

## COASTAL COUNTIES WORKFORCE BOARD

Minutes of Workforce Board Meeting  
Southern New Hampshire University  
March 10, 2016

---

**Board Members in Attendance:** Christa Baade, Mary Ellen Barnes, Joni Boissonneault, Julie Chase, Carolyn Farkas-Noe, Samantha Fenderson, Kelly Flagg, Denise Griffin, Michelle Love, Jennifer McKenna, Leon Ouimet, Peter Russell, Bob Schmidt, Erika Stone, Lydia Sy, Chris Trider, Linda Winton, Michelle Wyman

**Board Members Absent:** Jennifer Andrews, Craig Burgess, Debbie Chipperfield, Tammy Combs, Charles Crosby, Brian Hodges, Justin Holmes, Jill Moody, Kelly Osborn, Tricia Richardson, Neal Williamson

**Staff in Attendance:** Mike Bourret, Executive Director; Antoinette Mancusi, Deputy Director; Sarah O'Connell, Program Manager; Joy Gould, Project Manager; Valerie Odams, Executive Assistant

**Staff Absent:** Don Marino, Program Manager

**Others in Attendance:** Brenda Beaulieu, Kevin Connors, Mariah Cunningham, Meghan Dichter, Marianne Doyle, Jamie Grover, Gail Kezer, Diana McCain, Stephen McFarland, Pam Moody, Ben Neveux, Malorie Park, Mike Roland, Dawn Self-Cooper, Heather Stott, David Watts, Dawn Wheeler

---

### **I. WELCOME / CALL TO ORDER / INTRODUCTIONS**

*Lydia Sy, CCWB Chair*

Chair Lydia Sy called the meeting to order at 9:10 a.m. and welcomed everyone to the meeting.

- Introductions were made around the room.
- CCWI Spring newsletter packet given to all board members – asked to distribute
- TechHire grant application has been submitted
- NAWB this coming weekend. Appts made with King, Collins & Pingree

### **A. Minutes of December 10, 2015 Meeting**

**VOTED:** To approve the minutes of September 10, 2015 meeting as written. (A copy is attached to the official minutes). Correction Mary Ellen Barnes?

Motion: Kelly Flagg      Second: Samantha Fenderson      Vote: All in Favor

## II. EXECUTIVE DIRECTOR'S REPORT

*Michael Bourret, CCWI Executive Director*

### A. TechHire Grant Update

- Summary has been included in packet
- Working with Educate Maine
- Foundations in IT Bootcamp
- Partnering with the other 2 Maine Workforce Boards on this
- \$4 million to help 500 people over 4 years
- 75% - 17-29 years old, 25% Dislocated & Incumbent workers

### B. Addition of Adult Education to the One-Stop Operator Consortia

- Up to now there has been Voc Rehab, Wagner-Peyser & Goodwill. Because of the way WIOA was written, it makes sense to include Adult Ed.
- Gail Senese recommended Megan Dichter to be their representative.

**VOTED:** To approve addition of Adult Ed to OSO

Motion: Jennifer McKenna Second: Samantha Fenderson Vote: All in Favor

Abstained: Linda Winton

### C. WIOA Update

- Sheet included in packet shows the benchmarks about one year into WIOA that have been achieved. CCWI is on track with timeline.

## III. GOODWILL UPDATE

*Heather Stott, Goodwill Senior Director*

### A. Service Delivery Update

- Underperforming as expected because of the 90 day clock – she expects to rebound from this next year.
- Enrollment is doing great with Adult / Youth
- Serving a harder to serve population – with less dislocated workers, but current population has additional barriers to employment.
- Transferred funds from dislocated workers to adult to serve those who need it more.

## IV. YOUTH STANDING COMMITTEE UPDATE

*Jamie Grover, Goodwill Senior Program Manager*

- TOPS – Rolling out something different that starts next week: New Mainers that have lots of experience in IT in their own country but have other barriers to employment here. Pairing their experience with OJT and Adult Ed.

## V. **COMMUNITY COLLEGE UPDATE**

*Julie Chase, Interim Dean of Business & Community Partnerships, SMCC*

### A. **Maine Quality Centers**

- Highlighting Company-Based projects to expand new-hire training.
- There is a big shift in a lot of their projects with a focus on upskilling incumbent workers.
- New Quality Centers program called PutMEtoWork: Public / private partnership funded with \$500k. Will fund 50% of costs for new programs to start up or to enhance existing programs.

### B. **SMCC is now working with 30 companies**

- Other community colleges are also seeing an increase in the number of companies, non-profits & municipalities that they're working with.

## VI. **Sector Partnership Update**

*Joy Gould, Project Manager, CCWI*

### A. **Powerpoint slides included in packet materials. Highlights include:**

- Sector Partnership vs. Career Pathways.
- Sector Partnership is company driven based on in-demand needs.
- Career Pathways is occupational advancement in a company through training.
- We are being responsive to the labor market – looking at trends.
- Employee interests & barriers are being focused on.
- Trying to balance employer / employee needs.
- Looking for more employer advisory groups for each sector.
- One-Stop partners are looking for employees who would be a good fit & exploring the in-demand occupations & addressing skills-gaps.

## VII. **Incumbent Worker Policy**

*Antoinette Mancusi, Deputy Director, CCWI*

### A. **Powerpoint slides included in packet materials. Highlights include:**

- Interim policy is based on reading WIOA along with the Notice of Proposed Rule Making. Could be subject to change.
- IW training helps improve their skills & competitiveness.
  - Training should lead to experience / credentials & higher wages.
- Employers must share costs of training:
  - 25% for employers with ≤ 50 employees
  - 50% for employers with > 50 employees
- CCWI proposes to start at 10% (\$160k for 2016-2017) with option to increase to as much as 20% as demand increases.

**VOTED:** To approve Incumbent Worker Policy

Motion: Michelle Love    Second: Kelly Flagg    Vote: All in Favor

\*\*\*NETWORKING BREAK\*\*\*

**VIII. CCWI Conflict of Interest Policy**

*Antoinette Mancusi, CCWI Deputy Director*

**A. No change in policy as written in by-laws**

- Only change is the requirement that the Board signs Acknowledgement Form

**IX. Regional Plan Summary**

*Mike Bourret, CCWI Executive Director*

**A. Powerpoint slides included in packet materials. Full plan will be available on the CCWI website at the beginning of June.**

- Will be voting on plan at Annual Meeting on June 10<sup>th</sup> after public comment period and after board has had a chance to look it over.
- Most of the language in plan are things we are required to do.
- Purpose of WIOA is to better align the workforce system with education & economic development.
- CCWI three primary goals:
  - Make sure employers are actively engaged with workforce system that responds to their needs.
  - Provide easy access to relevant services for job seekers and current workers to meet their career goals.
  - Work with system partners to align and integrate services for a “no wrong door” employment and training network.

**VOTED:** To approve the direction of the CCWI Regional Plan

Motion: Lydia Sy Second: Christa Baade Vote: All in Favor

**X. ADJOURNMENT**

The board motions to adjourn at 11:10 a.m.

Motion: Jennifer McKenna Second: Julie Chase Vote: All in Favor

Respectfully Submitted:



---

Valerie Odams  
CCWI Executive Assistant

**APPROVED:** 6/10/16

**2016 Coastal Counties Workforce Board Quarterly Meetings**

June 10, 2016 (Annual Meeting) Hilton Garden Inn (Freeport), 10:00 a.m. – 1:00 p.m.

September 8, 2016 Southern NH University (Brunswick), 9:00 – 11:45 a.m.

December 8, 2016 Southern NH University (Brunswick), 9:00 – 11:45 a.m.