jean Grotton	WRC
Nancy McKechnie	Good Will-Hinkley
Charles Rohn	Darlings
Jayda Maher	Northstar Alliance
Joanna Russell	TCLWIB
Jane Black	EMDC

I. Welcome

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

The meeting of the Local Workforce Investment Board was called to order by Chair, Julie Johnston. Julie welcomed all attendees and asked everyone to introduce themselves.

II. Review and motion to approve minutes from June 12, 2008 meeting

Motion by Kathy Coogan; second by Christine Greenleaf to accept the minutes of June 12, 2008 as presented and place on file. All approved.

Rick Schweikert took a moment to recognize and thank Jane Black for the great work on preparing the minutes for review.

III. Consent Agenda

A consent agenda would allow the Board to move the meetings along more effectively by making decisions outside of the time spent together which will give more time for brainstorming, discussion and other issues that arise.

A description of a consent agenda is provided from the document which was distributed prior to the meeting as well as in the packets at the meeting. “The main purpose of a consent agenda is to liberate board meetings from administrative details, repetitious discussions, and misdirected attention. The main benefit is better governance. Consent agendas allow the board to regularly dig deeper on strategic issues rather than take a superficial pass on a lot of issues.....” [Source: 2006 BoardSource: *The Consent Agenda: A Tool for Improving Governance*”]

Question: Would everything on a consent agenda be listed ahead of time so the Board would know?

Answer: Yes, information would be distributed prior to the Board meeting for review. If you understand it and are ready to vote on it, that is the whole idea. For example, the By-Laws will need to be amended. These will be sent out with suggested revisions. After review and if there are no questions and you agree with the changes, you would come to the meeting ready to vote. A motion would be taken to approve the consent agenda. If a motion is given with a second to approve and everyone votes, and there is no discussion, then the Board has saved time which can be used to address other issues. There is also an opportunity to remove an item from the consent agenda and place it on the regular agenda should there be an issue that requires additional discussion.

Action: a provision would be needed to added to the By-Laws

Motion by Becky Hayes-Boober; second by Christine Greenleaf to approve that a Consent Agenda be added as a part of the By-Laws.

IV. WorkReady Program

a. Update on pilot project at Bangor CareerCenter

The WorkReady Program is a pilot program that was started with a grant from the Betterment Fund. Training Development Corporation (TDC) was able to launch a pilot program at the Bangor CareerCenter. It is a hope that the outcome of this program can be reviewed and the information brought to the Board to continue to develop a stronger program throughout the tri-county area that can assist individuals in entering or re-entering into the workforce.

Information was included in the packet explaining the WorkReady Program and to bring to the attention areas that the program addresses such as attitudes, attire, ambition, teamwork, and problem-solving. It also strongly addresses the idea of teamwork. When

an employer sees the WorkReady credential on a résumé, they can be confident that this individual has demonstrated the ability and that they are qualified.

The seven standards are:

- motivations and challenges
- plan for employment
- communication skills/interpersonal skills
- working with others/teamwork
- getting a job/preparing résumé or portfolio
- wages, taxes, employee benefits
- workplace safety

The WorkReady Program is being launched State wide. The coastal counties and western Maine have already launched programs. They now have established advisory boards and support of employers who are willing to come in and work with the program.

It is not an easy program to go through. This is a 60-hour program which can be developed to accommodate schedules. They have to participate and prove time management and show a commitment.

What is the plan for sustaining the program? This will be done by providing the program as part of the Workforce Investment Act support services. Look at addressing or approaching the private sector to provide funds to help support this system. First the program needs to demonstrate success and prove that it is a viable program that is going to be beneficial to the private sector.

Question: Is there a matrix that shows that participants in this program exhibit a lower attrition rate than maybe someone who is not a graduate of this program?

Answer: Right now that information is being gathered. Western Maine which has been a “trailblazer” of this program is showing that it has been a huge success. The businesses that are backing them up feel really good about what they are doing with this program.

Comment: Kathy Billings of Bangor Hydro would like to see that workplace safety be placed at the top of the list. It is a very important area to potential employers.

Theresa Mudgett, Plan Manager, Facilitator of the WorkReady program, TDC explained the purpose of this program. There is an academic standard that has been set for this program and these standards are firm. Students who are not ready based on these standards are encouraged to attend Adult Ed classes and bring up their academics. They are tested before they come in and are given a post test when they leave.

The program is a 60-hour program and can be developed to accommodate the schedules of the participants. It cannot be less than 60 hours; however, 60 hours is the standard. There are other Workforce Boards that offer program that are 120-hour.

Seven have already gone through the program in Bangor and the program is ready for another group.

b. Graduates of the program

Three graduates from the WorkReady program were available to come and speak with the Board and share what they have learned from the program. Each one of the participants felt that this program has prepared them to return to the workforce and has been a big confidence booster.

The women were pleased to learn that there are employers out there that they were not aware of who are willing to hire felons and would be willing to talk to them regarding what types of jobs would be available to them.

V. Report from LWIB Director

Joanna explained that the meeting today is a result of the June 12, 2008 workshop. The group decided that they did not want to wait until the next scheduled meeting which will be in September. By the end of the meeting, everyone seemed to have a real sense of what a Board member's responsibilities are and what their roles are in terms of what kind of impact we have on our workforce system in the tri-county area.

- New WIA program began July 1, 2008. TDC is continuing to deliver services for Adult, Dislocated Workers and Youth in the tri-county area. Additional information can be found in Joanna's report.
- She also shared information on the status of the CareerCenters, and projects, both past and future.
- The MDOL Moosehead NEG program went through a monitoring on June 30, 2008 and although a formal report has not yet been received, some of the concerns are being address already.
- In light of the potential closing of the Katahdin Paper mill closing, an application is being prepared for a National Emergency Grant (NEG).
- Projects in the areas –an event is being organized for September 25, 2008 at the Bangor Savings Learning Center (tentative) to provide high school guidance counselors, youth service providers with information regarding the benefits of using the technical centers in terms of educations.
- The Chief Local Elected Officials (CLEO) has decided to put out request for proposals for the Adult, Dislocated Workers, and Youth programs. The project will require that an executive committee be formed to assist in the review process.

VI. Overview of June 12, 2008 Workshop – Tanya Pereira
a. Discuss and identify key workforce issues in our area
i. See pages 14-17 of workshop minutes

Tanya (Pereira) highlighted from the workshop minutes, the section relating to the next steps and key issues. Tanya, Julie and Joanna met to make sure that these areas are discussed and that there is follow up being done. Tanya first looked at the next steps outlined on pages 17-18. The Gap analysis is not being addressed at this time, but will remain an item to review.

A list of issues that the group identified as important areas to work on are listed on page 16, section VI under Develop a Plan to Address Key Issues. One area discussed in response to the skills mismatch was creating a resource map of what is available around the tri-county area in terms of job training and education.

Which key issues does the Board want to work on? Which one(s) would the TCWIA be able to affect or change? What is the role of the Workforce Investment Board in those issues?

Other areas of focus:

- Aging workforce and lack of computer skills
- Who provides computer skills?
- How to make everyone aware those classes/training are/is available
- Everyone who provides services doesn't always coordinate with other programs. They tend to provide them in a vacuum.

Bangor Savings Bank started a computer class when Eastern Fine Paper closed.

Stephanie Bunker was asked if she could come up with a list of five (5) skills/common issues relating to the manufacturing sector for discussion at the next meeting.

Joanna will work to gather information on computer training available in the tri-county area. Comments included: Where are we going with this information? We need to put something out to the public to get people into the training. We should create a name or logo (brand) similar to the "Bangor Reads" promotion. More businesses are now accepting applications/resumes on line.

VII. Review LWIB Chair and Member Job Descriptions
a. Discuss and revise
b. Vote to approve job descriptions

Drafts of the Board Member job description and the Board Chair job description were included in the packets. Revisions were discussed and passed on to Joanna who will

make the changes and send out again for review. These will be added to the consent agenda for the next meeting for approval.

VIII. Next LWIB meeting

a. September 11, 2008 – 8:30 a.m.- 10:30 a.m.

Motion from Christine Greenleaf; second from Julie Johnston to adjourn. Meeting adjourned at 10:30 a.m