

Tri-County Local Workforce Investment Board Meeting
Thursday, September 11, 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
Christine Greenleaf	Maine AFL-CIO
Stephanie Bunker	Interface Fabrics Group
Marty Duncan	Women, Work and Community – (via conference call)
Rick Schweikert	Grasshopper Shop
Craig Holland	Maine DOL
Charles Rohn	Darlings
Joanna Russell	TCLWIB
Jane Black	EMDC
Ken Proctor	Mayo Regional Hospital
Kerrie Tripp	Greater Bangor CVB
Jon Farley	TDC
Renaë Muscatell	Penobscot Job Corps
Dawn Mealy	MDOL
Jack McKay	EMCC
Chris Kuhn	Penobscot Job Corps
Charles Newton	Penquis
Loretta Alley	Allies, Inc.
Michael Ballesteros	EMCC
Karen Smith	Brewer Housing Authority
Joyce Hedlund	EMCC
Steve Pound	Cianbro Construction

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. Consent agenda

- a. Vote to approve July 31, 2008 minutes**

- i.** Amendment to the July 31, 2008 minutes -- Renaë Muscatell was in attendance at the July 31, 2008 meeting.

b. Job Description for LWIB Chair

- i. Request made to move the Job Description for LWIB Chair to the Agenda

c. Job Description for LWIB Member

Motion by Tanya Pereira to remove the Job Description from the Consent Agenda and move it to the Agenda and approve the Consent Agenda as amended; second by Kerrie Tripp. Approved.

Discussion: Jack McKay brought up a concern regarding the wording of the description of the LWIB Chair. Limiting “market-driven” narrows the parameters.
Other comments: add to the description “while considering the quality of jobs.”
 “that meet the needs of employers”
 “is the sentence really necessary?”
 “be proactive”
 “needs to reflect the name of the organization”

Motion by Jack McKay; seconded by Chris Greenleaf to table approval of the Job Description for LWIB Chair. Approved.

III. Approve new LWIB members**a. Steve Pound – Cianbro/Penobscot County**

Motion by Jack McKay; second by Rick Schweikert to approve Steve Pound, Cianbro Construction as a new LWIB member. Approved.

b. Mark Awalt – JSI Fixtures, Inc./Piscataquis County

Mark was absent from this meeting. No vote taken.

c. Robin Merrill – Hibbard Nursing Home/Piscataquis County

Robin Merrill was absent from this meeting. No vote taken.

d. Chuck Rohn – Darling’s/Penobscot County

Motion by Kerrie Tripp; second by Jack McKay to approve Chuck Rohn, Darling’s as a new LWIB member. Approved.

Motion by Becky Hayes-Boober; second by Christine Greenleaf to approve

IV. Report from LWIB Director

Joanna reviewed her report which was provided in the packet.

- The TCWIB has decided to put out a Request for Proposals (RFP) for WIA funds and services for the program year 2009
 - More information to follow
- Katahdin Paper mill closure
 - Chris Greenleaf gave a brief summary of meetings in the area
- Georgia Pacific/Red Shield
 - Now have a peer support worker who will be based in the Bangor CareerCenter
- “Shaping Opportunities” conference
 - Scheduled for September 25, 2008 at the Eames Learning Center and sponsored by Bangor Savings Bank
- Workready Program
 - Provided two (2) WorkReady programs
- Summer Adult Education Center Workready
 - Feedback has been very good
- Bangor CareerCenter/TDC
 - TDC had seven participants who graduated from this program
 - TDC plans to deliver another program in the near future
- Piscataquis Valley Adult Education Cooperative
 - Thelma Regan has begun to develop a WorkReady program for Piscataquis County
- Workforce Advisory Committee first meeting
 - Scheduled for October 30, 2008 5:30 – 7:30 p.m.

V. Distribute and discuss revising LWIB By Laws

Initial discussion regarding the By Laws started at the July 12, 2008 workshop.

Proposed changes to the By Laws are highlighted in the document provided in the packet. There will be no vote on the amendments today. Participants are asked to review and email comments/changes to Joanna to be discussed at the December meeting.

There is a lack of subcommittees. The Executive Committee, consisting of one representative from each county will serve as the Nominating Committee with the full Board approving nominations. There is no Executive Committee at this time. There was discussion to wait until we complete our recruitment for new LWIB members from the private sector before we create our Executive Committee.

An Ad_Hoc Committee is needed to review the By Laws. The following Board Members indicated an interest in being on an Ad_Hoc Committee to review the By Laws: Joyce Hedlund, Jack McKay, Tanya Pereira, Julie Johnston and Joanna Russell.

Motion by Kerrie Tripp; second by Steve Pound to create an Ad_Hoc Committee to review and work on the By Laws. This Committee will consists of Joyce Hedlund, Jack McKay, Tanya Pereira, Julie Johnston and Joanna Russell. Approved.

Joanna will forward a clean original copy to the members of this new committee for easier review.

VI. Call for Volunteers for the LWIB Request For Proposal (RFP) Review Committee

Joanna is seeking authority from the Board to proceed with the RFP process which will include developing the RFP; developing a Review Committee and implementation. An email will be sent requesting volunteers to be part of this committee. The Committee will consist of members from the private sector, no less than 50 percent of LWIB members, Chairperson and Vice Chairperson, outside entities such as the University of Maine, an attorney and a professional consultant.

The goal is to maintain confidentiality and fairness in the RFP process.

Motion by Jack McKay; second by Chuck Rohn to proceed with the RFP process and create a LWIB Review Committee. Approved.

Discussion: The four local areas in the State of Maine have never put out an RFP for the Adult and Dislocated Workers. The Tri County area put out an RFP for youth services in 2001. What are the resources out there? What kind of expense is associated to an RFP? What is the goal of the RFP process? The goal is that the Board is doing due diligence for looking at resources and services outside of what we have had for eight (8) years. The review process for the committee could take up to four (4) full days to complete.

VII. Discuss Computer Class Offerings in the Tri County Area

Included in the packet is a list of computer classes that are offered in the Tri-County area. This list is representation from the Adult Education community. What exists and what is the cost? Who offers computer classes at no cost?

Steve Pound can provide Joanna with information on funding for Adult Education computer classes (voucher type system).

It is easy to say it is an obstacle (that people do not have computer skills) than it is to create or find a solution. A lot of companies accept applications on line only.

Contact all Chambers in the tri-county area. In addition to researching locations and resources, this should be marketed/branded similar to the Library's "Bangor Reads" program. Something like "Bangor Clicks".....

Recommended to form an Ad Hoc Committee to follow up on this program; to create and review and suggest an outline and timetable.

VIII. Next LWIB meeting

December 11, 2008 8:30 – 10:30 a.m. Eastern Maine Development Corporation

Suggested items for the December agenda:

- Private Businesses who may have computer banks that could be used for classes.
- Discuss (Bangor Clicks...Tri County WiFi) strategic plan and timeline. Need to create an Ad Hoc committee to oversee this project
- What is the LWIB vision and mission?
- Discuss building a transportation service in the Tri County area similar to Jackson Lab
- RFP progress report

Motion from Jack McKay; second from Tanya Pereira to adjourn. Meeting adjourned at 10:30 a.m.