



TCWIB Meeting
 September 17, 2015
 97 Hammond St. Bangor- 2nd Floor
 8:15a.m. to 10:45am

<p><u>In attendance:</u></p> <p>Denice Conary-Penquis CAP Scott Cuddy- Union – Apprenticeship Representative Chuck Ellms- C. M. Ellms & Son Jon Farley- EMDC WIOA Formula Funds Rep. Matt McLaughlin- Eastern Maine Community College Greg Leavitt- Bangor Adult Education Geno Murray (via conference call)- C.A. Dean Hospital Ben Sprague- The First N.A. Bank Ed Upham- MDOL Bureau of Employment Services – Wagner Peyser David Zelz- Eastern Maine Healthcare Systems</p> <p><u>Guests:</u></p> <p>Michael Aube, President & CEO of EMDC Neil Cambridge, Probe Network Mark Kontio, Rep. Bruce Poliquin’s Office James White, Piscataquis County Commissioner</p>	<p><u>Staff:</u></p> <p>Joanna Russell-TCWIB Staff Patty Caswell-TCWIB Staff Sara McLaughlin- Penobscot County Financial Manager</p> <p><u>Absent with notice:</u></p> <p>Andrea Bickford- Bureau of Rehabilitation Services- Division of Blind and Visually Impaired Lori Calderone- Emera Destiny Demo- Cianbro Andy Fitzpatrick- The Hinckley Company Nikki Fletcher- Bangor Savings Bank Nicole Kelley- Jackson Laboratory Scott Moulton- Rowell’s Garage</p> <p><u>Absent without notice:</u></p> <p>Tom Quirk- Quirk Auto Troy Richardson- Union Representative Bill Tymoczko- Oceans Edge Realty/Fellows, Kee, Tymoczko & Pierson Scott Welch- Hollywood Casino</p>
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MINUTES

The meeting was called to order at 8:15am by Chair, Ben Sprague.

- 1. Welcome and Introductions**
- 2. New TCWIB Program Assistant Introduction- welcome Patty Caswell**
- 3. Approve minutes from June 18, 2015**

Discussion:

David Zelz and Greg Leavitt noted that the minutes should be amended to reflect they were absent for the June 18th meeting.

Motion: Approve the minutes as amended from the June 18, 2015
 Made by: Scott Cuddy
 Seconded by: Matt McLaughlin
 Vote: Approved

Definition of Abbreviations used:

BES – Bureau of Employment Services	LA1 – Local Area 1 (Aroostook and Washington counties)
DOL –Department of Labor	LA2 – Local Area 2 (Penobscot, Piscataquis and Hancock counties)
GNP – Great Northern Paper	PY – Program Year
JD-NEG – Jobs Driven National Emergency Grant	TCWIB – Tri-County Workforce Investment Board

4. Executive Director's Report

Joanna Russell handed out the Tri-County Workforce Investment Board Activity report dated September 2015 along with the Neil Cambridge Cost Proposal (See Agenda Item #9). Joanna reviewed the Executive Report with the Board.

Discussion:

Scott Cuddy asked how the possible layoff announcement of General Electric employees would affect the Bureau of Employment Services. Ed Upham reported that it was not a "done deal" and that a Rapid Response team would get involved if it happens. An application for National Emergency funds are appropriate if a layoff involves more than 50 people. He pointed out that these layoffs would involve people that currently hold high level jobs.

David Zelz asked about the possible Dead River changes which would involve 17 laid off and 18 being given the option of relocating. Ed Upham stated that BES learned that if the layoffs occur that it would be a few months from now. BES extended an offer of Rapid Response staff to Dead River and it was declined.

5. Penobscot County Fiscal Report

Discussion:

Sara McLaughlin, as the Penobscot County contracted Fiscal Manager, presented a budget for FY 2015-2016, based on very little historical financial data and expected expenses that she and Joanna Russell estimated. The budget reflected a goal of keeping the Administrative Costs at \$251,858 with an expected \$274,018 being available during the budget period.

David Zelz asked for clarification as to why the line item for Communication Costs was so much larger than the previous year. Sara and Joanna explained that last year's line item only reflected the cell phone expenses and not the telephone expenses in their entirety. Some of the telephone expenses from 2014 were included in NMDC's indirect costs and charged to the communications budget line. The TCWIB is in transition and calculating costs with a 10% indirect cost versus 50% plus. This means that many of the operations costs will change in the next year.

Scott Cuddy asked if there were limits on moving funds between line items if the need arose. Sara explained that some movements are allowed but not items like salaries. Denice Conary asked if adjustments could be made using the difference between available funds and budgeted expenses at a future date if needed. Sara answered in the affirmative as the limit is self-imposed.

Motion: Approve the budget for FY 2015-2015 prepared by Sara McLaughlin
Made by: Denice Conary
Seconded by: Greg Leavitt
Vote: Approved

Sara presented an income statement as of 8/31/15 showing actual expenses incurred to date with explanations.

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Motion: Approve the Income Statement as of 8/31/15 as presented by Sara McLaughlin
Made by: Greg Leavitt
Seconded by: Ed Upham
Vote: Approved

6. TCWIB Financial Policies and Procedures

Discussion:

Sara explained that she used the manual from Central Western WIB to build the one for TCWIB to assure consistency with US-DOL and Maine DOL language. Joanna explained that this would stay with TCWIB no matter who become the Fiscal Agent in the future.

Scott Cuddy and Denice Conary asked how the manual would be edited moving forward as requirements change. Sara explained that as new rules are communicated from the federal government they would be incorporated and an update sheet would be presented to the TCWIB Board for approval at their quarterly meetings.

Motion: Approve the TCWIB Financial Policies and Procedures Manual
Made by: Denice Conary
Seconded by: Jon Farley
Vote: Approved

7. Executive Committee Report-Update

Ben Sprague will step down as Chair in December of 2015. He stated that Nikki Fletcher has expressed an interest in filling that position. He asked the board members to start thinking about good candidates for that position as well as other positions that need to be filled on the board itself. More committees will need to be staffed. He also asked each member to consider their own availability and level of commitment moving forward so needs for representative members can be considered at the December quarterly meeting.

Joanna reported that NMDC is holding TCWIB funds stating that because they have not been paid money owed to them by MDOL they will not release TCWIB monies. She will continue to pursue this with NMDC directly. There is one outstanding liability that has not been paid; Bob Brown, CPA solutions is holding the invoice for nearly \$6,000 related to the 2013 fiscal review completed for both LA1 and LA2. TCWIB owes him \$3,125.

Joanna state she would contact the county commissioners to advise them of the issue with NMDC. Joanna will keep the Board updated on progress.

8. PY15 Program & NEG program and budget review

Discussion:

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Jon Farley reviewed each report and graph that he provided. Scott Cuddy asked if Jon was referring to 2013 when making comparisons to these numbers and was told yes. Jon stated that the GNP grant will probably be extended. The JD-NEG goal was to serve 120 people; there are 10 more in the pipeline now. The Sector Partnership funding has been awarded. The project has not started yet.

Motion: To approve the PY15 Program & NEG Program and budget review as presented by Jon was made by Scott Cuddy.
Seconded by: Matt McLaughlin
Vote: Approved

9. Re-Engineering Our Region

Michael Aube presented the results of research conducted by Camion Associates. Camion was hired to conduct extensive research (contacting 157 area businesses) to assess the area's most pressing needs and make recommendations which are included in their report available at www.emdc.org – Re-Engineering Our Region. EMDC will be focusing on four out of the ten top priority recommendations.

- Education brokering – within 45 miles of Bangor there are multiple schools covering many different business sectors.
- Regional digital capabilities (internet) – private/Public partnerships are needed to bring digital capabilities to 16 communities in the Tri-County area within the next five years.
- Credit enhancement – funding that is targeted to new and growing businesses.
- Data center – developing a way to use information between Workforce and Economic Development to coordinate efforts.

10. Strategic Plan 2016 (Strategic Planning, retreat, consultant)

Discussion:

Neil Cambridge, Probe Network, discussed the process of a two-day retreat to enable the Board to build the framework to design the Strategic Plan for 2016-2020. The retreat is to be held in March.

Joanna will continue to have discussions with Neil to prepare for the meeting in March of 2016. The Board was asked to consider whom they would like to have participate and how many people they feel should be involved in the retreat.

11. TCWIB Chair nomination/ TCWIB Vice Chair nomination/ TCWIB committees/ Terms (Action Items- vote on Chairperson, Committees & Terms)

Discussion:

Joanna will supply board members with Committee Membership Descriptions so facilitate filling the positions. This item was tabled until the December 17, 2015 meeting.

The meeting adjourned at 10:30am.

TCWIB FUTURE MEETING DATES:

December 17, 2015

June 16, 2016

December 15, 2016

March 17, 2015

September 15, 2016

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