

COASTAL COUNTIES WORKFORCE BOARD

Minutes of Workforce Board Meeting
Southern New Hampshire University
December 8, 2016

Board Members in Attendance: Jennifer Andrews, Christa Baade, Joni Boissonneault, Craig Burgess, Julie Chase, Tammy Combs, Kelly Flagg, Denise Griffin, Cynthia Lobikis, Michelle Love, Kelly Osborn, Leon Ouimet, Nick Paquet, Tricia Richardson, Peter Russell, Bob Schmidt, Erika Stone, Linda Winton

Board Members Absent: Mary Ellen Barnes, Russell Chaput, Charles Crosby, Samantha Fenderson, Claudia Raessler, Lydia Sy, Neal Williamson

Staff in Attendance: Mike Bourret, Executive Director; Antoinette Mancusi, Deputy Director; Sarah O'Connell, Program Manager; Joy Gould, Project Manager; Don Marino, Program Manager; Valerie Odams, Executive Assistant

Others in Attendance: Rebekah Bossie, Sarah Chavez, David Collins, Gail Kezer, Allen Lampert, Diana McCain, Kim Moore, Lorraine Robida, Kristine Schuman, Dawn Self-Cooper, Heather Stott, Dawn Wheeler, Nikki Williams, David Wurm

I. WELCOME / CALL TO ORDER / INTRODUCTIONS

Denise Griffin, CCWB Vice Chair

Vice Chair Denise Griffin called the meeting to order at 9:04 a.m. and welcomed everyone to the meeting.

- Introductions were made around the room.
- Changes to the board – Michelle Wyman (left BIW) Chris Trider (retired), Jennifer McKenna (job change) are no longer on the board. Michelle Love is now with Androscoggin Bank and Kelly Flagg is transitioning to The Body Architect. New members are Cynthia Lobikis of General Dynamics/BIW and Nick Paquet of IBEW Local #1253. Two potential new Board members: Shannon Kashinsky (in attendance) of People's Choice Credit Union & Jon Lee of Sullivan & Merritt Constructors.
- A reminder that the financial report is in your packet, it is the beige colored report.
- Board Training is being offered in February 2nd for new members and older board members who would like a refresher.

A. Minutes of September 8, 2016 Meeting

VOTED: *To approve the minutes of September 8, 2016 meeting as written. (A copy is attached to the official minutes).*

Motion: Leon Ouimet Second: Kelly Flagg Vote: All in Favor

B. Nomination Committee Report

- Leon Ouimet, Christa Baade, and Joni Boissoneault have reviewed the nominations for the Executive Board. They confirmed that the qualifications of Lydia Sy and Denise Griffin were adequate to be considered as candidates of Board Chair and Vice Chair, respectively.

BOARD VOTED: *To re-elect Lydia Sy as Chair and re-elect Denise Griffin as Vice Chair.*

Motion: Michelle Love Second: Mary Ellen Barnes Vote: All in Favor

- Denise Griffin appointed Michelle Love as Youth Standing Committee Chair.

II. YOUTH STANDING COMMITTEE UPDATE

David Wurm, Goodwill Senior Program Manager

- A.** New members of YSC: Allen Lampert, Nikki Williams, & Tangie Ripley
- B.** Analysis of case load has led to identification of a few service geographic gaps
 1. Sanford / Springvale - youth employment counselor making good connections there
 2. Brunswick / Damariscotta – youth employment counselor from Portland working this area for now.
- C.** Analyzed the new 14 youth service elements and identified 6 areas that need further focus:
 1. Leadership development opportunities
 2. Supportive services (transportation, clothing, tools)
 3. Adult mentoring (at least 12 months)
 4. Comprehensive guidance and counseling (mental health, substance abuse, case management)
 5. Financial Literacy Education
 6. Entrepreneurial Skills Training
- D.** The YSC will compile resources brainstormed during the meeting and develop a resource sheet for the frontline staff.

III. EXECUTIVE DIRECTOR'S REPORT

Michael Bourret, CCWI Executive Director

A. Maine Job Link (MJL) Update

1. MJL has been in place since July – vast improvement over the previous system, despite some hiccups
2. The state had reported that the new system would cost each LWDB \$110k for the first year, with potential increases each year.
3. At the last CCWB meeting in September, the Board authorized Mr. Bourret to negotiate up to 110% of the old expense, which was \$35k/yr (\$38.5k) with the understanding the Board of Directors could approve higher amount if warranted
4. After speaking with the other Local Boards and the State, the cost was negotiated down to \$41.5k for the first year which CCWI Board of Directors approved.
5. Because of the uncertainty of the OIT costs moving forward, the contract was only agreed upon for one year. CCWI will renegotiate each year.

B. Maine Development Foundation Presentation

1. Ryan Neale was to present his report on Maine's Labor Shortage: New Mainers and Diversity, but unfortunately was not able to make it.
2. Report is included in the Board packet for reference
3. Shows that the working demographic is changing, older population is exiting the workforce and younger population is not staying in Maine
4. Shows the potential for an emerging population of New Mainers
 - a. This population may have barriers to employment due to language barriers, transportation, etc. that our Workforce Solutions staff can help with
 - b. 61% of New Mainers have a better than high school education
5. CCWI just granted a 6-month, \$50k contract to MAIN (Maine Access Immigrant Network) to refer eligible immigrants to Workforce Solutions services for employment.

IV. GOODWILL UPDATE

Kelly Osborn, Executive Director of Workforce Services

A. Service Delivery Update

- First Quarter numbers are in and exceeding expectation in the Adult and Dislocated Worker programs
- 11,507 visits to Workforce Solutions centers and CareerCenters in Q1
- Complete Workforce Solutions reports are included in the Board packet

V. SECTOR PARTNERSHIP UPDATE

Joy Gould, Project Manager, CCWI

- Continuing efforts in the five targeted sectors (Banking/Finance, Health Care, IT, Advanced Manufacturing, & Transportation/Logistics)
- Fact Sheets were developed for each sector to include possible career paths, earnings potential, and labor market information.
- Over the summer, we held a great info session in the Banking/Finances sector
- We are in conversations with some employers within Transportation, including Portland Metro, trying to find partnership opportunities & training providers
- The TechHire grant is starting to take shape for the IT sector, working with employer partners and assessing training partners
- Health Care – 70% of the people don't have the skills needed to start in even the CNA training. Working with training partners to address that.
- Advanced Manufacturing – working with CEI & SMCC, to give basic training in math & measuring

*****NETWORKING BREAK*****

VI. TOPS GRANT CLOSEOUT

Sarah O'Connell, Program Manager, CCWI and Anne Nadzo, Program Manager, Workforce Solutions

This five-year, \$5million H-1B Technical Skills Training grant is coming to a close.

- A. Partners in this grant were SMCC, Workforce Solutions, New Ventures, and Midcoast Regional Redevelopment Authority
- B. Grant programs provided skills training in the Science, Technology, Engineering and Math (STEM) fields
- C. 77 companies utilized on-the-job training for 449 participants
- D. 72 people received 111 credentials
- E. All goals of the grant have exceeded original and modified goals

VII. BOARD POLICIES

Antoinette Mancusi, Deputy Director, CCWI and Julie Chase, Dean of Business & Community Partnerships, SMCC

We are required under WIOA to have these policies.

A. Grievance/Complaint Policy

- Contains 5 components. Flow chart shows process:
 - i. Form to file grievance/complaint
 - ii. Resolution on the local level
 - iii. Resolution by board
 - iv. State complaint resolution
 - v. Discrimination complaints

B. Work-Based Training Policy

- On-the-Job Training
 - i. Designed for new-hires
- Incumbent Worker Training
 - i. Under WIOA, can only be conducted with employer commitment to retain or avert layoffs
 - ii. To be eligible, they need to be earning under the self-sufficiency wage of \$20.30/hr
 - iii. Added a board approved amendment to the policy stating:
"Pursuant to 20 CFR § 680.800, this board has decided to allow up to 20% of the combined Adult and Dislocated Worker allocation for IWT."
- Customized Training
 - i. For 3 or more new-hires with employer contributions (not less than 50%)
 - ii. Employers need to commit to getting employee to 75% of self-sufficiency wage
- Youth Work Experience- no comments
- Transitional Experience- no comments

VOTED: To approve the Grievance/Complaint Policy and Work-Based Training Services Policy

Motion: Craig Burgess Second: Michelle Love Vote: All in Favor

VIII. ADJOURNMENT

VOTED: *The board motions to adjourn at 11:14 p.m.*

Motion: Craig Burgess **Second:** Kelly Flagg **Vote:** All in Favor

Respectfully Submitted:



Valerie Odams
CCWI Executive Assistant

APPROVED: 3/2/17

2017 Coastal Counties Workforce Board Quarterly Meetings

March 2, 2017	Southern NH University (Brunswick), 9:00 – 11:45 a.m.
June 9, 2016 (Annual Meeting)	Hilton Garden Inn (Freeport), 10:00 a.m. – 1:00 p.m.
September 14, 2017	Southern NH University (Brunswick), 9:00 – 11:45 a.m.
December 14, 2017	Southern NH University (Brunswick), 9:00 – 11:45 a.m.