

**Tri-County Workforce Investment Board Meeting**  
**March 20, 2014**  
**Penobscot County Office, 2<sup>nd</sup> floor, 97 Hammond St. Bangor, ME**  
**8:15am-10:45am**

<p><b>Meeting Attendees:</b></p> <p><i>Board Members Present –</i>  Dan Tremble -Chair  Ben Sprague –Vice Chair (on telephone)  Scott Welch  Hook Wheeler  Nikki Fletcher  Roxanne Jobe  Candi Ewer (on telephone)  Kerry Sack  Jon Farley  Rick Schweikert (on telephone)  Kerrie Tripp  Ed Upham  Scott Moulton  Hillary Johnston  Julie Johnston (on telephone)  Scott Cuddy  Andrea Bickford (on telephone)  Scott Cates  Lori Calderone (on telephone)  Greg Leavitt (on telephone)</p> <p><i>Staff-</i>  Joanna Russell, TCWIB Director  Angela Oechsle, Program Assistant</p> <p><i>Guests –</i>  Mike Aube, EMDC  Ryan Pelletier, NMDC (on telephone)  Ruby Bradbury, NMDC (on telephone)  Bob Clark, NMDC (on telephone)  Tom Quirk, Quirk Auto (on telephone)  Elizabeth McTaggart, Senator King’s office (on telephone)</p>	<p><i>Board Members Not Present -</i>  David Zelz  Charles Newton  Steve Pound (notified director)  Geno Murray  William Tymoczko  Troy Richardson  Dick Hansen  Larry Barrett  Andy Fitzpatrick  Ned Jennings  EJ Martin  Ken Proctor  Dan Muth  Jeff Morin  Shawn Murphy  Gordon Stitham</p>
--	--

**1. Welcome and Introductions - on site and phone**

Dan Tremble called his last meeting as Chair to order at 8:16 am. A quorum was in attendance. Chair requested if anyone had a conflict of interest to declare, **none declared**.

**2. January meeting minutes –**

After review, **Scott Cuddy made a motion to accept the minutes from the Dec. 12<sup>th</sup> meeting. The motion was seconded by Hook Wheeler. Motion approved unanimously.**

**3. New TCWIB members**

Dan Tremble’s last meeting as chair, Ben Sprague will take over as Chair.

Julie Johnston stepped out of chair position of Youth Council and moved to Member-At-Large position on executive committee.

Steve Pound is moving out of past chair position to one of the Member-At-Large positions on the executive committee.

Nicole Fletcher from Bangor Savings Bank will be the new chair of the TCWIB youth council and will sit on the executive committee as the youth council rep to the full board.

Troy Richardson, new member from Hancock County, representing Eastern ME Labor Council.

EJ Martin, VP of *First Wind*- new member from Hancock County.

Chuck Ellms, C M Ellms & Son- new member from Dexter, Penobscot County.

**Hillary Johnston made a motion to approve the nominations and welcome new members on to the board. The motion was seconded by Scott Moulton. Motion approved unanimously.**

#### **4. TCWIB Strategic Plan – Kerrie**

Dan thanked Kerrie for chairing the committee and for all those involved in the process.

Kerrie Tripp, chair of strategic planning committee gave an update on the plan. The plan can be found on the website: <http://www.tricountywib.org/page/1154/strategic-planning>

The strategic planning committee worked with a technical writer, Cecilia Lear of Clear Edge, in order to tie all the information together into a cohesive product.

TCWIB staff collected feedback from business community via a questionnaire presented at Rotary, Kiwanis and Lion's Clubs meetings.

The larger committee was comprised of educators, businesses, economic development entities, required One-Stop partners, and area community based operations. We also took some direction and help from a data analyst at CWRI. The larger committee broke off into four distinct subcommittees each with a focus:

***Business & Economic Development subcommittee***

***Education subcommittee***

***Workforce (system) subcommittee***

***Research & Data subcommittee***

Draft plan was posted for public comment period March 7, 2014 will close March 21<sup>st</sup>.

In summary, a lot of work and feedback went into the development of the 5 year plan. It is a living document and will continually be revisited.

**Q:** Have we received any public comments?

**A:** No, none.

**Scott Cuddy made a motion to recommend that the CLEO Board approve the TCWIB 2013-2017 5 Year Strategic Plan and give the TCWIB executive director permission to submit the strategic plan to MDOL; provided there are no public comments. The motion was seconded by Hook Wheeler. Without objection to the motion, it was so moved.**

- TCWIB submits final plan to MDOL on March 31, 2014. Once finalized and adopted, this Local Plan will be used to continue Employment and Training Services under the Workforce Investment Act.

#### **5. NMDC Finance update- Ruby**

Ruby informed the board of monitoring that took place March 6 and 7 at Eastern Maine Development Corporation. The auditors are engaged and should have an audit by March 31, 2014. EMDC did get an approved indirect cost rate approved this year. She indicated that NMDC will have a report from Ron Smith in two weeks.

Review of the January financials occurred.

## **6. EMDC Update – Michael Aube**

Mr. Aube expressed that EMDC wanted to recognize they appreciate the award of the conditional contract. He indicated EMDC is happy to continue the partnership.

Three items he covered were:

- a. Finances
- b. Expanded revenue enhancement activities (loans, etc)
- c. Building – no longer for sale – Lease shares, rental contracts for space

MACPAGE is the new auditing firm. EMDC expects to receive the audit report which will go to EMDC's audit review committee first and then it will go to EMDC's board and then to TCWIB and required partners.

EMDC is developing a proposal for EDA Funding to work in Millinocket and East Millinocket to address issues.

NEG for Lincoln Paper & Tissue has been awarded and will provide support services and resources for a 2 year period starting January 1, 2014. EMDC will deliver services to dislocated workers affected by the recent layoffs. These workers reside in LA1, LA2 and LA3.

Also discussed: UTC in Pittsfield is also experiencing layoffs that will occur over a period of time.

## **7. EMDC WIA Program Update**

Jon Farley briefly discussed performance reports and indicated that enrollments were affected by the sequester and government shut down in the first quarter. They are serving fewer than planned. He indicated they are re-engineering the youth program design and are moving to serve more, older, out-of-school youth.

Short term objectives include: new training programs and expanding collaborations

Long term goals include training for composite manufacturing; DHHS workforce transitions; working with Job Corps; and being a part of team effort response to layoffs.

Jon asked the board to look for the new Career Advisor newsletter which will be emailed monthly.

## **8. TCWIB director's report**

**TCWIB MEMBERS EMAIL:** TCWIB executive director would like to acknowledge the high volume of emails and information that the board has received over the last 18 months. Please note for those of you who are new, the volume of work completed by the TCWIB has been phenomenal and extraordinary. This is very unusual and we thank you all for your patience and understanding. I will make a point to clarify the subject to of each email in the subject line so that you can determine what needs your attention. Please note that I am required to inform you of all activities.

**NEW TCWIB CHAIRMAN:** March 20, 2014 will mark the last meeting for Dan Tremble as the TCWIB Chairman. Ben Sprague will assume his duties as the new TCWIB Chairman beginning March 21, 2014. Ben will lead his first full board meeting on June 19, 2014. Please save the date! This meeting will be our first annual meeting which will be held at the Brewer Performing Arts Center located within the Brewer Community School. The meeting will be held from 3:00pm-5:30pm.

## **TCWIB STRATEGIC PLANNING**

Ms. Tripp already covered

## **EPIC MAINE**

Ms. Fletcher, Youth Council, will provide update. (see below)

## **TCWIB PROCUREMENT PROCESS**

EMDC received formal notification of the WIA contract award on January 24, 2014. A copy of the letter is included in the meeting folder. EMDC has been an active partner throughout the entire strategic planning process.

## **TCWIB/ EMDC STRATEGIC PARTNERSHIPS DISCUSSION GROUP**

The plan is to continue to meet regularly.

**MDOL PY12 PROGRAM REVIEW:** due to the sequester MDOL had to postpone the PY12 program review. They have rescheduled their visit to the week of April 7<sup>th</sup>.

## **LINCOLN PAPER & TISSUE NATIONAL EMERGENCY GRANT (NEG)**

An award was issued. Feel free to contact Joanna Russell if you have any questions: 951-2549.

### **9. Executive Committee update – Dan**

Dan reported out on the two executive committee meetings that were held January 15, 2014 and February 27, 2014.

- 1) The CLEO board has awarded a two year conditional contract to EMDC for WIA youth program and WIA Adult/DW program.
- 2) Update TCWIB membership/ executive committee members- Joanna informed the executive committee that she would be working with the Commissioners and would also reach out to local businesses to recruit three new board members.
- 3) TCWIB Annual meeting June 19, 2014 meeting being held from 3:00pm-5:30pm. This meeting will be the first TCWIB annual meeting and will be held at the Performing Arts Center in Brewer. The Performing Arts Center is located inside the new Brewer Community School. Joanna will send more information as we get closer to the date. The TCWIB previously authorized up to \$5,000 for such an event. As some of you may remember the event was cancelled for several reasons and is now being resurrected.
- 4) Joanna provided an update on EPIC Maine – The event is being held April 24, 2014 at Eastern Maine Community College. [www.epicmaine.net](http://www.epicmaine.net)
- 5) Strategic Plan update: The TCWIB executive committee reviewed and recommended that the plan be sent out to the full board on Monday March 3, 2014 for review and approval. The plan was approved for posting and was posted on March 7, 2014 for public comment.
- 6) Update on Workforce System-Transition plan

Joanna provided a document outlining a plan to have one executive director over the two LWIBs for local area 1 and local area 2. NMDC serves as fiscal agent for both local workforce boards. The CLEO board has approved one executive director provide the admin over two local board. It was determined at the CLEO meeting that Joanna Russell would serve as the executive director over both local workforce boards.

Julie Johnston submitted questions about the transition plan via email. The committee indicated that they would like to see responses to Julie's questions as well as a DRAFT budget and more details on how the work will be completed.

**\*Note:** Executive committee members indicated they would like to see a budget and the roles defined but felt that in order to give the 5 year strategic plan the attention it needed they all

agreed that it would be better to address this issue in April. The executive committee has agreed to meet in April to review the details of the plan along with a DRAFT budget. They will make recommendations and inform the full board once the details have been ironed out.

## **DISCUSSION**

### **10. TCWIB Youth Council & EPIC Maine – Nicole**

Nicole Fletcher gave a status update on EPIC Maine. Since the last TCWIB update- We have met several times with the partners and EMCC to discuss logistics, agenda, security, and opening ceremony were discussed.

A work session with Penobscot Job Corps leadership staff, TCWIB's Program Assistant and EPIC's event planner Kristin recently took place at Brewer Housing Authority's new community center on February 26th. For three hours the team discussed strategic plans, logistics, transportation, security, pre-work and registration, promotion schedule and more!

The marketing committee and the business outreach committee have met on average once a month. There are several printed promotional pieces available online at the TCWIB website. This week outreach to area high schools is happening in coordination with the partners. Outreach in all three counties will take place this week and next.

TCWIB will personally (and on behalf of all the partners) invite Senator Collins, Senator King and Congressman Michaud. An invitation to attend will also be extended to Maine's Commissioner of Labor, Jeanne Paquette

Keynote speakers are confirmed and a tentative schedule has been created. [epicmaine.net](http://epicmaine.net)

### **11. TCWIB meeting calendar and incoming Chair-**

June 19<sup>th</sup> – Annual meeting and recognition event from 3-5:30pm

All regular meetings are always posted on the website on the right hand side column.

Scott Cuddy motioned to adjourn the meeting, and Jon Farley seconded the motion. Without objection the meeting adjourned at 10:41am.

Respectfully Submitted,  
Angela Oechsle  
Program Assistant