

COASTAL COUNTIES WORKFORCE BOARD

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

Board Members in Attendance: Jennifer Andrews, Christa Baade, Mary Ellen Barnes, Joni Boissonneault, Russell Chaput, Julie Chase, Tammy Combs, Samantha Fenderson, Kelly Flag, Denise Griffin, Leon Ouimet, Claudia Raessler, Peter Russell, Bob Schmidt, Erika Stone, Lydia Sy, Chris Trider, Linda Winton, Neal Williamson

Board Members Absent: Craig Burgess, Charles Crosby, Michelle Love, Jennifer McKenna, Kelly Osborn, Tricia Richardson,

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

Staff Absent: Antoinette Mancusi, Deputy Director

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

I. WELCOME / CALL TO ORDER / INTRODUCTIONS

Lydia Sy, CCWB Chair

Chair Lydia Sy called the meeting to order at 9:05 a.m. and welcomed everyone to the meeting.

- Introductions were made around the room.
- Changes to the board – Justin Holmes, Brian Hodges, Carolyn Farkas-Noe, and Michelle Wyman are no longer on the board. New members are Claudia Raessler of Saco River Dyehouse and Russell Chaput of Pratt & Whitney.
- America's Promise grant application has been submitted.
- A reminder that the financial report is in your packet, it is the beige colored report.

A. Minutes of June 10, 2016 Meeting & Items V & VII from March 10, 2016 meeting

VOTED: *To approve the minutes of June 10, 2016 meeting as written. (A copy is attached to the official minutes). Also to approve items V. and VII. from the March 10th meeting, regarding the Regional Plan.*

Motion: Neal Williamson Second: Chris Trider Vote: All in Favor

B. Establishment of Nomination Committee

- Leon Ouimet, Christa, Joni Boissoneault agreed to sit on independent committee to vet interest of board members wishing to become officers
- Forms included in packet for process, nominations, and self-nomination
- Elections will be in December.

II. EXECUTIVE DIRECTOR'S REPORT

Michael Bourret, CCWI Executive Director

A. Workforce Board Members

- Board Training has not been provided in a while. Those needing training include: Tammy Coombs, Claudia Raessler, Russell Chaput
- We hope to be adding a couple of board members soon.
- Because of new WIOA rules, there is not a lot of room to meet quorum requirements if members miss meetings.

B. CCWI Fall Newsletter sent to print

- Newsletter is distributed in the Cryer (newspaper).
- Board Members are each given 25 copies and asked to distribute them to local businesses for customer pick-up.

C. Editorial in Portland Press Herald re: new WIOA law and its effect on Adult Ed.

- Criticized the WIOA law stating that Adult Ed is not able to do literacy education anymore because of Workforce Services emphasis of WIOA.
- Many erroneous statements made in this article
- Gail Senese (State Director of Adult Education) is writing a rebuttal to the editorial

D. New Grants

- CCWI was awarded a \$4mil TechHire Grant from USDOL in July
- Recently submitted for a \$3mil America's Promise Grant. Hope to hear by Dec.

E. Region 1 Visit

- Purpose of visit was to determine CCWI Local Area's readiness level with the new WIOA implementation.
- USDOL staff appeared to be pleased with our progress so far
- We will be working on putting agreements together with partners once infrastructure parameters are further defined.
- CCWI will also be working on drafting needed workforce board policies over the next few months, so it is possible that we may be asking for the re-establishment of a board policy committee comprised of board members.
- During the visit and also in a CCWI monitoring response, the MDOL questioned the authority of the local board as it relates to the selection of the comprehensive One Stop for the Local Area. MDOL suggested it was more of a group partner decision versus the Local Board's prerogative, however USDOL clarified that it was the Local Board's decision. *(See yellow sheet in packet*

which is a copy of commentary from WIOA rules which confirms USDOL's position.)

- CCWI opined that the Coastal Counties Workforce Board still has decision making authority on the location of the Comprehensive One Stop and has never deviated from having the One Stop location established on the Portland Peninsula.
- Mr. Bourret provided context for newer board members; three years ago the Workforce Board and the County Commissioners reviewed and discussed the unilateral decision made by the Maine Department of Labor to move services to the Jetport location. Our Area's County Commissioners and Board wanted services (and the one stop) to remain on the Portland Peninsula. MDOL's action was clearly taken against the wishes of the Local Board and the County Commissioners for the Coastal Counties Region. A big part of the reason that the Local Board did not support the move by MDOL is that the administration went against the recommendations of the One Stop Operator Core Group, including its' own staff, who made two recommendations (before the state RFP was drafted):

1. That the One Stop remain on the Peninsula.
2. That the One Stop remain on the bus route.

At that time, board members were concerned that the customer base would be disenfranchised if workforce services were to move to the Jetport proximity.

Based on the direction from the board and county commissioners, CCWI directed Workforce Solutions to re-establish the One Stop on the peninsula and on the bus route while remaining accessible to the customer base.

Since this was three years ago and under WIA – now that we moved into WIOA, the Executive Committee thinks it is important for the Local Board to confirm its position related to the Comprehensive One Stop.

VOTED: In light of the passage of WIOA and the promulgation of Final Rules, the Coastal Counties Workforce Board re-affirms its commitment to serve low-income individuals and those with transportation barriers by confirming its decision to establish the Area's One-Stop Center on the peninsula in Portland, Maine.

Motion: Denise Griffin Second: Lydia Sy Vote: All in Favor
(Leon Ouimet abstained)

III. GOODWILL UPDATE

Heather Stott, Goodwill Senior Director

A. Service Delivery Update

- OSOS conversion to Maine Job Link had a rocky start
 - WS likes MJL for what the other system couldn't do
 - Data migration is still the biggest issue

- By quarter ending 9/30/16, it should be able to give better reports
- Clarified branding – Goodwill is now known as Workforce Solutions. Workforce Solutions is our “regional identifier.”
- Jamie Grover has left WS. Sarah Chavez is the new director overseeing WIOA and staff i.e., program managers.

IV. YOUTH STANDING COMMITTEE UPDATE

David Wurm, Goodwill Senior Program Manager

- There have been eligibility changes for the YSC – required service elements have increase by 5 to 14
 - Financial literacy is now a national service
 - Entrepreneur skills training
 - Service to provide Labor Market Information
 - Activities that promote post-secondary training
 - Education
- USM – Muskie
- Re-entry Employment Specialist will be established for criminals.
 - 2-day training
 - 4 WIOA youth staff
 - Employer panels
- Help getting a diploma for youth with barriers
 - Non-HiSET qualified youth
 - Approx cost is \$1,000/client

V. COMMUNITY COLLEGE UPDATE

Julie Chase, Interim Dean of Business & Community Partnerships, SMCC

A. Maine Quality Centers

- 3 new businesses added to list of those who work with MQC to upgrade the skill set of incumbent employees
- There’s a new focus with the Academic Departments to identify with the employers what their needs are and develop training based on that
- \$500,000 will be available for targeting nursing and CNA scholarships
- Truck driving / CDL program is coming this fall

VI. REGIONAL COST FOR OSOS REPLACEMENT

Mike Bourret, Executive Director, CCWI

Mr. Bourret reminded the workforce board that the workforce system has been utilizing an outdated data management system for a very long time. Although a new system was introduced and we are generally optimistic of its operational abilities, the costs were unexpectedly and significantly higher than the previous system. In summary:

- A. MDOL’s costs are \$450k+ (for the entire state) annually.

- B. MDOL proposes to split equally 4 ways, roughly \$110k+ each, which is expected to rise each year
- C. Previous cost was \$35k annually – New cost represents an additional \$75k to this region’s budget.
- D. A joint letter was sent from the CEOs of the three Local Boards to Commissioner Paquette expressing concern regarding the increase.
On August 10, 2016, the Commissioner responded with willingness to work for a “fair resolution.”
- E. In the discussion that followed, board members posed these questions: Responses were provided by Mr. Bourret.
 - Q from L. Sy: Who is responsible to establish & maintain system?
 - The State of Maine is required to establish and maintain a management information system for WIOA (per Section 129(b)(1)(D) an Section 134(a)(B)(iii))
 - Q from B. Schmidt: Does the state receive WIOA funds to underwrite the system?
 - Yes, there is some overhead money & money to support statewide system needs
 - Q from B. Schmidt: Do the Local Boards receive funds to underwrite the system?
 - No. The money received on the local level is allocated 10% to administration and 90% to program (staff, infrastructure, training)
 - Q from L. Sy: That seems like a sizeable increase. Where would money come from?
 - Money would need to come from program funds
 - Q from B. Schmidt: Didn’t the Governor criticize the Local Boards for not putting enough money into training programs?
 - Yes, and they have imposed a 40% training policy
 - Q from B. Schmidt: How does the request for \$110,000 impact the 40% training policy?
 - Directly. The funds would be taken from participant training. We are unable to meet the requirement even before this request.

VOTED: *To allow CCWI to enter into an arrangement with MDOL to share a portion of the costs for MJL (database system) but, costs cannot exceed 110% of the Local Area 4 PY15 amount or (\$38,500) for the first year of MJL operations.*

Motion: Lydia Sy Second: Kelly Flagg Vote: All in Favor But One
(Claudia Raessler)

Further discussion occurred focusing on how to address this matter if another amount was proposed. So board members decided to authorize the board of directors to resolve cost disputes with MDOL.

VOTED: *The Coastal Counties Workforce Board authorizes the CCWI Executive Committee, in its work with the CCWI Board of Directors, to resolve any MJL cost disputes with MDOL should they arise.*

Motion: Lydia Sy Second: Christa Baade Vote: All in Favor But One
(Claudia Raessler)

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

VII. PRE-RELEASE EMPLOYMENT PROJECT (PREP) UPDATE

Don Marino, Program Manager, CCWI

- A. PREP - program is going very well. WS is right on top of things and it has been very successful. Two staffers are working right in the jail to assist inmates transitioning back to civilian life.

VIII. TOPS & MIIA UPDATE

Sarah O'Connell, Program Manager, CCWI

- A. TOPS - This was originally a 4 year grant and extended to 5 years.
- Due to close down in November 2016
 - Expenditures are nearly done – a lot of our OJT contracts are closing out.
 - Exceeding performance overall
- B. MIIA – Was due to close in September 2016
- Just received extension to March 2017
 - This grant has been a huge success with positive feedback from employers

IX. TECHHIRE UPDATE

Sarah O'Connell, Program Manager, CCWI & Joy Gould, Project Manager, CCWI

- A. **Overview** (Powerpoint slides included in packet)
- Statewide grant for \$4mil.
 - Hope to serve 500 participants
 - Fast track participants into jobs based on starting knowledge
 - Sarah will be overseeing administrative aspects of the grant
 - Joy will take on program fulfillment and monitoring
 - Half (250) of the participants will come from the Coastal Counties Region
 - The other two WIBs will be onboarding a local program navigator. They will each be working with 125 participants
 - 75% of target population will be Young Adults with barriers to employment (17-29)
 - 25% may be under-employed or unemployed workers, and incumbent workers who need upskilling.

X. SECTOR PARTNERSHIP UPDATE (Powerpoint slides included in packet)
Joy Gould, Project Manager, CCWI

A. 5 key sectors that CCWI is targeting

- Banking/Financial Services
- Information Technology
- Advanced Manufacturing
- Health Care
- Transportation/Logistics

B. Health Care – Employer & Education Partners

- MaineHealth, EMHS, Mid Coast-Parkview, Maine Healthcare Association, Adult Education, St. Joseph’s College, Southern Maine Community College, University of New England, and University of Southern Maine
- Key Positions needed per Employers: Registered Nurse, CNAs & Medical Assistants
- Creative Training Approaches
 - Earn While You Learn
 - Apprenticeship
 - Employer-Sponsored Training
- Next Steps
 - America’s Promise Grant – Submitted
 - Expand “Earn While You Learn”
 - Convene partners quarterly

XI. ADJOURNMENT

VOTED: *The board motions to adjourn at 11:55 p.m.*

Motion: Lydia Sy Second: Chris Trider Vote: All in Favor

Respectfully Submitted:



Valerie Odams
CCWI Executive Assistant

APPROVED: 12/8/16

2016 Coastal Counties Workforce Board Quarterly Meetings

December 8, 2016	Southern NH University (Brunswick), 9:00 – 11:45 a.m.
March 9, 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.