



COASTAL COUNTIES WORKFORCE BOARD

Minutes of Workforce Board Meeting Southern New Hampshire University June 12, 2014

Board Members in Attendance: Mary Ellen Barnes, Joni Boissonneault, Craig Burgess, Julie Chase, Deborah Chipperfield, Brenda Gagne, Denise Griffin, Brian Hodges, Jennifer McKenna, Kelly Osborn, Tricia Richardson, Peter Russell, Bob Schmidt, Lydia Sy, Cindy Talbot, Chris Trider, Neal Williamson

Board Members Absent: Jennifer Andrews, Josh Atkinson, Catherine Cole, David Collins, Staci Coomer, Charles Crosby III, Samantha Fenderson, Justin Holmes, Michelle Love, Jill Moody, Leon Ouimet, Erika Stone

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

Others in Attendance: Richard Fifield, Kelly Flagg, Jaime Grover, Gail Kezer, Jamie Logan, Peter Morin, Tom Nickerson, Larry Robinson, Mike Roland, Kristine Schuman, Dawn Self-Cooper, Richard Sterrs, Heather Stott, Steve Westra, Susan Wiley

I. Call to Order

Chair Bob Schmidt called the meeting to order at 9:05 a.m., welcomed everyone to the meeting, and made the following announcements:

- Last meeting was in December 2013; March 2014 meeting was cancelled due to snow.
- There are several new Board members in attendance today:
 - Debbie Chipperfield from Pratt & Whitney
 - Julie Chase from Southern Maine Community College
 - Kelly Osborn from Goodwill Industries of Northern New England
- Samantha Fenderson, a new Board member representing the Division of Blind and Visually Impaired, was unable to attend today's CCWB meeting due to an agency-wide meeting.

- Kelly Flagg was in attendance from CCB, Inc. as a guest and has expressed interest in joining the board.
- Several things have occurred since the December 2013 meeting:
 - The Local Area Plan was finalized and submitted to the state after board members cast their votes and approved via email.
 - NAWB Conference in Washington, DC, in March. Bob was able to attend and represent CCWB. In speaking with other board chairs from around the country, Bob discovered that one of the biggest issues faced by many board chairs is how often they struggle with reaching a quorum at meetings. Bob said that he has been active with CCWB for many, many years and, although we sometimes cut it close, we never struggle with reaching a quorum, and this speaks to the strength of our board. Our board engages members who are interested and who want to be involved with the work being done.
 - Board Training/Orientation in March. Bob welcomed feedback from those who were able to attend which included some of the following key points:
 - Many founding principles still in place
 - Culture of organization is to meet needs of both supply and demand sides
 - Provided history and brought newest members up to speed
 - Conveyed vision of organization
 - Complexity of systems was broken down and made it easier to understand
 - Strategic direction
 - Annual Meeting was held in May at Hilton Garden Inn in Freeport. Display table at today's meeting included copies of the 2013 Annual Report as well as some slides that were on display at the Annual Meeting, and attendees were encouraged to read the materials.

II. Minutes of December 12, 2013 Meeting.

VOTED: To approve the minutes of the December 12, 2013 meeting as written. (A copy is attached to the official minutes.)

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

Board Chair Bob Schmidt referred to other information included in today's packets:

- Financial Report – running totals as of March 31, 2014
- Cryer Press Release of Annual Meeting
- Area 4 Labor Market Report – feedback on this report was encouraged
- Various program reports

III. Executive Director's Report

Michael Bourret, CCWI Executive Director, reported on the following:

1. Labor Market Report – *see feedback encouraged by Bob Schmidt above*

2. NAWB Conference

- Those who attended met with delegation members and/or their staff from all 4 offices.
- Biggest concern brought up to delegation/staff was WIA Reauthorization – in particular, the regulations imposed at the local level.
- However, Mike recently Mike about 150 pages of the 800-page final draft, and he was pleased to see that some of these concerns originally raised had been addressed. He followed up with a letter to all 4 delegation members thanking them for listening to the concerns and for their efforts in getting them addressed in the revised draft of the bill. A copy of one of the letters is included in today's packets.
- NAWB is pleased with the status of legislation and is hopeful that this bill will pass later this summer.

3. Local Workforce Investment Board Plans

- The State Workforce Investment Board voted on the Local Workforce Investment Board plans in May 2014. Mike welcomed comments from Heather Stott, who was in attendance the day of the vote. Highlights included very positive feedback/remarks about our plan.
- Now is the time to begin implementing the plan.
- Strategies in the plan were developed by staff and approved by CCWB. Work group sessions were scheduled for later in the morning based on priority areas.

4. Performance Standards

- Goodwill has met or exceeded all performance standards for the past year – this is both good news and bad news. Heather Stott will address this later in the meeting.

5. Governor's Office Reversal on One-Stop Operator Status for Workforce Boards

- The Local Workforce Investment Boards have been the One-Stop Operator for the four regions in Maine since WIA was established here back in 2000. In order for the board to be the One-Stop Operator, governor must agree. However, the Governor will no longer agree to this so an alternative must be put in place. Options include:
 - 1) RFP – select and fund a separate agency to act as the One-Stop Operator. Not the best option as it would take money away from current capacity & training activities to fund another agency to fulfill this role.
 - 2) Designate the One-Stop Consortia as the One-Stop Operator.
 - The law stipulates that we need to have a minimum of 3 required partners – a consortia of the investing partners of Voc Rehab, BES (Wagner-Peyser), and Goodwill.
 - CCWI is working on this right now, drafting functions – this may be a little different from how we currently operate.
 - Timing – we are not prepared to present today, but will need a board vote on it, probably via email in early July.

- Our intention is to move forward in a way that maintains efficiency with minimal cost to the program.
- Other 3 regions are going towards the consortia approach.

IV. Youth Program Report

Goodwill Program Manager Jaime Grover reported on the following:

1. Survey of Youth Council Members – membership, potential new partners, meeting times/locations, convenience of meetings, topics to add to quarterly agenda. Results were discussed at the last Youth Council meeting.
 - Members would like option of conference call line for meetings – busy schedules, can't always attend in Brunswick but could participate remotely
 - Want more interaction with businesses on the Youth Council – ways to engage businesses – this will be added as a regular agenda item to the quarterly Youth Council meetings
 - Conversation regarding results will continue at September meeting

2. Performance
 - On target for end of year
 - Need a couple more youth who have achieved literacy/numeracy gains
 - Exceeding enrollments
 - Exits on target to meet goal for the year

3. Sixth Barrier to Employment for Youth Enrolled in WIA
 - Sixth barrier is defined at local level. Because our area is so diverse, we have 3 definitions for the Sixth Barrier to Employment:
 - A. Youth who lack transportation in rural areas
 - B. English as a second language
 - C. Youth who lack employment history – comprised of youth with less than 6 months of employment history and youth who have not worked in the last 6 months
 - State put together a policy committee and determined that two of the definitions needed to be revisited. Feedback was that all youth lack employment history so the state wanted more details regarding specific barriers for this group.
 - Proposed changes which are outlined in handouts included in today's packet are:
 1. Change definition to "Lack of significant work history for youth that are 20 years of age or more."
 2. Change definition for English language learners to "Youth that are immigrants or refugees that have been living in the United States for less than 5 years."
 - State gave approval of definition with the changes.

DISCUSSION:

- What is cut-off age to no longer be considered “youth?” For WIA services, it is age 16 to 21 (must be enrolled before their 22nd birthday). Without the 20 years of age modification, this definition would not have been approved by the state.
- Lincoln County – Wiscasset school district recently defunded their Adult Education program and Mary Ellen Barnes expressed interest in working with Jaime and Goodwill to address needs in that area.

VOTED: To approve the amended policy definition as written on the handouts included in today’s packets.

Motion: Brian Hodges
Second: Joni Boissonneault
Vote: All in Favor

FURTHER DISCUSSION:

Concern was expressed regarding immigrant population and the less than 5 years criteria. Previous policy allowed for a wider range of youth but this language was the only way to get the policy approved. City of Portland has adopted the 5-year criteria as well.

V. Business Services Update

Goodwill Regional Director Richard Fifield reported on the following:

1. Business Service Rep Activities Report – Contains the number of companies approached, how many new OJTs written, sample of companies worked with in the quarter, and other activities business reps have been involved with.
2. Richard Sterrs – new business service representative in midcoast area (Rockland, Belfast, Lincoln County). Increases capacity to work with more businesses, Economic Development, chamber partners, etc.
3. Activities Report only covers activities through March 31, 2014. Other activities since then include midcoast Business-to-Business events and participation in several job fairs.

VI. Performance Standards Update

Goodwill Senior Director Heather Stott reported on the upcoming system changes taking effect July 1, 2014.

- The way participants are exited from the program is changing effective July 1, 2014. Rather than exiting them based on outcomes, the decision will now be based on the amount of time it has been since they last received a service AND exiting will be automatic – the computer system will make the decision using a 90-day clock. If it has been 90 days since an individual last received a service, the system will exit them from the program retroactively effective 90 days after service was completed.

- Impacts:
 - This is going to change numerical outcomes. We will not know when the participant will be pulled into performance outcomes because the system will exit them 90 days later retroactively.
 - Plans are built on numbers – enrollments, exits, etc. We still have to plan how many will be exited but we don't know how many the system is going to exit based on that 90-day clock.
 - Increase in “softer touch” enrollments – customer assessment process is now considered an enrolled service.
 - Exits from the program are no longer outcome based. We will no longer be able to close a case based on the fact that they found employment, received a credential, etc. – it will be based on the last time they had a service, and it will go forward 90 days from when they received that service.
- In a nutshell – with the system making the decision on when to exit someone:
 - It will be harder to get information such as wage at placement, etc.
 - It will likely reduce traditional performance rates – Heather anticipates that enrollment numbers will go up and exits will go up, but there will be less ability to strategize. We have less ability to impact our performance when we are not exiting based on outcome, even though that is what we are measured on.
- Maine is a strong performer in our region as well as across the country. Even with the changes, we should continue to do well when compared to performance of other LWIBs.

VII. Make It in America (MIIA) Grant Update

CCWI Program Manager Don Marino reported on the following:

- MIIA is in full swing – over 100 companies in the area have been contacted.
- This is a tri-agency grant – CCWI, MRRA, MEP – based at Brunswick Landing and serving a 50-mile radius (Androscoggin, Cumberland, Kennebec, Lincoln, and Sagadahoc counties).
- Targets aviation/aerospace, biotech, composites/advanced materials, and renewable energy sectors – 80 paid internships over the 3-year grant period in these sectors.
- Pre-employment and skills training for unemployed or underemployed. Incumbent training programs as needed by area employers. Desired results include higher level skills, attainment of industry credentials, and significant wage gains.
- MRRA is in process of establishing TechPlace – advanced manufacturing accelerator at Brunswick Landing targeting small- and medium-sized businesses in industry sectors that can benefit from services offered with the grant.
- Regional launch at SMCC Brunswick Landing campus on May 22 – coordinated workforce training, education, and development as well as financial resources. Plan is to launch in 3 other regions within the next year.
- MEP is working with incumbent training aspect – hopeful for credential attainment for 150 incumbent workers in years 2 and 3 of grant.
- Internship component is a paid internship/work experience. They are paid up to \$15/hour for 30 hours/week for up to 8 weeks in non-entry-level positions. Internship wage is less

than starting wage – starting wage outcome goal is \$24/hour because of the types of industries targeted by the grant.

- This is an H-1B grant provided by federal government to avoid use of H-1B visas and importing skilled labor from other countries.
- Some of the enrollees are already at bachelor's degree level and are working on their master's degree.
- Don will be attending a regional conference on the MIIA grant at the end of June which should provide better clarification on questions pertaining to the grant, including questions about renewable energy eligibility.

10:27 to 10:43 – NETWORKING BREAK

VIII. Presentations – *CCWI Executive Director Mike Bourret*

1. Workforce Innovation & Opportunities Act (WIOA)

- Title has changed
- Not law yet, vote expected end of summer
- 15 programs were eliminated
- Local Area designation by governor after consulting county commissioners and local workforce boards
 - Upon meeting performance standards and fiscal integrity, local boards can request designation from governor for 2 years and the governor has to award the designation (not optional)
- House and Senate compromised to come up with new bill
- State-level changes
 - Board must represent employers and workers
 - State board responsible for program alignment
 - State now required to submit unified plans
 - Maintains 15% set-aside funds at state level
- Streamline local board composition
- Changes in performance accountability (common measures)
- Common data systems – knowing what works and why
- Improving performance standards
- Underwriting One-Stop infrastructure costs – if unable to reach agreement with partners, governor will determine each partner's share
- Transferability of funds between Adult and DW programs up to 50%
- Improving Youth Services – priority on out-of-school youth (75% of funds)
- ITAs still available
- Cohort training
- Allows for up to 75% reimbursement of an OJT participant's wage
- Elimination of the “sequence of services”
- Better alignment between local workforce areas, economic development, and labor markets

- Establishes appropriation levels for fiscal years 2015-2020
- Other programs affected include Wagner-Peyser, Rehab, Job Corps, and Adult Ed

Bob referred to two summary sheets included in today's packets with more information about the WIOA legislation.

2. "2014 – Moving Forward" ~ *New Goals and Strategies for the CCWB*

- CCWB goals adopted March 2014:
 - Obtain key data from businesses
 - Promoting training to strengthen workforce
 - Meet WIA performance but further define program success
- Priority areas to be addressed in today's breakout session workgroups:
 - Strategic partnerships
 - Strategic use of resources
 - Alignment of education and industry
 - Diversity of trainees and training methods

11:25 – BREAKOUT SESSION WORKGROUPS

IX. Workgroup Assignments

Review priority focus area and strategies, and then answer the following questions:

1. Do the stated strategies address focus area?
2. Are there changes you suggest?
3. Are there strategies that should be added?

11:45 – RECONVENE

DISCUSSION – *CCWB Chair Bob Schmidt*: Engaged workgroup dialogue. Good information exchange. CCWI staff will compile results and disseminate information, with more details to come and discussion to be had at the September meeting.

Bob also mentioned the survey included in the back of the packets which is being used to measure participant outcomes – for informational purposes only.

X. Executive Session

None.

XI. Adjournment

Meeting adjourned at 11:47am.

Motion: Lydia Sy Second: Neal Williamson Vote: All in Favor

Respectfully submitted,



Kristen Perkins
Administrative Assistant

APPROVED: September 11, 2014

2014 Meeting Dates

March 13, 2014	CCWB Meeting (9:00 – 11:45am) Southern New Hampshire Univ.
May 15, 2014	CCWI Annual Meeting (5:00-7:30pm) Hilton Garden Inn, Freeport
June 12, 2014	CCWB Meeting (9:00 – 11:45am) Southern New Hampshire Univ.
September 11, 2014	CCWB Meeting (9:00 – 11:45am) Southern New Hampshire Univ.
December 11, 2014	CCWB Meeting (9:00 – 11:45am) Southern New Hampshire Univ.