

COASTAL COUNTIES WORKFORCE BOARD

Minutes of Workforce Board Meeting
MRRRA Community Room, Brunswick Landing
March 14, 2019

Board Members in Attendance: Christopher Arbour, Mary Ellen Barnes, Joni Boissonneault, Paulette Bonneau, Jim Butler, Bridget Conley, Samantha Fenderson, Denise Griffin, Shannon Kashinsky, Laura Lindblom, Carrie Murphy, Tom Nickerson, Peter Russell, Bob Schmidt, Kelley Scott, Dawn Self-Cooper, Tony Sirois, Heather Stott, Lydia Sy

Board Members Absent: Jennifer Andrews, Julie Chase, Lynn Clarke, Charles Crosby III, Cory King, Kim Moore, Nick Paquet, Jennifer Rice,

Staff in Attendance: Antoinette Mancusi, Executive Director; Jillian Sample, Director of Operations; Valerie Odams, Executive Assistant

Others in Attendance: Scott Christman, Ryan Anderson, Ginny Carroll, Meghan Dichter, Julia Trujillo Luengo, Auta Main, Jessica Moninski, Gail Senese, Dave Wurm, Tarlan Ahmadov, Donald Harden, Jackie Huynh, Matt Hayden, Darrell Gilman, Liz Love, Caitlin Clark, David Morrill, Jennifer O’Leary, Nikki Williams, Kim Smith, Pam Trinward

I. WELCOME / CALL TO ORDER / INTRODUCTIONS - *Lydia Sy, CCWB Chair*

- A. Chair Lydia Sy called the meeting to order at 9:00a.m. and welcomed everyone to the meeting.
- Introductions were made around the room.
 - Lydia thanked Shannon Kashinsky of PeoplesChoice Credit Union and Lynn Clark of Mölnlycke for underwriting the costs of the CCWB meetings and called for other companies to join.
- B. Minutes of December 13, 2018 Meeting
VOTED: To approve the minutes of December 13, 2018 meeting as written.
Motion: Mary Ellen Barnes Second: Shannon Kashinsky Vote: All in Favor
- C. Annual Meeting - Save the Date of CCWI’s Annual Meeting, June 14, 2019. Update contact information so invitations will be received timely.

II. EXECUTIVE DIRECTOR’S REPORT – *Antoinette Mancusi, CCWI Executive Director*

- A. Office of the Inspector General (OIG) Audit –
1. CCWI has been selected to be audited by the OIG at the beginning of April.
 2. Details are not clear yet. Still waiting information on what is needed.

3. This is a program audit, not fiscal, as it pertains to the credential rate (how they are awarded, paid for, entered, etc.).
 4. The time they chose to review is 2016 when our data base was in flux with a massive conversion.
- B. Adult Education Applications
1. WIOA mandates that CCWI review the Adult Ed applications to ensure that the AFLA grants are in line with our Regional Plan.
- C. WIOA Allocations
1. CCWI should be receiving the amounts for our PY19 allocations in the next month or so.
 2. Upon receipt of these numbers at MDOL, they will forward them to us so we can begin to plan with our service provider for services for the year.
- D. Tech Hire Grant
1. CCWI will be asking the Feds for a no-cost extension.
 2. Grant currently ends 6/30/19. CCWI will be asking for a 1-year extension.
 3. Jillian will set up a call with new employers to explain the benefits to their companies for incumbent worker training.
- E. Local Plan Review
1. The local plan review committee has been meeting and hopes to have a draft revision by the June CCWI Annual Meeting.
 2. The revised plan will be voted on in June and then posted for public comment.
 3. It will then be submitted to MDOL for acceptance.
- F. Request for Volunteers
1. Plan Review Committee – we only have one business represented on the committee. Asking for private business volunteers.
 2. Youth Committee – CCWI will be revamping the youth committee and will be looking for volunteers to tackle that.
 3. Policy Review Committee – only meets sporadically when policies need to be instituted or modified.
 4. Membership Nomination Committee – will only be needed as we need to fill voids in the CCWB.
- G. CCWI will be putting out an RFP for Service Providers but not until PY19-20

III. LOCAL PLAN REVISION UPDATE – *Carrie Murphy, Recruiting Manager, athenahealth & Thomas Nickerson, Director, UMA Brunswick Center*

- A. Included in the packets are a summary and slides from the presentation given at the last CCWB meeting by Ryan Wallace, Director at the Maine Center for Business and Economic Research.
- B. Committee met in February to develop a process for revising the plan. A March meeting has been scheduled to review Labor Market Information (LMI). This will identify our key priorities and strategies to the incorporate the non-engaged workforce into reentering.

VOTED: To approve the continuation of the Plan Committee to work on the revision.
 Motion: Denise Griffin Second: Shannon Kashinsky Vote: All in Favor

IV. PROGRAM/FINANCIAL STATUS REPORTS

A. Workforce Solutions – *Dave Wurm, Director, Workforce Solutions*

1. Provided an explanation of the new style of Fiscals report in the packet. The cover sheet for the reports breaks down Direct Program Costs, Direct Participant Costs, and Indirect Costs/Shared G&A. Reports are separated into Adult, Dislocated Worker, and Youth. Today's reports reflect spending through 1/31/19.
2. Adult WIOA PY18
 - Direct Program costs reflect 75% of budget spent to plan
 - Direct Participant costs reflect 49% of budget spent to plan
 - Indirect Costs/Shared G&A costs reflect 94% of budget spent to plan
 - Total grant percentage – 67%. Expect to be spent out in June 2019
 - Three key categories to monitor:
 - i. Training expenditure rate: 29.3%
 - ii. Transitional Jobs Expenditure Rate: 0%
 - iii. Incumbent Worker Training (IWT) Rate: 0%
3. Dislocated Worker WIOA PY18
 - Direct Program costs reflect 67% of budget spent to plan
 - Direct Participant costs reflect 32% of budget spent to plan
 - Indirect Costs/Shared G&A costs reflect 78% of budget spent to plan
 - Total grant percentage – 57%. Expect to be spent out in June 2019
 - Three key categories to monitor:
 - i. Training expenditure rate: 27.2%
 - ii. Transitional Jobs Expenditure Rate: 0%
 - iii. Incumbent Worker Training (IWT) Rate: 0%
4. Youth WIOA PY18
 - Direct Program costs reflect 65% of budget spent to plan
 - Direct Participant costs reflect 68% of budget spent to plan
 - Indirect Costs/Shared G&A costs reflect 97% of budget spent to plan
 - Total grant percentage – 69%. Expect to be spent out in June 2019
 - Three key categories to monitor:
 - i. Training expenditure rate: 37%
 - ii. Work Experience Rate: 21.5%
 - iii. Out-of-School Expenditure Rate: 83%
 - iv. In-School Expenditure Rate: 17%

B. CCWI – *Jillian Sample, Director of Operations, CCWI*

1. Grant Applications
 - Common Good Grant from Bowdoin College (up to \$5,000) to fund the Workforce Scholarship Fund for those who don't qualify for WIOA– denial.
 - PAYA Grant for Youth Apprenticeships (\$200,000) with a focus on healthcare and construction – just applied on Friday.
 - Request for set-aside funds from Governor to continue serving where the PREP grant left off. The creation of the American Jobs Center located in the Cumberland County Jail has been a great tool to lower the recidivism rate.

V. POLICY WORK – Jillian Sample, Director of Operations, CCWI

A. Supportive Services Policy –

1. Add language to specify that supportive services funds are available to Adult/DW if they are enrolled in WIOA training/career services
2. Add caps to to supportive services funds in Transportation (\$500) and Child Care (following current rates set by Maine Department of Health & Human Services)
3. Added that payments & fees for employment/training related applications, tests, and certifications not covered by ITAs can be covered by supportive services funds

VOTED: To approve the changes noted above to the existing policy.

Motion: Jim Butler Second: Denise Griffin Vote: All in Favor

B. Work-Based Training Services –

1. Add language that employer costs for IWT not be less than 50%
2. Add language that 20% expenditure on Youth Experience is required by WIOA
3. Added examples of what is covered for Youth Work Experience

VOTED: To approve the changes noted to the existing policy.

Motion: Denise Griffin Second: Jim Butler Vote: All in Favor

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

VI. PRIORITY / SPECIAL POPULATIONS AND WIOA SERVICES

(Separate minutes attached)

VI. ADJOURNMENT

VOTED: The board motions to adjourn at 11:51a.m.

Motion: Carrie Murphy Second: Nick Paquet Vote: All in Favor

Respectfully Submitted:



Valerie Odams
CCWI Executive Assistant

APPROVED: 6/14/19

2019 Coastal Counties Workforce Board Annual Meeting

Hilton Garden Inn, Freeport

10:00am – 1:00pm

June 14, 2019