

Coastal Counties Workforce Investment Area

**CCWI Board of Directors Meeting Minutes 9-19-14
CCWI Administrative Office**

Board of Directors in Attendance: Commissioner Sallie Chandler (York County); Commissioner Charles Crosby, III (Sagadahoc County); Denise Griffin, (CCWB Youth Council Chair); Secretary/Treasurer Commissioner Betty Johnson (Waldo County); Commissioner Rick Parent (Knox County); Bob Schmidt (CCWB Chair); Commissioner Mary Trescot (Lincoln County)

Board of Directors Absent: Lydia Sy (CCWB Vice Chair); Commissioner Jim Cloutier (Cumberland County)

Others in Attendance: Executive Director Michael Bourret; Deputy Director Antoinette Mancusi; Administrative Assistant Kristen Perkins; Arnold Chandler

I. Welcome/Call to Order – Review/Revise Agenda

Commissioner Charlie Crosby welcomed everyone and called the meeting to order at 8:52 a.m.

II. Review/Approve Draft Minutes of May 23, 2014

VOTED: To approve the draft minutes of July 25, 2014, as written. (A copy is included in the board member packets today and is attached to the official minutes.)

Motion: Sallie Chandler Second: Denise Griffin Vote: All in Favor

III. CCWI Administrative Financial Report July 1, 2014 – August 31, 2014

The Administrative Report for July 1, 2014 – August 31, 2014 was reviewed by those in attendance. (A copy is included in the board member packets today and is attached to the official minutes.)

CCWI Executive Director Mike Bourret reported on the following:

- Line Item 63600 Web Page – \$4000.00
 - The CCWI web site needs to be updated – it has been about 7 years. Board members have commented on this to Mike as well. Goals of new web site include:
 - More in-house control over web site content
 - More dynamic – slideshow of pictures
 - The company chosen is a joint effort between High Point for the graphics (they already produce our Annual Report) and Original Computing for the technology and coding.
 - Mike also spoke with the coder about doing a CRM database – business developers in the community can use the same tool and input employer names, training needs, etc. (This would be for an extra cost.)

- Timeframe – hoping to have it up and running by January 1st. Weekly meetings will be held with High Point/Original Computing to keep things moving along, check progress, make changes, etc.
- The biannual Cryer spreads and board member bios can be included on the new web site as well.

VOTED: To review and file the Administrative Financial Report for July 1, 2014 –June 30, 2014.

Motion: Sallie Chandler Second: Betty Johnson Vote: All in Favor

IV. CCWB Board Membership Update

CCWI Executive Director Mike Bourret reported on the following:

1. Southern Maine Health Care (SMHC): Patsy Aprile, a senior vice president at SMHC, connected Mike with Yvonne McAllister (HR) and they are meeting next week to discuss board membership. It is important to keep health care representation on the board – jobs in the health care industry are still significantly in demand, particularly in southern Maine.
2. Lincoln/Sagadahoc:
 - Still need a couple of board members.
 - The BIW connection is moving slowly. Charlie and Mike have spoken with Ed Kenyon, who admitted that he had forgotten. If no success with Ed, Charlie will try to reach Dixie Steadman. Jim DeMartini is retiring too. There is a lot of movement happening within BIW right now. It will be worth the wait.
3. Knox/Waldo: Need another member in this area.
4. “Letter Sent”: Some board members received a letter advising that they had missed two consecutive meetings.
 - Mary Trescot offered to contact Cathy Cole – Mike doesn’t want to lose her but it has been about a year since her last attendance at a meeting. Cathy was quite active when we had the health care grant. Denise advised that roles at MaineHealth have changed and may be affecting things for Cathy.
 - Is attendance a compliance issue? No – this is something that we manage internally. The importance of meeting attendance is stressed to potential board members prior to their approval by the Board of Directors. We have 4 meetings a year plus one annual meeting.
 - Samantha Fenderson has had a staff meeting every time we have had a board meeting and has not yet attended a CCWB meeting.
 - Dave Collins – he is still interested in serving on the board.
5. Potential Membership:
 - Bob wanted to advise the group that he did reach out to Fluid Imaging Technologies but Kent politely declined – honored to be asked but they just don’t have the time right now.
 - Betty Johnson may have potential Athena contacts that she is willing to reach out to. They have been doing a lot of things in the area like setting up the clinic and it would be good to have them on the board. Possibly get Staci Coomer to help? With Betty and Staci working together, they may be able to get further with reaching

someone at Athena. Staci will probably be chair of MCEDD so Betty will be seeing her next week.

- Rick Parent asked if we still have a representative from Fisher. We do – Jennifer Andrews. Rick offered to approach a couple of businesses he knows – Front Street Shipyard in Belfast may be a possibility.
 - Antoinette asked if anyone knows any businesses in aquaculture or fishing because we have no representation from those industries. Charlie mentioned Linda Bean – she has multiple business ventures spread over our 6-county area. Her processing is based out of either Rockland or Thomaston right now.
 - Betty suggested Duck Trap – fish processing.
 - Mary also recommended small oyster farms up in the Damariscotta area.
6. Brian Hodges – Betty mentioned that Brian Hodges is leaving the Town of Camden, and Mike confirmed that Brian took another job. Brian still wants to serve on the board, and he will provide us with his new contact information once he’s settled in. Brian has also stepped down from MCEDD. If he is transitioning to the private sector, he could serve as a business representative on CCWB.
7. Board Size – Under WIOA legislation, theoretically, the size of the board can be reduced. Private sector representation is of a good size. Our public sector will need to be reviewed.

V. Executive Director’s Report

Mr. Bourret reported on the following:

1. Elections

A. CCWB Elections – Nomination Committee packet is included in today’s handouts

- The nomination packets were distributed at the CCWB meeting on September 9th. At that time, Bob appointed the Nomination Committee which is comprised of members who are not running for either of the positions: Dave Collins, Joni Boissonneault, and Leon Ouimet. Board elections will be held in December.
- Process:
 - CCWB members fill out forms and send to Kristen.
 - Kristen will log forms and send them to the Nomination Committee.
 - Nomination Committee will review forms for qualifications and the duties of the Chair and Vice Chair – consideration of board attendance, experience, etc.
 - Nomination Committee is to limit number of candidates for each position to a maximum of two.
 - October 10th is the deadline for submissions from board members.
 - Nomination Committee is done their work by November 7th and lets Mike know their choice(s) of candidates.
 - Voting occurs at December meeting and Nomination Committee is disbanded.
 - Bob Schmidt has termed out of the Chair position, Lydia Sy has termed out of the Vice Chair position, and Denise Griffin has termed out of the Youth Council Chair position. Bob has voiced that he will remain active on the board.

- Lydia has expressed interest in running for the Chair position, and Denise has expressed interest in running for the Vice Chair position. The nominations process gives other board members who may be interested in seeking the Chair or Vice Chair position the opportunity to.
- Youth Council Chair – Michelle Love is a consideration; she has been with Youth Council all along.
- The new Chair is responsible for appointing the new Youth Council Chair.

B. CLEO Elections

- Commissioners need to be thinking about their own election because it is done every year. By-laws that govern the CCWB elections do not apply to the Board of Directors' election. Upcoming CLEO meetings are in November and January, and Mike encouraged CLEO members to be thinking about this so things are in place by the January meeting.
- Betty asked how many county commissioners are up for re-election this year.
 - Sallie Chandler is up for re-election but she has no opponent.
 - Betty Johnson is up but she does have an opponent – Don Berry. She won by 2 votes last time.
 - Mary Trescot is not up for another 2 years – 2016.
 - Rick Parent's term runs to 2016.
 - Unsure of Jim Cloutier's term.

2. WIOA Update/Changes

- WIOA Overview booklet from NAWB is included in today's packets. Boston Regional office also put together a slideshow with an overview of WIOA, and this was included in today's packets as well.
- Representatives from the Boston Regional office will be in Maine next week to do the presentation and assess readiness for WIOA. They had asked CCWI to do a self-assessment, which Mike worked on with Heather, to determine areas where we might need help in making the transition and to identify things that aren't changing much. The problem is that these assessments are in advance of the actual rulemaking and are based only on the current draft without considering future clarification and rulemaking that will take place. It's difficult to pinpoint the accuracy of how ready we are.
- Pushing for July 1st implementation
- Presentation Slide 3 – Six Broad Goals of WIOA
 - Language in Point (1) – How is this any different than what we are doing now?
 - Language in Point (2) references the state putting together a unified plan to include all the programs in one plan and also ensures we are in alignment with Economic Development. The good news is that we already are aligned with the EDDs.
- Presentation Slides 4 and 5 are not realistic – having 10 or 12 programs coordinated in the way shown in the slides (i.e., a physical One-Stop). The best chance of this kind of implementation would be in the larger cities where there is more money

and urban areas where it makes sense to have one huge building to house the programs. That does not work in Maine.

- Presentation Page 4 – Slide 7
 - Some measures we already have in place but there are a couple of new measures:
 - *Measurable skill gains* is a new measure.
 - *Effectiveness of services to employers* is also a new measure but this is already one of our CCWB goals. Bob, Antoinette, and Charlie were part of this work group. The goal was initially put on hold but now it is in WIOA so we wait for WIOA.
- Antoinette asked the commissioners about their level of comfort with the performance measures and offered to have Heather Stott come to a CLEO meeting to explain them. Members were very receptive to this suggestion so Antoinette will connect with Heather to set something up.
- Rick asked about the monitoring aspect of this. Antoinette explained that CCWI is responsible for quarterly desk monitoring of the service provider. We perform the monitoring of the service provider at our level, the state monitors us, and the feds monitor the state.

USDOL → MDOL → CCWI → Service Providers

- The customer exit strategy is changing and this will have a negative effect on our performance results. To date, we have closed out successful cases and have kept cases active who are not yet successful for further training, assistance, etc. The system will now automatically terminate cases within 90 days of the close of an activity, successful or not.
- Page 4, Slide 8, Second Point: This has been in the law for 16 years but in the past the feds ignored it.
- Performance will be an issue with WIOA because:
 - a. Now expecting Adult Ed and Rehab to meet same performance standards that LWIBs have to meet. The problem is that these are 3 different programs with 3 different missions. The benefit is that there will be more cooperation among the programs because everyone will need to adhere to the same performance standards.
 - b. Bringing back the Eligible Training Provider List – we have community colleges, universities, truck driving schools, and different vendors where we send our people to get trained. Prior to those vendors getting paid through WIA, they have to apply to be on the ETPL. When they go on that list, their outcomes need to be reported in terms of how many people they trained, how many got jobs, what kind of wages are they earning, etc. This was implemented when the original law was passed but there was backlash from the service providers across the country about these reporting requirements. We don't have any way to enforce the requirements other than not sending our people to their programs, but this means people won't get trained, especially if the service provider is the only one who provides a particular kind of training. Under WIA, the feds put a waiver in place to waive the requirement. The workforce boards are now being made responsible for gathering the data, resulting in more reporting expectations on LWIBs going forward.

- c. Evaluation of State Programs. Expectation is that the local boards must participate in that evaluation. Language is vague – it’s not clear what the feds are looking for in this requirement. Feds say states must evaluate their programs on an annual basis.
- d. Trying to get better information from employers as to what they need for training. There has been a lack of information and lack of a mechanism to collect the information. CWRI is working on getting the information from employers (vacancy survey) – focus is on jobs that are hard to fill. What are the jobs employers have a hard time filling? What kind of training is needed? We need to know this so we can help.
- e. The BEARs representatives should be talking to employers. There is a gap – are they getting to enough employers, are they asking the right questions? We do have anecdotal information but we should not make strategic plans based on anecdotal information.
- f. How is standardization of the performance measures ensured? Heather can talk about this when she comes to a CLEO meeting – How do you know how many got employed? What were the skills gains? What about retention? When and how were they measured? This information is all standardized.
- g. Mike would like the BEARs to do regular business visitation programs – more dynamic than what CWRI does. WE-CAN groups were bringing in business reps, economic developers, etc. to try to get some traction but there was difficulty getting people engaged beyond one meeting. There is a lot of pushback – mentality is “too many meetings”
- h. Partnerships with economic development and chambers have improved over the last year – regular communication, emails, meetings, etc. It is progressing. Antoinette has been attending Mobilize Maine and GPCOG meetings.
- i. Business Event Forums – Positive response, employers liked the format. Next one is on October 2nd in Portland, then December in York County, and one later in Waldo (Staci Coomer, Jaimie Logan). Outreach efforts in a different way. Commissioners will be included on the distribution list for information pertaining to the events – we can PDF the event flyers to the commissioners as well. Denise also recommended sending the PDF to the HR SHRM meetings – chapters in Portland and Midcoast. Lydia can handle distribution to the Portland chapter and Denise can handle Rockland.

3. **SWIB Meeting next Friday, September 26th in Augusta**

- Sallie will be attending.

4. **MDOL Incentive Award**

- MDOL applied for federal incentive funds – Adult Ed system and Workforce system met the performance goals for the year.
- Traditionally, money comes into the system and it goes back out to the system.
- MDOL received \$800,000 +/- but they are handling it differently this year. Instead, they are keeping some of the money and holding the rest and are creating an application process to use it to further the industry partnership approach. The

reality is that whoever gets the money needs to be doing WIA activities with it – no one has the capacity except the LWIBs and service providers.

5. **Portland Location**

- Heather brought Mike and Antoinette to the new Portland location to make sure there were no issues.
- State still moving to South Portland by the airport with DHHS.
- The new location is diagonally across the street from the current Lancaster Street office, completely renovated, and built to suit for Goodwill's workforce offices. Second floor, parking is good. Good deal – about \$12 per square foot for full build-out. Five-year lease.
- One of the changes with WIOA is coming up with an agreement locally on infrastructure costs – this is not new. What is new is that, if you don't come up with an agreement locally, the governor decides on an equitable process for the partners to support the cost of a One-Stop.

6. **Washington, DC – WIOA Rulemaking**

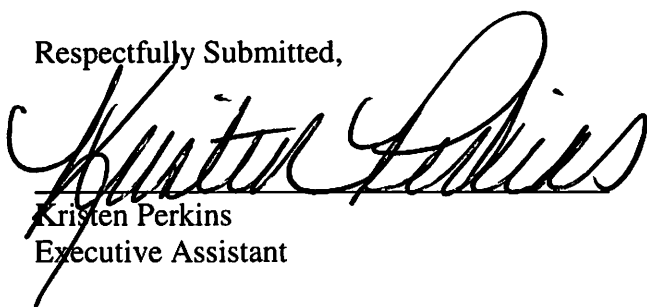
- No new updates – the last Mike heard is that it was going through "clearance"
- Timeframe is shrinking – they want it ready for public comments by January 20

VI. **Adjourn**

VOTED: To adjourn the meeting at 10:22 a.m.

Motion: Charlie Crosby Second: Mary Trescot Vote: All in Favor

Respectfully Submitted,



Kristen Perkins
Executive Assistant

Approved: November 14, 2014

2014 – 2015 CCWI Board of Directors' Meetings

November 14, 2014	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.
January 16, 2015	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.
March 20, 2015	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.
May 22, 2015	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.
July 17, 2015	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.
September 18, 2015	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.
November 13, 2015	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.

2014 – 2015 Coastal Counties Workforce Board Quarterly Meetings

December 11, 2014	Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.
March 12, 2015	Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.
June 11, 2015	Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.
September 10, 2015	Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.
December 10, 2015	Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.

2015 Coastal Counties Workforce, Inc. Annual Meeting

May 29, 2015
Hilton Garden Inn, Freeport
Brunch – Time to Be Determined