



COASTAL COUNTIES WORKFORCE BOARD

Minutes of Workforce Board Meeting Southern New Hampshire University September 10, 2015

Board Members in Attendance: Jennifer Andrews, Craig Burgess, Christa Baade, Joni Boissonneault, Julie Chase, Tammy Combs, Samantha Fenderson, Kelly Flagg, Carolyn Farkas-Noe, Denise Griffin, Brian Hodges, Justin Holmes, Michelle Love, Jill Moody, Leon Ouimet, Tricia Richardson, Bob Schmidt, Erika Stone, Lydia Sy, Neal Williamson, Linda Winton, Michelle Wyman Peter Russell Kelly Osborn, Charles Crosby III,

Board Members Absent: Yvonne McAllister, Jennifer McKenna, Chris Trider, Mary Ellen Barnes, Debbie Chipperfield,

Staff in Attendance: Mike Bourret, Executive Director; Antoinette Mancusi, Deputy Director; Don Marino, Program Manager; Sarah O'Connell, Program Manager; Kristen Perkins, Executive Assistant

Others in Attendance: Bethany Campbell, Bill Card, Jaime Grover, Diana McCain, Anne Nadzo, Heather Stott, Steve Westra,

- 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. Following introductions around the room, Ms. Sy made the following announcements:

A. **Minutes of May 29, 2015 Meeting**

VOTED: To approve the minutes of the May 29, 2015, meeting as written. (A copy is attached to the official minutes.)

Motion: Denise Griffin Second: Neal Williamson Vote: All in Favor

- II. **EXECUTIVE DIRECTOR'S REPORT** – *Michael Bourret, CCWI Executive Director*

A. Budget Overview

- Summary of budget is in packet

B. Designation

- Letter sent to Gov. LePage in May 2015
- Have not received official document stating LA4 is designated as MDOL is most likely waiting to process all Local Areas concurrently

C. WIOA

- Waiting on comments on the rules and regulations from WIOA to be reviewed by USDOL and we are about 9 months away from final rules
- WIOA includes incumbent worker training language
- Planning regions under WIOA are still unclear. The governor must decide on what is considered a region.
 - CCWI is trying to convince MDOL that it makes most sense for the already designated local areas to also be considered regions

III. GOODWILL UPDATE – Heather Stott, Goodwill Senior Director

- WIOA Adult and Dislocated Worker met all performance measures for the last program year
- For Youth, two measures were not met
 - This could be due to the implementation of the 90-day clock that have affected other areas of performance
- Currently much of program focus is on the long-term unemployed population because of two grants: JD-NEG and SP-NEG
- Goodwill Workforce Solutions Center in Portland is now located across the street from the old location on Lancaster Street – it is now the One Stop for the local area

IV. YOUTH STANDING COMMITTEE UPDATE – Jaime Grover, Goodwill Senior Program Manager

- The committee formed a subcommittee to address concerns around the use of media during working hours for youth participants
 - An event that will address these concerns will be held at the Wayfinder School on October 22, 2015
- Currently the committee is looking for new members, including representatives from local business and juvenile justice
- It has been a fairly smooth transition into WIOA for Youth Program so far, as our focus was already on servicing the out-of-school population at a much higher percentage than other areas of the state.

V. SMALL BUSINESS ADMINISTRATION (SBA) – William Card, SBA Economic Development Specialist

- The organization makes loans, contracts, and offers counseling sessions and other forms as assistance to small business in Maine

- They have access to capital, provide technical assistance, government contracting (pulling money into Maine’s economy), and provide advocacy
- There are 7 SBA locations throughout the State

VI. MAKE IT IN AMERICA/PREP GRANT UPDATES – Don Marino, CCWI Program Manager

A. Make it in America (MIIA)

- Keeva Davis, the USDOL Federal Project Officer came in July to monitor the program
 - No findings or areas of concern
 - Our program was received as a model of positive collaboration
 - Visited Tech Place on the Brunswick Landing and the SMCC Composites Lab, also on the Landing
 - Don was asked to present on a national MIIA webinar to talk about programming for the grant and advise other grant recipients
- There have been 33 internships, 28 completors, 7 hired as a result of their internships, 3 co-enrolled in the TOPS grant
- There have been 9 incumbent worker training sessions for a total of 127 individuals trained via grant resources – the goal being 150

B. Pre-Release Employment Project (PREP)

- Partners include Cumberland County Jail, Cumberland County Department of Corrections, Cumberland County Government, City of Portland, Goodwill Industries
- Grant dollars will be use to place a “career center”, of sorts, in the Cumberland County jail for those who are about to be released
- Funds will help participants conduct job search activities

VII. TECHNOLOGY OCCUPATIONS THROUGH PATHWAY STRATEGIES (TOPS) – Sarah O’Connell, CCWI Program Manager

A. Technology Occupations through Pathway Strategies (TOPS)

- In October of 2014, a modification requested as approved by USDOL to change the Scope of Work
 - Increased capture area
 - Added target industries
 - Increased number of participants from 300 to 370
- More recently CCWI asked for a No-Cost Extension, which was granted. This extends the contract to November 2016 (1 year extension)
 - CCWI and project partners will be discussing how to move forward with the grant over the next year
- In the last quarter alone, the service provider wrote 50 OJT contracts
- Currently there are 331 OJT enrollments which is 89% of overall goal

B. Sector Partnership National Emergency Grant (SP-NEG)

- Awarded July 1, 2015 for a total of \$858,000

- While NEGs are often utilized to expand capacity for programming, this project aims to convene and create sector partnerships in IT, Healthcare and Advanced Manufacturing
- The goal is to enroll 100 individuals in the above sectors over two years.

10:15 to 10:31 – NETWORKING BREAK

VIII. SELECTION OF ONE-STOP OPERATOR VOTE

Pursuant to the Workforce Innovation & Opportunity Act (WIOA) *Section 107 (d) (10) A i, the Area 4 Local Workforce Development Board (LWDB) contingent on the agreement and certification by the Area 4 Chief Elected Officials (CEO) hereby designate the following consortium of partners as the Area 4 One-Stop Operator (OSO):

- WIA Service Provider: Goodwill Industries of Northern New England, Workforce Solutions
- Maine Department of Labor, Bureau of Employment Services: Wagner-Peyser
- Maine Department of Labor, Division of Vocational Rehabilitation

The parties of this consortia come together for the purpose of operating the Area 4 Local Area which encompasses York, Cumberland, Sagadahoc, Lincoln, Waldo, and Knox counties. The Local Workforce Development Board remains responsible for the policies that govern the overall operation of the Area 4 Workforce Innovation & Opportunity Act (WIOA) service delivery system.

Motion: Michelle Love Second: Bob Schmidt Vote: All in Favor

IX. POLICY AMENDMENTS -- Vote

A. Personally Identifiable Information Policy

Motion: Neal Williamson Second: Samantha Fenderson Vote: All in Favor

B. Payments on Debt Policy

Motion: Lydia Sy Second: Samantha Fenderson Vote: All in Favor

C. Supportive Service Policy

Motion: Linda Winton Second: Joni Boissonneault Vote: All in Favor

D. Area 4 Competitive Skills Scholarship Program Policy

Motion: Brian Hodges Second: Peter Russell Vote: All in Favor

E. Industry Driven Training Policy

Motion: Neal Williamson Second: Linda Winton Vote: All in Favor

X. CCWI – THE ROAD AHEAD – Mike Bourret, CCWI Executive Director

- Broad WIOA related issues include: area designation; board certification; decision on local area as a region; OMB compliance; selection of One-Stop Operator; development of regional plan; CCWI by-laws; development of MOUs; One-Stop certification; ETPL and performance
- Recent activity: preparing comments on WIOA rules; participation in WIOA workgroups; establishing sector and career pathways; implementing WIOA; soliciting RFTs; modifying by-laws, provider contracts and board policies; multiple state and federal monitoring and annual audit; launching two new grants
- Upcoming board actions include: policy changes; establishment of Regional Planning Committee; BOD selects OSO and approves CCWI by-laws; approves final plan
- There is a shrinking labor market and as such we need to engage different populations – outreach to immigrant communities and low income individuals
- There is a skills gap issue with three solutions: work with employer by sector and isolate occupational skills sets, develop intervention strategies; create more work-based learning options so incumbents and others that need to work while training can do so; increase access to training that supports a “pathway” approach
- Career pathway: occupational advancement within a career ladder, in which education and training are offered in a modular or stackable design, with multiple on and off ramps, resulting in post-secondary or industry-recognized credentials, skills and increased wages
- Sector Partnerships: regional partnerships that organize key stakeholders connected with a specific regional industry in order to develop workforce development strategies via career pathways within the specified industry
- In the regional plan we will address: economic analysis of region; engaging employers in key industries; One-Stop certification and continuous improvement; One-Stop partner agreements (MOUs); integration of service among the four core agencies; development of career pathways; implementation of sector partnerships; coordination with economic development

XI. ESTABLISHMENT OF REGIONAL PLANNING COMMITTEE:

- There will be three to four meeting from October - December 2015; the final plan will be drafted for February
- Lydia appointed the following committee members:
 - Peter Russell
 - Kelly Flagg
 - Neal Williamson
 - Linda Winton
 - Denise Griffin

XII. ADJOURNMENT

The board adjourns at 11:39 a.m.

Motion: Neal Williamson

Second: Tricia Richardson

Vote: All in Favor

Respectfully Submitted,


Sarah O'Connell
CCWI Program Manager

APPROVED: _____

2015 Coastal Counties Workforce Board Quarterly Meetings

December 10, 2015 Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.

2016 Coastal Counties Workforce Board Quarterly Meetings

March 10, 2016 Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.
June 10, 2016 (Annual Meeting) Hilton Garden Inn (Freeport), 9:00 a.m. – 3:00 p.m.
September 8, 2016 Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.
December 8, 2016 Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.