

COASTAL COUNTIES WORKFORCE, INC.
Minutes of Coastal Counties Workforce, Inc. Annual Meeting
Hilton Garden Inn, Freeport, ME
June 9, 2017

CCWI Board of Directors in Attendance: President Charles Crosby III, Sagadahoc County Commissioner; Vice President Sallie Chandler, York County Commissioner; Secretary/Treasurer Betty Johnson, Waldo County Commissioner; Mary Trescot, Lincoln County Commissioner; CCWB Chair Lydia Sy; CCWB Vice Chair Denise Griffin, SPHR, SCP; Past CCWB Chair Bob Schmidt; Steve Gorden, Cumberland County Commissioner; Youth Standing Committee Chair Michelle Love, SPHR, CEBS

CCWB Board Members in Attendance: Christa Baade, Mary Ellen Barnes, Joni Boissonneault, Julie Chase, Tammy Combs, Commissioner Charles Crosby, Samantha Fenderson, Denise Griffin, Shannon Kashinsky, Cynthia Lobikis, Michelle Love, Kelly Osborn, Claudia Raessler, Tricia Richardson, Peter Russell, Bob Schmidt, Lydia Sy, Neal Williamson, Linda Winton

CCWI Board of Directors Absent: None

CCWB Board Members Absent: Jennifer Andrews, Craig Burgess, Russ Chaput, Kelly Flagg, Leon Ouimet, Nick Paquet, Erika Stone,

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

2016 OFFICERS FOR CCWI

President: Sagadahoc County Commissioner Charles Crosby III
Vice President: York County Commissioner Sallie Chandler
Secretary/Treasurer: Waldo County Commissioner Betty Johnson

I. CALL TO ORDER – Charles Crosby III, President, CCWI Board of Directors

- A. **Welcome:** President Charles Crosby welcomed everyone and called the meeting to order at 10:04 a.m.
- B. **Quorum:** CCWI Executive Director Mike Bourret confirmed that a quorum was present.

II. MINUTES OF JUNE 10, 2016, CCWI ANNUAL BUSINESS MEETING

VOTED: To accept the minutes of the June 10, 2016, CCWI Annual Business Meeting.

Motion: Lydia Sy Second: Betty Johnson Vote: All in Favor

III. SECRETARY/TREASURER'S REPORT – Waldo County Commissioner Betty Johnson
Commissioner Betty Johnson read a summary of the Audit Statement by RHR Smith & Company, Certified Public Accounts, which reads as follows:

“We have audited the financial statements of Coastal Counties Workforce, Inc. as of June 30, 2015, and the related statements of activities, functional expenses, and the year-end cash flows. In our opinion, the financial statements referred to in the report present fairly in all material respects, the financial position of Coastal Counties Workforce, Inc. on June 30, 2016, and the results of its changes in net assets and its cash flows for the year then ended are in conformity with accounting principles generally accepted in the United States of America.”

VOTED: To accept and file the Treasurer’s Report as presented.

Motion: Sallie Chandler

Second: Lydia Sy

Vote: All in Favor

IV. MINUTES OF MARCH 2, 2017, CCWB QUARTERLY MEETING – Lydia Sy, Coastal Counties Workforce Board Chair

VOTED: To accept the minutes of the March 2, 2017, CCWB Quarterly Meeting.

Motion: Denise Griffin

Second: Betty Johnson

Vote: All in Favor

V. WORKFORCE BOARD REPORTS

A. Board Chair’s Report – Lydia Sy, Coastal Counties Workforce Board Chair

1. Workforce Board Membership Committee
 - a. Committee would make certain that the board composition remains in compliance with WIOA
 - b. Recruitment of new Workforce Board members
 - c. Keep a pool of potential, vetted members
 - d. Ensure that new Board members attend training
 - e. Contact and welcome new members at their first meeting
 - f. Contact members who have been delinquent in attendance
 - g. Work closely with Executive Committee and CCWI staff on membership matters
2. Regional Workforce Plan Progress – 3 Goals
 - a. Employers are actively engaged with a regional workforce system that understands and responds to skilled worker needs
 - i. Consistent messaging for employers through CareerCenters, WFS locations and Adult Education offices
 - ii. Identified and engaging employers on the 5 identified sectors
 - b. Job seekers and current workers access and participate in workforce services relevant and appropriate to their career goals
 - i. CORE One Stop Partners – Employment Service, One-Stop Center (Lancaster St), Workforce Solutions Centers, Adult Ed offices, Mobile Access for those with transportation barriers
 - c. Workforce Partners align and integrate services and resources to create a “no wrong door” network easily accessed by employers and workers
 - i. Four core partners and OSO group developing a referral process
 - ii. One-Stop Operator (Goodwill) has been selected to ensure WIOA alignment
 - iii. Solid referral system for all partner agencies in process

B. Vice Chair Report – *Denise Griffin, Coastal Counties Workforce Board Vice Chair*

1. WIOA Implementation Efforts
 - a. One year ago, the Final Local Plan was approved and submitted to the governor
 - b. WIOA contracts negotiated with State, Subrecipients, and Contractors
 - c. Sept 2016 – Regional Plan was approved by State, local performance measures negotiated
 - d. RFP for One-Stop Operator issued – now in place
 - e. Policies were revised to be better in alignment with WIOA
 - f. April 2017 – Adult Ed meeting, discussions have begun on Partner Agreements and Infrastructure negotiations
 - g. May 2017 – MDOL monitored CCWI and highlighted many “best practices” in our region
 - h. By July 1, plan to have MOUs in place
 - i. Will continue to work on infrastructure agreement, One-Stop Certification, and Integration Efforts

C. Youth Standing Committee Report – *Michelle Love, Youth Standing Committee Chair*

1. Keeping former Youth Council active, although not a requirement of WIOA
 - a. Committee members appointed by Local Board have appropriate experience & expertise to assist in carrying out WIOA Youth activities
 - b. Partner agencies include: education, economic development, WIOA program staff, juvenile justice, and others
 - c. Group meets to discuss ways to better align youth programs among partner agencies, aid in development of local policies, and strategize on how to server youth with barriers
 - d. Committee aids in overall planning of Youth Services
2. Committee worked on two key aspects of the new WIOA law
 - a. Required Program Elements – tutoring, alternative secondary school/drop-out services, paid/unpaid work experiences, occupational skill training, leadership development opportunities, supportive services, adult mentoring, guidance and counseling, financial literacy education, entrepreneurial skills training, and more
 - b. Rework the Additional Barriers policy – issues include: substance abuse, living in rural areas, and youth with immediate family incarcerated

D. Efforts Beyond WIOA – *Michael Bourret, CCWI Executive Director*

1. Implementing five occupational sectors with career pathways: Advanced Manufacturing, Healthcare, Information Technology, Transportation & Logistics, and Finance & Banking
2. Engaging Adult Education partners to better dovetail efforts between workforce and education programs
3. Technology Occupations through Pathways Strategies (TOPS) ended in November 2016. Highly successful due to WFS management and staff, and involving SMCC, Maine Quality Center, New Ventures Maine, MDOL, and the Midcoast Maine Redevelopment Authority
4. Make It in America (MIIA) grant ended in March 2017. It served both employed and unemployed Mainers by developing skills in Aviation/Aerospace, Biotechnology, Renewable Energy, and Advanced Composites.
5. In July 2016, TechHire, a \$4 million, statewide discretionary grant was awarded to CCWI. Work has begun to set up to establish an IT bootcamp for training in the IT sector

ADJOURNMENT – *Lydia Sy, Chair, Coastal Counties Workforce Board*

VOTED: To adjourn the annual meeting at 10:26.m.

Motion: Sally Chandler

Second: Betty Johnson

Vote: All in Favor

Respectfully Submitted,

Valerie Odams

Valerie Odams, Executive Assistant
Coastal Counties Workforce, Inc.

Approved: 9/14/17

DRAFT

Coastal Counties Workforce, Inc. (CCWI), this region's local workforce development board, held its 15th Annual Meeting on June 9, 2017 at the Hilton Garden Inn in Freeport, Maine. Special guests included Holly O'Brien and Jeremy Dondlinger, of the USDOL Region 1, Employment & Training Administration in Boston.

Charlie Crosby, President of the Board for CCWI and a Sagadahoc County Commissioner, welcomed board members and guests. Commissioner Crosby remarked, "I look forward to this event every year in which our customers, and our federal, state, county and many other partners come together for a time of celebration and recognition."

Ms. O'Brien provided the federal perspective and indicated satisfaction with the Workforce Board's efforts on implementing the new federal workforce legislation. Ms. O'Brien explained, "We are encouraged by Coastal Counties Workforce, Inc.'s ongoing collaborative efforts with employers, service providers and partner workforce agencies such as the Maine Department of Labor, to ensure successful implementation of the Workforce Innovation and Opportunity Act."

Lydia Sy of Manpower, Coastal Counties Workforce Board's Chair, summarized the Board's workforce goals and mentioned a number of the strategies that board staff and partners are engaged in including program alignment and service integration. She also mentioned effort to bring employers together by sector in a systematic manner to discuss their respective workforce needs.

Mike Bourret, Executive Director of CCWI, summarized the past year and spoke to the many grant initiatives that CCWI has obtained and are operating. He said, "These grant initiatives continue to provide businesses with significant opportunities to obtain skilled workers and, conversely, to equip workers with the knowledge they need to be competitive in the job market while raising their standard of living."

A Participant of the Year Award was presented to Damian Gilbert. While pending release from incarceration, Damian utilized the newly formed American Job Center in the Cumberland County Jail to transition into a productive member of society and a spokesperson and mentor to those currently incarcerated. Additionally, The Youth Participant of the Year Award went to Ahmed Maadi for his ability to overcome adversity in his native Iraq, and build a meaningful life in America by helping others.

The Employer of the Year Award was presented to Dory Waxman, owner of American Roots in Portland. With her family, Ms. Waxman has built a true American company, using all American Made products and giving many New Mainers a place to start their own American dream. Their commitment to growing not only a business, but a crew of workers that is more like a family has made them successful in many more ways than one.

Finally, this year, Coastal Counties Workforce presented a Partner of the Year award to Lieutenant William Brady of the Cumberland County Sheriff's Office. His assistance in spearheading the implementation of the American Job Center within the walls of the

Cumberland County Jail was vital to getting the facility in place to help transitioning offenders re-enter society with gainful employment.

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Coastal Counties Workforce, Inc. (CCWI) is a non-profit entity responsible for administrative oversight of the federal Workforce Innovation & Opportunity Act (WIOA) in the six counties of Waldo, Knox, Lincoln, Sagadahoc, Cumberland, and York. CCWI acts as the fiduciary agent for the counties and provides the commissioners and the workforce board with administrative and management services as they pertain to WIOA and regional workforce development.

If you would like more information regarding CCWI and its regional workforce development efforts or event details, please contact:

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2017 Employer of the Year Old Port Wool & Textile / American Roots



(Left to Right) Mathew Hayden, Program Manager, Workforce Solutions; Mike Bourret, CCWI Executive Director; Dr. Ronald Cantor, President, Southern Maine Community College; Dory Waxman, Owner and Anaam Jabbir, Union Rep of American Roots; Charles Crosby III, Sagadahoc County Commissioner and CCWI President; Cynthia Lobikis, HR Services Manager, Employment/Organizational Development, General Dynamics/Bath Iron Works; Michelle Love, SPHR, CEBS, CCWB Youth Standing Committee Chair (Vice President, Director of Human Resources & Training, Androscoggin Bank); Bob Schmidt, former CCWB Chair, (HR Business Lead, L.L. Bean)

“Old Port Wool & Textile and American Roots are truly family businesses. Dory Waxman’s business acumen and her son Ben’s experience advocating for the American worker have come together to build a company that produces quality goods while providing employees with real opportunity. Dory has developed a comprehensive program to get entry-level applicants ready for employment through hands-on training. Graduates of this program, many of whom are WIOA participants, transition smoothly from training into work experiences that provide stable employment and a living wage. Three generations of trainees have joined the company, and their successes are evident when you walk into the American Roots manufacturing facility in Portland. Production has tripled since their first year in operation, and former WIOA participants have taken on leadership.

Successful participants in the Old Port Wool & Textile training program can go on to careers as professional industrial stitchers, including expertise in pattern design, industrial cutting, and sewing machine maintenance and repair. Operated by Dory Waxman, the training program is highly competitive, and the retention rate of participants is impressive. “This is a 100 percent American company, we opened the door to anyone who wanted to work, and the first people to walk in were people who just walked into this country, so that’s about as American as it gets.” Multilingual instruction materials adorn the walls of the training facility along with each participant’s goals and dreams, written out in marker on yellow posters.

Collaborating with Workforce Solutions, both employers and employees have been supported throughout the process of recruiting, training, and onboarding new hires. Sustainable growth and strong partnerships have resulted in operational expansion. These businesses foster a welcoming spirit that visitors can’t help but notice. The hard work and dedication of the Waxmans has resulted in opportunity for individuals who are clearly new members of the extended Old Port Wool & Textile and American Roots family!”

Matt Hayden, Program Manager
Workforce Solutions

2017 PREP Participant of the Year Damian Gilbert



(Left to Right) Dr. Ronald Cantor, President, Southern Maine Community College; Mary Trescott, Lincoln County Commissioner; Charles Crosby III, Sagadahoc County Commissioner and CCWI President; Mike Bourret, CCWI Executive Director; Damian Gilbert, Portland Recovery Community Center; Denise Griffin, SPHR, SCP, Vice Chair, Coastal Counties Workforce Board (AVP, Human Resources, The First, N.A.); Kathy Bouchard & Elena Usova, Career Advisors, Workforce Solutions; Cynthia Lobikis, HR Services Manager, Employment/Organizational Development, General Dynamics/Bath Iron Works; Michelle Love, SPHR, CEBS, CCWB Youth Standing Committee Chair (Vice President, Director of Human Resources & Training, Androscoggin Bank)

“The staff of Pre-Release Employment Project (PREP) first met Damian as he was close to transitioning out of Cumberland County Jail. He had been in and out of jail around 30 times, and most recently had been convicted for criminal threatening with a dangerous weapon. Damian was looking for support with his recovery and finding local sober house options, building consistent work history, accessing short-term employment needs and then working on longer-term goals to work in Social Services. With help from PREP staff, Damian was able to find a bed at a local sober house. Through a subsidized work experience, Damian initially got a part-time job at Goodwill’s warehouse in Gorham. Meanwhile, Damian was actively engaged with the recovery community in Portland for both his own support, but also volunteering at the Portland Recovery Community Center, which resulted in the offer of a part-time job. He gave a proper two-week notice for the first time in his life, updated his resume, and transitioned into the Portland Recovery Community Center job. During this time, Damian continued to volunteer with substance abuse programs, completed his FAFSA and enrolled in SMCC in their Social Services program, where he continues to this day.

In July, 2016, PREP staff invited Damian to speak to the residents of the Cumberland County Jail about his re-entry experience, his success, and his challenges transitioning back into the community. The Peer Talk went great and had a profound effect on some residents, who eventually reached out to PREP services. PREP staff received a lot of good feedback about the Peer Talk, with Damian being a clear highlight.

Damian recently completed his 12 months of post-release follow-up support with PREP and has transitioned from being a client to a valuable resource and community advocate for the PREP program as well as reentry initiatives and the recovery community. Damian is involved in organizing a Peer Support Service at Cumberland County Jail in partnership with PREP staff and other community partners, and always makes himself available for workshops and panels.”

Kathy Bouchard & Elena Usova
Career Advisors, Workforce Solutions

2017 Youth Participant of the Year Ahmed Maadi



(Left to Right) Mike Bourret, CCWI Executive Director; Betty Johnson, Waldo County Commissioner; Dr. Ronald Cantor, President, Southern Maine Community College; Ahmed Maadi, Portland Adult Education; Charles Crosby III, Sagadahoc County Commissioner and CCWI President; Cynthia Lobikis, HR Services Manager, Employment/Organizational Development, General Dynamics/Bath Iron Works; Michelle Love, SPHR, CEBS, CCWB Youth Standing Committee Chair (Vice President, Director of Human Resources & Training, Androscoggin Bank); Jake Reinhardt, Employment Counselor, Workforce Solutions

“Ahmed was born in Iraq in 1994 and he and his family moved to Arizona in 2012. They were forced to flee Iraq because his father was aiding American soldiers and the local militia found out. They repeatedly sent death threats to him and his family. So, afraid for their lives, they fled to America as asylum-seekers. After being in Arizona for a month, they moved to Maine and have lived here ever since.

Ahmed attended Deering High School in Portland for three years where he graduated in 2015. Since graduation, Ahmed has been working on strengthening his English and volunteering at local organizations, such as the YMCA, Boys and Girls Club, and Portland Adult Ed. It was through his case manager that he was referred to Workforce Solutions to help find paid work. Through the program, he found he could also get support obtaining his driver’s license - something he wanted for years but he never had the means to educate himself on driving.

He has accessed other supports as well, such as bus passes and a paid work experience with Portland Adult Education. Ahmed had been volunteering there to better himself and help those in the same place he once was. It was the perfect fit to get him paid for his time there. His goal is to enroll at the University of Southern Maine next year, majoring in Nursing, with the help and support of his team and Employment Counselor at Workforce Solutions.”

Jake Reinhardt, Employment Counselor
Workforce Solutions

2017 Partner of the Year

Lt. William Brady – Cumberland County Sheriff's Office



(Left to Right) Donald Marino, Former CCWI Program Manager; Dr. Ronald Cantor, President, Southern Maine Community College; Charles Crosby III, Sagadahoc County Commissioner and CCWI President; Lt. William Brady, Cumberland County Sheriff's Office; Cynthia Lobikis, HR Services Manager, Employment/Organizational Development, General Dynamics/Bath Iron Works; Antoinette Mancusi, CCWI Deputy Director; Sallie Chandler, York County Commissioner; Steve Gorden, Cumberland County Commissioner; Mike Bourret, CCWI Executive Director

“Since June of 2015 when our ‘Pre-Release Employment Project (PREP)’ grant commenced, CCWI and Workforce Solutions staff have been working with Lt. Brady. PREP is a half a million dollar U.S. Department of Labor (USDOL) Grant awarded to CCWI for the purpose of creating an American Job Center in the Cumberland County Jail. The PREP program assists exiting offenders, within 180 days of their release, with the resources and support needed to re-enter the workforce. This has been an integral tool in preventing people from becoming habitual offenders, and rejoining society as productive members.

Lt. Brady's dedication to this project ensured that Workforce Solutions was integrated into the Community Corrections Center. When it was time to get Workforce Solutions trained in the necessary security protocols so that they had free access to the Center – he made sure all was in order. Lt. Brady had an ability to get things done quicker than his counterparts across the country.

He has been a great ambassador of our program; always available to meet with our federal guests and federal monitors; no matter how busy he may have been.

With Lt. Brady's help, our PREP grant staff have been housed in the jail and in the Community Corrections Center, and operations are running smoothly. Our purpose of providing workforce development and re-entry services to prisoners has been a success.”

Antoinette Mancusi, Deputy Director
Coastal Counties Workforce, Inc.