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Meeting Record January 15, 2016

MaineGeneral Medical Center

Board Members Attending: Craig Nelson (Chair), Jim Trundy, Chris Greenleaf, Harvey Smith, Amy Landry, Greg Boyd, Muriel Mosher, Elaine Makas, Ralph Ryder, Cindy Letourneau
Call-in Members/Guests: Erika Douglass, Razell Ward, Mary LaFontaine
Guests: Karen Staples, Representative Poliquin's Office; Peter Diplock; Eileen Miazga, MDOL; Dale Morrell, St Mary's Health System; Laurie Glidden, Maine Housing/FSS; Ben Tucker, Senator King's Office; Patricia Aho, Senator Collins' Office;
Staff: Jeff Sneddon, Sara McLaughlin, Harry Simones

Call to Order & Introductions

The meeting was called to order by C. Nelson, Board Chair, and introductions were made among all Board members and guests.

Approval of November Meeting Minutes

Action Item: Motion to accept the 11/20/15 meeting minutes/M. Mosher

Second: E. Makas

Discussion: none

Vote by members present: approved

Abstain: 0

Objection: 0

Approval for Re-Allocation of PY2015 WIOA Funds

J. Sneddon presented to the Board a request to re-allocate a portion of the WIOA PY 2015 funding from the Dislocated Worker program to the Adult program. He indicated that the proposed action had been mentioned several times during recent Board meetings. This re-allocation of funding will allow the workforce development system (WDS) to more effectively utilize the Sector-Partnership NEG grant funds to serve dislocated workers; the NEG grant is exclusively focused on the dislocated worker population. The re-allocation will provide more funds to the Adult program which will enable the WDS to increase the number of job seekers served.

Action Item: Motion to approve the re-allocation of a portion of the WIOA PY 2015 funding from the Dislocated Worker program to the Adult program/A. Landry

Second: M. Mosher

Discussion: none

Vote by members present: approved

Abstain: 0

Objection: 0

Comprehensive Economic Development Strategy

A. Landry spoke to the Board about the Comprehensive Economic Development Strategy (CEDS) annual update she is working on that will be submitted in March 2016. The organization she represents, Androscoggin Valley Council of Governments is one of the seven Economic Development Districts (EDD) in Maine that is responsible for creating a 5-year CEDS for each EDD region. She distributed a document that summarized the CEDS' focus on eight targeted industries within the region and the level of industry specialization compared to other EDDs in Maine. A. Landry indicated that 70% of the labor force is in the eight industries and displayed a chart that identified the degree of specialization and employment growth for each industry. A. Landry offered to send the document to J. Sneddon so he can email it to the Board for their review and use.

Family Self-Sufficiency Project

J. Sneddon introduced Laurie Glidden, FSS RESTART Coach, from Maine Housing; she presented the FSS program to the Board and distributed a document summarizing her presentation. The goal of the program is to match housing assistance families with existing community services to achieve economic self-sufficiency. This program is another avenue to recruit job seekers for occupational training programs to help meet the labor needs of employers in the region.

Fiscal Report

S. McLaughlin presented the WIA/WIOA Program Budget Report YTD for PY2014 & PY2015 and a copy of the report was distributed to the Board for review. She gave a summary of all available funding; there is about \$6,000,000 total available with approximately \$2,000,000 - \$3,000,000 spent annually. There are currently six contracts/grants open; each program contract was described and the percentage of funding expended to date for each grant was provided.

Action Item: Motion to accept the WIA/WIOA Program Budget Report as presented/E. Makas

Second: A. Landry

Discussion: none

Vote by members present: approved

Abstain: 0

Objection: 0

Executive Director's Report

J. Sneddon updated the Board about the targeted industries and the ongoing workforce development activities supporting these sectors. The goal is to work with employers and educators to develop short-term occupational training to get job seekers more quickly employed with applicable skills that result in meeting the employer's needs and increases employee retention. The targeted industries CWMWIB is working with are manufacturing, health care and information technology. For each sector an employer advisory panel has been established to determine their occupational needs and to engage the education and training providers to develop relevant short-term training opportunities. The first meeting for the information technology employers' group will be held on January 25, 2016. R. Ward indicated the manufacturing "Ready2Work Academy" curriculum has been completed and that the CareerCenters and Adult Education providers are in the process of announcing the program and recruiting participants for the training. J. Sneddon also mentioned the 5-7 current "Ready2Work" academies taking place with health care providers.

There was a brief presentation to the Board by Eileen Miazga, MDOL Sector-Partnership National Emergency Grant (SP-NEG) program coordinator, summarizing the benefits of the grant to companies, educators, economic developers and workforce development. Much of the work that J. Sneddon described earlier is part of this grant, the Job-Driven NEG grant and an "employer-driven" service delivery model that the CWMWIB in conjunction with the CareerCenters have implemented for several years. At the conclusion of E. Miazga's presentation there was brief discussion about how to recruit job seekers and the importance of engaging the employers in this process. R. Ward suggested having employers include information about CareerCenter services and occupational

training opportunities in their correspondence to people that were not hired for all job vacancies within their company. This idea was well received by the Board and the idea is to send out a template to our partner employers for use in their own hiring practices.

J. Sneddon briefed the Board on the WIOA transition at both the State and local level; the development of the State Unified Plan has been a significant part of the transition. The implementation of the new WIOA regulations has been ongoing since July 1, 2015 so there has not been anything new other than what has already been announced.

A summary was given by C. Greenleaf about the ongoing lay-off at Verso Paper in Jay, Maine; there will be a total of approximately 300 workers laid off. So far, 105 that have already filed for "Trade" benefits and 23 have signed up for training/school. There are two Peer Support Workers located at the Wilton CareerCenter that are helping people affected by the lay-off by assisting them in transitioning to a "next step/direction" after being laid off.

Other Business

No other business was conducted and the meeting was adjourned.