



Board Meeting Minutes

09/25/2019 9:00 am - 10:30 am

Zoom In: <https://zoom.us/j/586652386>

Call In Number: 1 929 205 6099

Meeting ID: 586-652-386

1. Before the meeting is started, a roll call of members is done in order to assess the quorum. Chair Nelson declares a quorum. The meeting starts at 9:07 am. Introductions were performed. The longevity of the Board was noted in the introductions
2. Mrs. Reynaldo suggests a format where meeting information is reviewed at meetings and then later voted on. The Chair offered comment and the idea was discarded.
3. A Board Criteria Form for membership was discussed. The Chair discussed the WIOA current criteria and how it developed. The possible membership criteria were discussed. The Chair spoke about meeting WIOA credentials first and then other issues. The State offered comment to discuss the State Policy. A list of the policies that need updating was discussed. The Vice Chair asked that the conflict of interest policy be reviewed by the Chair. It was asked if this was a conflict of interest in jest.
4. Meeting Invites for 2020 Meeting Schedule were discussed and in the future the board meeting information including documents will be posted online on the new website. However, the website is in the process of being done.
5. There was a **State Workforce Board Meeting Update** by Commissioner Sezak, who is a member of the SWB. The 70% training threshold policy was discussed.
6. **Policy– Supportive Services Vote** – Mr. Trundy asks to consider a change in the Supportive Services Policy. The motion is to accept the \$1,000 limit for tools for approved training within the supportive services policy and other changes, motioned by Michelle Hawley. Chair Nelson called a voice vote. One abstention by James Trundy. The motion passes, all in favor.
7. **Industry Sector Development Update** - The IT Sector was briefly discussed as Mrs. Reynaldo noted how strong the Board was in all other measures.
8. **Introduction of Amanda Gallant, a New Board member** and whose firm Sunday River uses the Apprentice program through Central Maine Community College. Ms. Gallant gave a brief bio. Michelle Hawley described their mutual program. Ms. Gallant described the hiring struggles at Sunday River Resort.
9. Mrs. Reynaldo spoke about **social media efforts**, including one example that reached 21,000 targeted people with focused demographic efforts. She noted the economical nature of online recruitment and public information and its predominance in communications.
10. **PY 19 Operational Budget Review & Approval** by Ms. Sara McLaughlin, noting a slight increase in the State appropriation of funds but a decrease in our expenses. The front-loaded expenses of salary were discussed, with it noted that Harry Simones' leaving results in a decrease in expenses. The typical percentages of expenditure by certain points in the year were compared and the Board is on target.
11. **Operating Budget Vote** – A motion was made to accept the budget as presented. The chair called a voice vote. All were in favor and the motion passed to accept the operating budget.
12. **Performance Budget Additional Funds**. The opportunity of having an increase in program funds and using them for Board programmatic work was discussed and presented. Items included a digital outreach, website, social media presences, Chair Nelson described how Business Services have been integral in the past. The chair discusses how we need to focus efforts carefully because of the last eight years. He wants to be sure all options are thoroughly explored. Vice Chair Dale Morrell asks for information on purpose, outcomes and wants to measure benchmarks, and what is the needed in our

area in terms of barriers to employment. Ms. Ginny Carroll explains barriers to employment and their frequency. Mr. Morrell speaks on the incumbent worker pilot and the suggested programs as being regular work. He describes a higher level of discussion and debate that is needed for the proposal before it can be supported. Mrs. Reynaldo requests advice on this and also suggests a budget sheet for each item. Mr. Morrell says to work with Chair Nelson. Amy Landry adds that a further discussion and more time would be a good idea. Mrs. Reynaldo has no problem with the requests and think them sound.

13. **Performance Budget Approval Vote-** Vice Chair Morrell makes a motion *to approve the service provider allocation without the budget additions*. The Chair calls a voice vote. James Trundy abstains. The motion passes with all in favor.
14. A **brief update on the RFP Committee** was given, which included introducing Vice Chair Dale Morrell as Chair of the RFP Committee, and what needs to be bid per the MDOL. Vice Chair disclosed that the service provider has unrelated contracts at his workplace, St. Mary's. The Chair mentions his conflict with the RFP process because one of his
15. **Human Resource/Domestic Partner Coverage Vote** The MMEHT requires a board vote for any participating employer wishing to adopt Domestic Partner Coverage and that it must be the exact language on the proposal). Mr. Trundy makes a motion to adopt the proposal. It was seconded by Ms. Landry. The Chair calls a voice vote. All are in favor and the item is adopted.
16. The **State's Economic Development Strategic Plan** was discussed. In particular, Ms. Landry spoke of her efforts on the State team. There are 10 primary goals areas that have been identified, which includes workforce development. MDOL mentions the two planning efforts at the State Workforce Board being the State Plan and a more macrolevel effort. Chair Nelson mentions the importance of Employer engagement and incumbent workforce projects. The discussion continued.
17. MDOL gave an update on **the State Workforce Board**. New counties, education and business members slots were added and in the future the legislature must approve nominations to the board. Also, it was noted the SWB was working with the AG on new by-laws. Proxy and electronic will be eliminated. Chair Nelson explains that the law has not caught up to the technology. Vice Chair asked about the SWB process. MDOL mentions that there is a new healthcare addition of Northern Lights.
18. Well wishes were suggested by Mr. Trundy for Mr. Edward Upham, BES Director on the occasion of his retirement. Mr. Upham praised the Board and thanked them.
19. The meeting was adjourned.

Required Language for Adoption of Domestic Partner Coverage

Any participating employer in the Maine Municipal Employees Health Trust wishing to adopt Domestic Partner Coverage must do so via a vote of the public governing body.

The language below must be approved, as written, and in accordance with the individual employer requirements:

Effective **September 25, 2019**, **Central Western Maine Workforce Initiatives** amends its personnel benefits policy to allow any employee who is eligible to enroll in the employer benefits the option of enrolling a domestic partner.*

Any employee who wishes to add a domestic partner will be advised of the requirements set forth in the Domestic Partner Affidavit to add said partner. Furthermore, said employee has been advised there could be tax implications for adding a domestic partner.

The Domestic Partner of an Employee shall be:

- A “life partner of either the same sex or opposite sex of the employee;
- Not legally married or separated, to either the employee or anyone else;
- At least 18 years of age and mentally competent to consent to contract;
- Are each other’s Domestic Partners and intend to remain so indefinitely;
- Have been each other’s Domestic Partner for at least 12 months prior to the date of the signed Affidavit;
- Are not related by blood to a degree of closeness that would prohibit marriage in the State of Maine
- Are jointly responsible for each other’s common welfare; share financial obligations and share their primary residence

Please note:

*Passage of Domestic Partner coverage will allow enrollment in all of the following MMEHT applicable benefits offered by the employer group: **Medical, Dental and Vision**. Domestic Partner coverage must be employer-wide. It cannot be limited to specific unions, departments, or certain hours worked.*



Maine Municipal
Employees Health Trust

Addition of Domestic Partner Process

There are some requirements that a group must fulfill in order to offer employees Domestic Partner coverage for all MMEHT applicable plans.

***MMEHT has a Tax Implications summary and Question/Answer document about adding Domestic Partner Coverage available to any employer group interested in adding this coverage. Please ask your Field Service Representative for either of these tools when considering Domestic Partner coverage.*

☐ (1) Certified Meeting Minutes of Authorization Vote

The governing body of the public entity (Town Meeting, Town or City Council, Board of Trustees, Board of Directors etc.) must vote to authorize allowing Domestic Partner Coverage for the Health Trust benefits.

Specific vote wording is required. The **required wording** for each Health Trust employer group is provided on the next page. A copy of the minutes of the meeting where the vote is taken, attested by the appropriate person (Town Clerk, Secretary of governing body, or other authorized person,) should be sent to the Health Trust at the address below. Please make sure that the name of the body voting, the date of the vote, and the results of the vote are included.

☐ (2) Letter of Intent

The same person(s) authorized by the vote of the governing body must send a letter to Field Service Representative indicating that the employer group wishes to added Domestic Partner coverage. This letter should be accompanied by the minutes from the meeting authorizing this change.

☐ (3) Send Executed Items to the Health Trust

After photocopying all completed documents, please send items at least **30 days** prior to your effective date of requested coverage to **Maine Municipal Employees Health Trust • Attention: (Your Field Service Representative) • 60 Community Drive • Augusta, ME 04330.**

For more information or questions, please contact your Field Service Representative, Lauren Gaudet (lgaudet@memun.org) or Debbie Bridges (dbridges@memun.org), by email or telephone phone at 1-800-452-8786.



77 Winthrop Street
Augusta, Maine 04330
207-241-4100
cwmwdb.com

Policy Number:	2019-7
Subject of Policy:	WIOA & DWG Supportive Services
WIOA Citation:	WIOA Section 134 (d) (2) (H) and WIOA Regulations at 20 CFR Part 680.900 and 680.910]
Prior Policy:	This same policy before amendment
Action:	This is an amendment and update.
Effective Date:	October 1, 2019

1. Background:

Supportive services are allowed for youth, adults and dislocated workers are defined in the Workforce Innovation and Opportunity Act, WIOA, enacted January 3, 2014 sec. 134 (3) (c) (2) (ix) (1) and sec. 129 (c) (2) (G). They include transportation, child-care, health care and medical services, general clothing, relocation assistance, and other support payments. WIOA and NEG Service Providers are required to adhere to all policies and guidelines set forth below.

2. General Supportive Service Policy Guidelines for Formula WIOA Programs (Adult, Dislocated Worker and Youth)

- A. The provision of accurate information on the availability of Supportive Services and the referral process through the CareerCenter must be made available to adults and dislocated workers. [WIOA Section 134 (d) (2) (H) and WIOA Regulations at 20 CFR Part 680.900 and 680.910].
- B. Supportive Services are services such as transportation, childcare, dependent care, housing, and other related payments based upon the necessity to complete employment, education, and training goals established in the participant's Individual Service Strategy (ISS), availability of funds, and are for expenses that are not available from other available sources (such as General Assistance (GA) or the Department of Health and Human Services (DHHS). Supportive Services are those deemed necessary to enable an individual to participate in activities authorized under WIOA Title I includes during follow-up. Supportive Services are under no circumstances the same as Needs-Related Payments [NRPs] and may not be considered or coded as such. A separate Needs-Related Payments Payment Policy governs NRPs and may be considered by the LWDB if implementation becomes necessary.
- C. Supportive services may be in-kind aid, cash assistance, or services payable through arrangements with other agencies. Except under emergency/exceptional circumstances (with documented approval of the Case manager's supervision), Supportive Services are provided directly to an organization/entity which has issued a dated

invoice/bill/statement filed together with all supporting documentation and record of payment in both the customer's physical file and noted as part of the customer's case notes recorded in the Maine Job Link (MJL) operating system.

- D. Under WIOA Supportive Services may only be provided to adults and dislocated worker participants who are:
 - a. Participating in individualized career services or training services, and
 - b. Unable to obtain support services through other programs providing such services. [WIOA Section 134 (B) (2) (A) and (B)]
- E. Under WIOA Supportive Services may not be provided to adults and dislocated worker participants who have completed individualized career or training services and have exited the program. WIOA sec. 134 (d) (2).
- F. When more than one supportive service need exists for a participant, WIOA program providers are only to pay for the least expensive appropriate supportive service option provided that is accessible to the participant.
- G. The participant's family income that falls below the Lower Living Standard Income Level (LLSIL) guidelines will be given priority to receive supportive services. Although National Emergency Grants (NEGs) and Workforce Investment Act (WIOA) Dislocated Worker programs are exempt from the LLSIL requirement, approval of supportive services is not based on entitlement but rather the services that are reasonable and necessary for the participant to complete her/his reemployment and/or retraining goals.

The Central/Western Maine Workforce Development Board [CWMWDB] has developed with its Regional Managers' Team guidelines for the use of Supportive Services by its subcontracted service providers in Area III. Amounts (and categories) listed in Appendix A are subject to change upon agreement between Area III Regional Managers and the LWDB as a result of an annual review.

- H. Any exception to the upper limit of these amounts or to covering expenses past two years must be reviewed by the CareerCenter Manager and approved in writing by the Executive Director of the CWMWDB. Other financial aid that customers are able to secure such as a Pell Grant or other grants will be a factor in determining the amount provided from WIOA funds for Supportive Services. WIOA Supportive Services will be the resource of last resort in reviewing resources for financial support.
- I. The CareerCenter Manager reviews and approves use of any and all Supportive Services funds by Staff members on a case-by-case basis, and will provide a signed (or direct e-mail signature) and dated indication of her/his approval, indicating (1) the

specific circumstances for providing the support service payment, (2) the specific products and/or services under consideration, and (3) rationale for the provision and amount of any payment determined necessary for continued participation in the participant's training and employment program.

- J. The Manager's approval with Staff member's case notes providing rationale and documentation for the approval will be inserted in the participant's physical/paper file(s) and reference to it will be made in the case notes recorded in the Maine Job Link (MJL) operating system.
- K. The CWMWDB in consultation with Area III CareerCenter Managers has determined that all Supportive Services, excluding books, may not exceed \$3,000.00 per participant per year starting at the date of the first supportive service (s) with a limit of two successive years. Books, by themselves, may not exceed \$2,000.00 per year starting at the date of the first supportive service (s) with a limit of two successive years
- L. 12. The Supportive Service Policy for Formula WIOA Programs will apply to National Emergency Grants and other specialized grants funded by the US DOL.
- M. 13. WIOA Title I funds must not be spent on other adult, dislocated worker or youth services, including supportive services, for incumbent or employed worker unless they also meet the eligibility criteria for those services. [WIOA section 680.780 and 680.790]

3. Youth Services

A. For each youth participant, Service Providers will

- i. Follow the Policy for Supportive Services as outlined above;
- ii. Provide an objective assessment including a review of academic and occupational skill
- iii. levels, as well as the service needs of the youth, including Supportive Service needs;
- iv. Develop a Basic Training plan including identifying age-appropriate career goals
- v. and assessment results; and
- vi. Provide preparation for post-secondary educational opportunities, linkages between
- vii. academic and occupational learning, preparation for employment, and effective connections to intermediary organizations that provide strong links to the job market and employers. [WIOA Section 129 (c) (1) (A) (B) (C)].

4. Specific Supportive Service Guidelines

A. Transportation:

- i. Service providers may use mileage reimbursement (signed travel sheets) or gas cards to support travel to training, existing employment, and/or specific job prospects (interview, testing, orientation, job shadowing, etc.). Provider policies on formula for issuance of gas cards or reimbursement shall be evident and participant receipt(s) shall be clearly documented in case files.
- ii. Bus tickets/ferry tickets are allowable transportation costs.
- iii. Driver's License/Education (Class C) not to exceed \$750.00.
- iv. Vehicle repairs only for required correction of State Safety deficiencies (i.e., failure of State inspection) are allowed. If tires are needed to pass inspection, only all-season tires will be allowed. Itemized written estimates (at least two) must be documented in the file. Expenses may not exceed \$1,000.00 as an allowable amount for supportive services. Quotes for written estimates must have an authorized mechanics sign off. Registration and proof of insurance must be with the primary customer; a valid driver's license is also required. Note: this policy may cover costs even if the primary customer is unable to drive but has retained a "driver" for the vehicle to be used for the purposes enumerated above.

B. Childcare:

Supportive Service payments for WIOA participants will be based on current DHHS guidelines. Exception: there will be no supportive service payments made to family members for childcare (unless a family member is a licensed childcare provider operating a business and there is prior approval from the CWMWDB.)

C. Clothing/Uniforms:

Such items may be covered under support services when they have not been included as part of a training plan. Such items may not exceed \$250 and will be documented as a need related to training or employment.

D. Safety Equipment:

Such equipment may be covered if it is required by an employer or training and meets established safety standards in order to obtain and retain employment. Examples include steel-toed boots, safety glasses, helmet, safety gloves, etc. Staff must only approve the lowest bid/costs which may not exceed \$250.00. If employers, as part of the normal course of hiring usually supply the safety equipment, then the equipment will not be purchased for the participant as she/he should be treated the same as other new hires.

E. Tools:

Supportive service payments for tools are capped at \$1,000. If the tools are required by the employer to successfully obtain employment, a valid job offer from the employer must be verified prior to purchase. If employers, as part of the normal course of hiring usually supply the safety equipment, then the equipment will not be purchased for the participant as she/he should be treated the same as other new hires. If tools are purchased for training, they must be required as part of the curriculum. If the training is not completed, the tools must be returned to the service provider.

F. Medical:

- i. Medical supportive services must be a requirement of a training course, employment- related or required for admission into training. Written documentation from a medical professional stating that an eye/hearing exam, glasses/hearing aid, dental work*, or medical equipment is necessary for participation in training and/or employment will be sufficient proof of the need for these services. No-cost clinics and General Assistance must be considered prior to expending funds on medical services. Support may include glasses, eye exams, physicals, inoculations, lab fees, etc. Prescription drugs are NOT an allowable expense. Medical services/equipment is limited to a maximum of \$500.00. Eye exams/eyeglasses are limited to a combined maximum of \$250.00. Dental services and supplies are limited to a combined maximum of \$600.00.
- ii. Mental Health/Substance abuse treatments are not covered. Staff will make referrals to appropriate agencies.

G. Miscellaneous Emergency:

Emergency needs are items not previously covered under this policy. Documentation must be clear supporting the need and establishing that the items or services are required to enable the participant to continue her/his activity in the program and/or to obtain or retain employment. Support items in this category shall not exceed \$1,500, which may include up to \$900 in Housing Assistance. This category may cover items such as short-term housing (for purposes of emergency/safety) or reconnecting electrical power, for examples. Supportive Services under this category are based upon the necessity to complete employment, education, and training goals established in the participant's Individual Service Strategy (ISS), availability of funds, and are for expenses that are not available from other sources (such as General Assistance (GA), the Department of Health and Human Services (DHHS), food pantries, etc. Insurance coverage costs are not to be covered; insurance may not be purchased as an "emergency" cost. Any requests in this category will be approved in writing at the Regional Management level of the service provider who will consult with the Executive or Deputy Director of the CWMWDB, who

will also indicate approval in writing. Documentation of required approvals will then be filed in the participant's case file and referred to in case notes entered into the Maine Job Link (MJL) operating system.

H. Licensing and Testing:

Such items may be covered under support services and may include applications, tests, and certification exams. Such items may not exceed \$250 and will be documented as a need related to training or employment.

I. Educational Testing:

Such testing may include testing done by a school or CASAS/TABE testing and may not exceed \$250. It will be documented as a need related to training or employment.

J. Drug Testing:

Such testing is to be covered under support services per policy and may not exceed \$125.00

K. Books for School:

Books may not exceed \$2,000 per year and will be documented as a need related to training.

L. Fingerprinting and Criminal Background Checks

Such item may be covered under support services when it has not been included as part of a training plan. Such item may not exceed \$100 and will be documented as a need related to employment. *

M. Computer/Software Purchase:

If a participant does not have reasonable access to a computer or software of sufficient capacity required for employment or training, then funds may be used to contribute up to \$600 for either the purchase of a new or refurbished computer, or to upgrade an old one, whichever is the least expensive method, or for required software to meet the employment or training need. The purchase, upgrade, or software must be a requirement for employment or training and documented in the participant's file. A computer or software will not be purchased, if the employer normally provides these items. A purchase, upgrade, or software will be provided one time only. Damaged, lost, or stolen computers or software will not be replaced. \$600 maximum for a computer or software or a combination of the two, but not \$600 for each.

N. School Materials and Fees:

Fees* and supplies that are required for students enrolled in postsecondary education. Such items may not exceed \$500. Required supplies must be listed as part of the course syllabus, school policy, or in a letter from the instructor. Any school supplies that are not a requirement of the course such as notebooks, pens/pencils, highlighters, calculators, etc., will not be covered and are the responsibility of the student.

O. ITA policy:

Fees included as part of the tuition bill, may be paid as part of training costs and subject to the ITA policy.

Appendix A

Supportive Services Guidelines

Supportive Services are based upon necessity and availability of funds and are for expenses that are not covered by insurance or another agency or grant. Supporting documentation paperwork is necessary to be filed in the participant's file; at least two price estimates must be collected whenever possible. Supportive Services amounts include the following maximum expense for each supportive service per enrolled client per year, starting at the date of the first supportive service(s) provided. Supportive Services, excluding books, are limited to \$3,000 per participant per year, starting at the date of the first supportive service(s) provided with a limit of two successive years. Books may not exceed \$2,000.00 per year starting at the date of the first supportive service (s) with a limit of two successive years

Allowable Maximum for Supportive Services

Optical: services and supplies	\$250.00
Medical: services/equipment	\$500.00
Dental: services and supplies	\$600.00
Driver's Education (Class C license)	\$750.00
Housing (see "Miscellaneous Emergency,")	\$900
Transportation: vehicle repairs and maintenance	\$1,000.00
Transportation: mileage reimbursement	Prevailing State rate
Transportation: liability insurance	\$300.00
Basic Needs: grooming, and food	\$200.00
Clothing/Uniforms/Boots	\$250.00
Tools	\$1,000.00
Childcare	use current DHHS guidelines
Licensing and Testing	\$250.00
Educational Testing	\$250.00
Drug Testing Per Policy	\$125.00
School Materials and Fees	\$500.00
Books for School	\$2,000.00/year
Fingerprinting and Criminal Background Checks	\$125.00
Computer and/or Software**	\$600.00

Emergency requests will be reviewed and may be granted written approval by the Executive Director of the CWMWDB, visit cwmwdb.org.

CWMWDB Policy Adoption on 9/25/2019 with an effective date of 10/1/2019. This policy will be re-reviewed by 10/1/2021.

CWMWDB Policy Updates				
9/26/2019				
Previous Policy	Authority	New/Future Policy	Effective	Review Date
On-The-Job Training Policy	WIOA	2019-2	9/16/2016	9/16/2018
Individual Training Accounts Policy	WIOA		9/16/2016	9/16/2018
Supportive Services Policy	WIOA	2019-7	9/16/2016	9/16/2018
Work Experience Policy	WIOA	2019-1	5/19/2017	5/19/2019
Record Retention Policy	WIA Draft		4/13/2015	4/12/2017
Personal Identifiable Information (PII) Policy	WIA		12/19/2014	12/18/2016
Complaints and Grievances Policy	WIA		6/20/2014	6/19/2016
Youth Follow Up Services Policy	WIA		10/15/2013	10/15/2015
Incumbent Worker Policy	WIA		6/21/2013	6/21/2015
Employed Worker Policy	WIA			
Funds for Customers with Degrees	WIA			
Adult & Dislocated Worker Enrollment Policy	WIA	2019-3		
Self Employment Assistance	WIA			
Use of WIA Training Funds	WIA			
Youth Sixth Barrier Definition Policy	WIA			
Youth Enrollment Priority of Service	WIA			
Policy & Procedures Use of WIB Marketing Display Materials	WIA			
WIA & NEG Veterans' Priority of Service Policy	WIA	2019-3		
Pre-employment Competency Certification	WIA			

[illegible]



Local Adult and Dislocated Worker Policies

FEDERAL AND STATE PRIORITY POLICY:

- ✓ Veterans and eligible spouses receive priority of service for all Department of Labor (DOL) programs among all participants

WIOA Priority of Service for Adult Program Participants requirement:

As stated in WIOA Section 134(c)(3)(E), for individualized career services and training services to be funded with WIOA Title I -Adult funds, priority must be given to:

- ✓ Recipients of public assistance;
- ✓ Other low-income individuals; and
- ✓ Individuals who are basic skills deficient.



An Individual with a Barrier to Employment

An Individual with a Barrier to Employment as defined in WIOA Section 3(24) and State Policy No. PY15-03 is identified as a CWMWDB Region Three Local Priority. A person must be one or more of the following types of persons to be eligible (does not have to be low income):

- ✓ Displaced Homemakers
- ✓ Low Income Individuals
- ✓ Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in WIOA Section 166
- ✓ Individuals with Disabilities, including youth who are individuals with disabilities
- ✓ Older Individuals (age 55 and older)
- ✓ Ex-Offenders
- ✓ Homeless individuals
- ✓ Youth who are in or have aged out of the foster care system
- ✓ Eligible migrant and seasonal farmworkers, as defined in WIOA section 167(i)
- ✓ Individuals within 2 years of exhausting lifetime eligibility under TANF (Part-A of the Social Security Act 42 U.S.C 601 et seq.)
- ✓ Single parents (including single pregnant women)
- ✓ Long-term unemployed individuals
- ✓ Individuals who are English language learners and have low levels of literacy
- ✓ Individuals facing substantial cultural barriers
- ✓ Veterans



Other Barriers

An Individual with Other Barriers to full time skilled employment as defined by the Local Board below is identified as a CWMWDB Region Three Local Priority. A person must be one or more of the following types of persons to be eligible:

- ✓ **Persons who are undereducated** which are those without a high school degree and those with only a high school degree or equivalency and are therefore in the bottom 45% of educational attainment for the general U.S population, shown in Table S1501 of the most current American Community Survey 5-Year Estimates.
- ✓ **Persons who are underemployed** which are those who are either seasonal workers, part time workers or those whose annual earnings are 75% or less of the Median Earnings for general U.S population for their educational attainment as shown in Table S1501 of the most current American Community Survey 5-Year Estimates.
- ✓ **Persons who had or have substance abuse issues** as verified by a certified drug counselor, other appropriately licensed clinician or a recovery program sponsor;
- ✓ **Persons who have a mental illness** which impairs their daily life as verified by a licensed physician, physician assistant, nurse practitioner or similar medical professional with the credentials to support a diagnosis.



Priority for Adult Training which is not sequential

First Priority

- ✓ Veterans' Priority
- ✓ WIOA Priority of Service (recipients of public assistance, other low-income individuals, or are basic skills deficient)

Second priority

- ✓ WIOA Priority of Service

Third priority

- ✓ Veterans' Priority and
- ✓ Individuals with a Barrier to Employment

Fourth priority

- ✓ Individuals with a Barrier to Employment

Fifth priority

- ✓ An Individual with Other Barriers



Dislocated Worker Local Economic Conditions Policy

20 CFR 680.130(b)

Allows Local WDBs to create policies to define terms in the Dislocated Worker Program such as *“unemployed as a result of general economic conditions in the community in which the individual resides”*



Industry Sectors - Role

Sector Committee Members have three members who represent Business, Training & Advocacy in their profession

Committees will provide inside information and contacts, guidance on needed skills for the workforce and trends, oversight to help the Board with review of customized projects or models that are in their industry and to provide comments to the Board and CLEOS

Committees will meet every two months via Zoom Media and once a year in person - except if there are initiatives underway.

- **IT Sector Study**
- **IT Grant Promotion and Co-enrollment**



Industry Sectors

Healthcare

- Monica Bissell - Maine College of Health Professions
- Jennifer Boynton - Maine General
- Tania Dawson - Franklin Memorial Hospital / WM AHEC

IT

- Angela Oechsle – Educate Maine
- Joshua Karstens – CGI
- Dan Dundore – CMCC

Manufacturing

- Bruce Tisdale - Mountain Machin Works
- Lisa Martin – Maine Manufacturing
- Christopher Paradis – CMCC



General Economic Conditions

- **A volatile seasonal economy buttressed by temporary low paying jobs.**
- **The oldest US workforce population**
- **Endemic long-term unemployment**
- **Unusually high rate of dislocated workers**
- **Opioid epidemic reducing effecting the workforce**



Definition

Unemployed as a result of general economic conditions in the community in which the individual resides” refers to:

Formerly self-employed or 1099 workers who meet one of the below criteria:

- ✓ **Persons who are under credentialed** which are those a high school degree or less, therefore in the bottom of educational attainment for the general U.S population, shown in Table S1501 of the most current American Community Survey 5-Year Estimates.
- ✓ **Persons who are undercompensated** which are those who are either seasonal workers, part time retail, farm or tourism workers or those whose annual earnings are 75% or less of the Median Earnings for general U.S population for their educational attainment as shown in Table S1501 of the most current American Community Survey 5-Year Estimates.
- ✓ **Persons who had or have substance abuse issues** as verified by a certified drug counselor, other appropriately licensed clinician or a recovery program sponsor;



Dislocated Workers

- 43.2% of Dislocated Workers but only 27% of the Population

Dislocated Workers Maine Rapid Response (PY 2017-2018)		
County	% of State Dislocated Workers	% of State Population
Androscoggin	12.6%	8.0%
Franklin	9.5%	2.2%
Kennebec	9.8%	9.1%
Oxford	9.3%	4.3%
Somerset	1.9%	3.8%
Total	43.2%	27.5%
Eastern Maine Development Corporation. (2019). Long term unemployed-Maine Job Link registrants past two years. [private correspondence] Information retrieved from nonpublic sources at https://joblink.maine.gov/ada/r/ .		



Seasonal Employment Fluctuations

- Season economies are not stable

2019 Seasonal Unemployment Rate Volatility Due to Temporary Jobs

County	Low Unemployment Rate	High Unemployment Rate
Androscoggin	2.5%	3.9%
Franklin	3.3%	5.0%
Kennebec	2.4%	4.1%
Oxford	2.9%	5.1%
Somerset	3.7%	6.4%

Center for Workforce Research and Information. (2019). Labor force statistics by geography. Maine.gov [online]. Retrieved from <https://www.maine.gov/labor/cwri/laus2.html>



Opioid Link to Unemployment

- **National Bureau of Economic Research found that “that opioid deaths and ED visits are predicted to rise when county unemployment rates temporarily increase.”**
- **As the county unemployment rate increases by one percentage point, the opioid death rate per 100,000 rises by 0.19 (3.6%) and the opioid overdose ED visit rate per 100,000 increases by 0.95 (7.0%)**



MOU

- **Main Document Revised**
- **50% Partners – Discussions on budget**
- **Database of Partners created**



One Stop Certification

- **There is no One Stop Operator.**
- **This is a problem for responsibility for the program and coordination.**
- **Certification is necessary.**
- **Discuss Options**



Local Board Certification

- **Letter**
- **Audited statements for FY17 & FY18.**
- **Board membership roster to demonstrate compliance with WIOA.**
- **2018 Annual Summary – MDOL has not developed the form yet.**



Emergency Opioid Dislocated Worker Grant application

- **Unemployed Persons affected by Opioid Epidemic (dislocated by it)**
- **Regular Dislocated Workers**
- **Long Term Unemployed with a focus on Newly Released Prison Populations**

LINE ITEM	ADMIN	PROGRAM	TOTAL
Personnel	84,000	240,297	324,297
Fringe Benefits	26,040	72,618	98,658
Travel	13,992	35,148	49,140
Equipment	1,770	3,990	5,760
Supplies	3,112	3,748	6,860
Contractual	12,000	19,750	31,750
Other Operating Costs *	4,009	116,910	120,919
Administration of NRPs			
TOTAL OPERATING COSTS	144,923	492,461	637,384
Tuition, Books, Fees (ITAs)		260,500	260,500
OJT Payments to Employers		94,500	94,500
Other (e.g. instructional, assessment materials) **		11,000	11,000
TOTAL TRAINING COSTS		366,000	366,000
Support Services		238,125	238,125
Relief Employment		336,309	336,309
TOTAL PARTICIPANT SERVICES		940,434	940,434
Indirect Costs	22,535	76,824	99,359
TOTAL PROJECT LEVEL COSTS	167,458	1,509,719	1,677,177

PROPOSED GRANT BUDGET

- **158 clients**
- **\$10,615 per client**
- **Must Hire Relief Workers / Peer Support Navigators that are eligible clients**
- **A lot of offsite information sessions and mobile intake**

Drug Court - Case Managers

Probation
Programs

Prisoner Re-Entry
Programs

Public Substance Abuse
and Mental Health
Programs

County and Nonprofit Public
Health Collaboratives & State
Career Centers & Programs

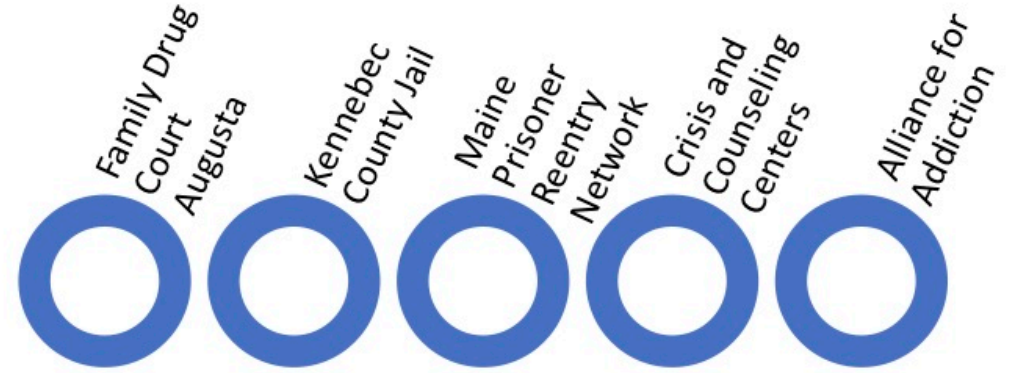
Nonprofit Substance Abuse
Counseling Programs

Prospective Clients



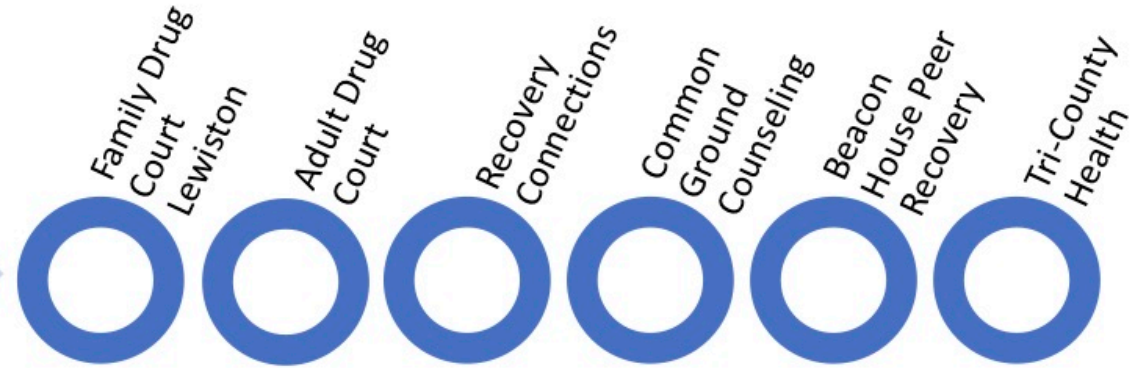
Augusta
Kennebec
Somerset

- 1 Case Manager Anne
- 1 Navigator PSW Hilda
- 1 Associate PSW Carol PT
- 1 Program Coordinator



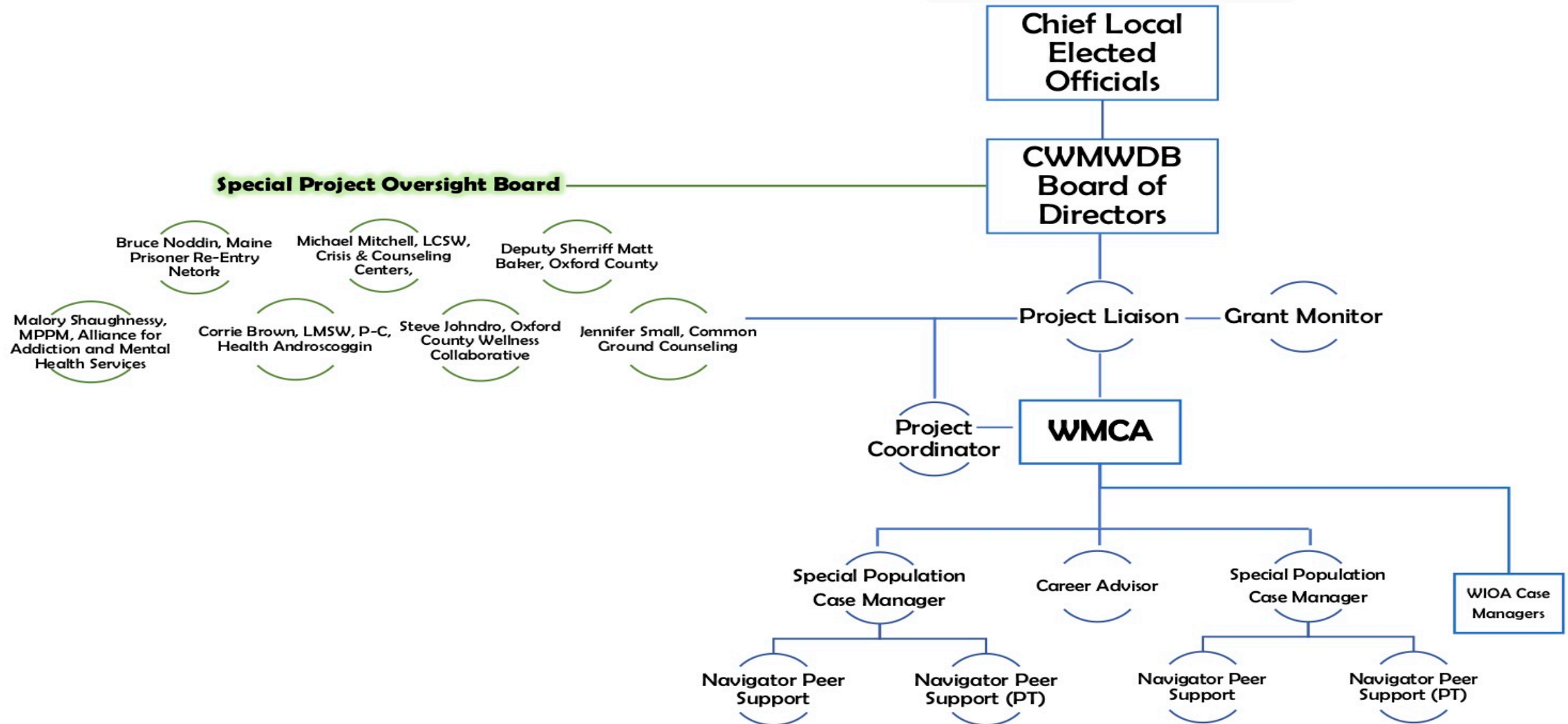
Lewiston
Androscoggin
Oxford

- 1 Case Manager Ben
- 1 Career Advisor Tony
- 1 Navigator PSW Rick
- 1 Associate PSW Rami PT
- 1 Program Liason PT



Public Health Emergency Opioid Epidemic Dislocated Worker Training Grant

Organizational Structure 08/13/19





Monitoring of WMCA

Adult Program Monitored

- Focused on Education and Training Files

Great Results!



Performance Report Requests

Requested Certain Information be added to Required Reports to Better Describe Services

Customized Projects

- **Date Class Started, Date Ends; or Under Development**
- **Course Provider, Location,**
- **#WIOA Enrollees;**
- **WMCA staff role during the course.**



Performance Report Requests

Adult	Plan	Actual	% of plan
Employment 2 nd Qtr. after exit	72.6%	77.17%	106%
Employment 4 th Qtr. after exit	70.0%	74.65%	106.6%
Median Earnings 2 nd Qtr. after exit	\$4,900	\$4982	101.6%
Credential Attainment Rate	60%	65%	108%
Unique Enrollments	n/a		n/a
New Double Enrolled	n/a		n/a



Lewiston Lease

- The lease expires January 31, 2020
- 40% of Center is not used
- Impasse with landlord
- Will go to the Board in December



19-20 Budget Additions

Detailed CWMWDB Increased Funding Program Budget		2019 WIOA	-	Total
To Service Provider WMCA		1,647,469	\$ -	1,647,469
Strategic Service Design - Individuals with Barriers Pilot	Direct	3,000		3,000
Strategic Service Design - Incumbent Worker Pilot with DOL	Direct	9,000	-	9,000
Outreach - Employer Assistance Seminars	Direct	6,000		6,000
Outreach - Basic Career Services Pilot - Adult Education	Direct	9,000	-	9,000
Outreach - Campaigns, Social Media & Word of Mouth - Career Services	Direct	4,000	-	4,000
Outreach - Campaign, Social Media & Word of Mouth - Youth Program	Direct	3,000		3,000
Outreach - Campaigns - Social Media & Radio - Business & Workforce Services	Direct	6,111	-	6,111
Outreach - Campaigns - Social Media & Radio - IT Industry Sector	Direct	8,000	-	8,000
Outreach - Campaigns - YouTube Channel WIOA Information, Board Highlights, Success Stories	Direct	3,000	-	3,000
Outreach - Online Business Database, Annual Survey, Web Site, Detailed Services Information Intake Form	Direct	11,000	-	11,000
Performance Benchmark - Local Area Input Sessions, Paper & Online Surveys	Direct	2,000	-	2,000
Performance Benchmark - Best Practices Board Webinars	Direct	2,250	-	2,250
Industry Study - IT Sector Workforce & Business Development in Central Western Maine	Bid	9,500	-	9,500
Subtotal, CWMWDB		75,861		75,861
Total, Program	-	1,723,330	-	1,723,330



Target Website for three potential users

- **Business** – to provide superior local economic data for each county, survey forms for businesses to provide data to us about them and the industry, real inventory of local employers, describe benefits of a partnerships with us & past success stories
- **Job Seeker** – will use second domain name, e.g. our twitter handle **Workforce Maine** to garner traffic, simplify the State site information and provide links to Maine Job Link, Provide Our YouTube Video Library on How to Get a Job in the State of Maine, Eligibility for Programs, &
- **Public Data** - CWMWDB's public information organized better, policies updated and codified, input surveys on workforce conditions, live feed of meetings, real biographies of CLEO Board and Board of Directors



Strategic Duties of CWMDB

- **Work with DOL and our required collaborators to strategically design and test programs for Incumbent Workers and Individuals with Barriers to Employment**
- **Create Informational Webinars to Educate Businesses about our region, our role and our responsibilities**
- **Collect Public Input**
- **Education Board on Regulations and Establish Best Practices**
- **Outreach using modern techniques such as targeted social media and email service provider campaigns**



Business Database

- **Collect C- Suite information on our Local Businesses Automated – (We have nothing)**
- **Create Bi Annual Survey to database members to collect real time, original employer information**
- **Media Event - Release of our Local Annual CWMEDB Economic Survey Results**
- **Keep track of leads for service provider**



Workforce Maine – YouTube Channel

Workforce Maine will also be embedded on our website with maximum search engine optimization through content

- **How to Get a Job in Maine**
- **Highlight Local Employers – Projects and Features**
- **Highlight Economic Conditions in our Counties**
- **WIOA Success Stories**
- **Marketing hub for social media**



Social Media Projects to be relevant

[Twitter.com/WorkforceMaine](https://twitter.com/WorkforceMaine)

[Facebook.com/cwmwdb](https://facebook.com/cwmwdb)

[Instagram.com/cwmwdb](https://instagram.com/cwmwdb)

**Adding
YouTube and Linked In**





IT Sector Study

- **Contract original economic research about this sector for our area.**
- **Study will inventory employers, workforce training and potential population, provide examples applicable Maine and chart a path to develop skills and lure this industry in our region**
- **Charlie Woodward from Franklin County Development Council will Chair Selection along with IT Industry Sector Committee**



Proposed New Board Member

Amanda Gallant

- Director of Human Resources at Sunday River Resort in Newry, Maine.
- She has been with the resort since October 2012, starting in the Group Coordination department, and holding roles as Marketing Coordinator, as well as Partnership Marketing Manager for Sunday River's parent company, Boyne Resorts.
- Amanda graduated from Husson University in 2011 with a Bachelor's and Master's degree in Business Administration.
- Having grown up in the Western Maine Mountains, her return to the area after college was a natural fit



Service RFPs Update

- **State would like us to move this task ahead of other tasks such as MOU because we are out of compliance with procurement obligations**
- **We will issue two RFPs**
 - Youth Program
 - Adult & Dislocated Worker Program



Service RFPs Update

Dale Morrell, Chair RFP Committee

Currently have three confirmed Selection Committee members with institutional and financial experience and will recruit two more



RFP Process & Schedule

- **10/01/19 Selection Committee Recruitment Complete**
- **11/01/19 Requests for Proposals – must be on the State templates**
- **11/15/19 Draft Reviewed by External Workforce and Economic Development Directors, Maine DOL, RFP Chair, and ED.**
- **12/01/19 RFP Finalized**
- **12/18/19 RFP Voted on at Board Meeting**
- **01/10/20 RFP Issued 12/20/19 and Out to Bid Until**
- **01/17/20 Selection Committee Meeting 1**
- **01/22/20 Decision Announced or Selection Committee Meeting 2**
- **01/24/20 Additional Meeting Date If Needed**