



NWDB Executive Committee Meeting
26 Franklin Street, Bangor or Via Zoom Meeting

Wednesday, February 5, 2020
8:00am – 9:00am

Attendees

Present

Nikki Fletcher, Bangor Savings Bank – Vice President, Human Resources Manager
Denice Conary, Penquis C.A.P. – Chief Financial Officer
Joanna Russell, NWDB – Executive Director

Present via Zoom

Ryan Bushey, Louisiana Pacific – Human Resources Manager
Robin Doody, Northern Light Health – Talent Acquisition Specialist

Minutes

Welcome – Nikki Fletcher opened the meeting at 8:00am and welcomed members.

Review Notes and Communications from 11/4/19 – Joanna displayed notes from the November 4, 2019 meeting for review and to provide updates. Joanna anticipates hosting workshop events for job seekers in each of the five NWDB counties at the recovery centers to help navigate the “rap sheets”, starting in April.

Joanna updated the committee on the November 21, 2019 Chief Elected Officials' (CEOs) meeting. The CEOs voted to begin the NWDB procurement process which is currently underway. The CEOs also voted to have representation for the county commissioners on the review committee; Betsy Fitzgerald has been selected to sit on the review committee.

The State Workforce Board's (SWB) strategic planning meeting was held at the Brewer Community Center on November 14, 2019.

Update on RFP posting / Review Committee / Appeals Board – Joanna informed the committee of the recent selection of members to sit on the review committee and she discussed the process of developing the appeal board. Joanna reached out to Gilbert and Geiff to recruit one of their lawyers to serve as the appeal board chairman. Seth Libby agreed to the task and they have contracted with the NWDB for \$120.00 per hour to facilitate any appeal that may take place with the procurement process. Joanna informed the NWDB executive committee that she had informed the Penobscot County Commissioners about the appeal board and Commissioner Baldacci asked if she had

received any approval on the board chairman/board. She stated that she had not. Joanna did not want to go into the process any further during the public meeting but was more than willing to terminate the agreement if directed by the NWDB executive committee members. All executive committee members agreed with both the review committee members and the appeal board members.

Joanna reviewed the schedule for the procurement process. She informed the committee anyone on the board and from the commissioner's office that has a conflict on interest will not be able to vote to approve any bidder that submits a proposal. The request for proposals (RFPs) state there will be only one contractor selected but a consortium with a lead contract may submit a proposal. The NWDB currently has two service providers. **See attached pages 3 and 4 for the RFP Announcement.**

NEG Application – Addressing the Opioid Crisis - Update – MDOL has been contacted by the USDOL on three separate occasions to request more information about the grant application. We are still waiting to hear of their decision.

New Hire Update – The committee discussed the possibility of hiring an intern to cover Rebecca Bryant's upcoming maternity leave. Nikki Fletcher offered to reach out to the local school deans to get further information on an internship.

Dept. of Administrative and Financial Services (DAFS) Monitoring Update – To date, the DAFs monitoring report has not yet been received. February 2020's scheduled monitoring has now been pushed until May 2020.

USDOL and MDOL WIOA Monitoring Update – The USDOL monitoring report from August 2019 has not yet been received.

Ryan Bushey requested an update on the Board's vacancies. Joanna announced the addition of the three new members: Melissa Garrity from the Cross Insurance Center, Brent Hartford from Machias Hammond Lumber, and Mike Ballesteros from Puritan Med Products. The CEOs have approved these members. Joanna is hoping to fill the final vacancy with a representative from the electrical union.

Ryan reminded the committee on July 1st, 2020 he will be officially resigning from the NWDB Board and its committees.

CDI Proposal to NWDB – Rob Brown – Rob Brown is the director of Business Ownership Solutions (BOS) for the Cooperative Development Institute (CDI); he discussed the anticipated upcoming wave of retirements for small business owners across the state. Many of these businesses will close their doors permanently as they do not have a succession plan in place. Due to the rising statistics, the CDI has developed the Ownership Transition Initiative to build the partnership and infrastructure needed to preserve businesses and jobs through exit planning services and workforce training in Washington County. The CDI is requesting funding for a pilot program to expand to Presque Isle/Caribou, Katahdin region, greater Bangor region, Ellsworth/Bucksport, Dover-Foxcroft, and Greenville. From the NWDB, the CDI is requesting a \$7,000 grant

and the partnership and support from its members. **See attached pages 5-8 for CDI's Funding Request.**

Denice Conary made the motion to approve the grant. Robin Doody seconded the motion. Motion passed unanimously.

The next Executive Committee meeting will be Wednesday, March 4, 2020 from 8:30am to 9:30am at 26 Franklin Street, Bangor.

Robin Doody motioned to adjourn the meeting. Denice Conary seconded the motion.
Meeting closed at 9:00 am.

Respectfully submitted by Rebecca Bryant.



northeastern
WORKFORCE DEVELOPMENT BOARD

Executive Committee Meeting

AT: 26 Franklin Street & Zoom Video

February 5, 2019 – 8:00am -9:00am

<https://zoom.us/j/995098862>

Dial by your location

+1 646 876 9923 US (New York)

Meeting ID: 995 098 862

AGENDA

1. Welcome
2. Review notes and communications from 11/4/19
3. Update on RFP posting/Review Committee/Appeals Board
4. NEG Application - Addressing the Opioid Crisis- Update
5. New Hire update
6. Dept. of Administrative and Financial Services (DAFS) Monitoring Update
7. USDOL and MDOL WIOA Monitoring update
8. Rob Brown- CDI Proposal to NWDB
9. Next Meeting- March 4, 2020, 8:30am-9:30am



NWDB Executive Committee

February 5, 2020 8:00am-9:00am

In Person – 26 Franklin St. Bangor
or via ZOOM

Please Print Clearly

Name	Organization	Email	Signature	Zoom
Joanna Russell	NWDB	JRussell@northeasternwdb.org		
Rebecca Bryant	NWDB	RBryant@northeasternwdb.org		
Nikki Fletcher	Bangor Savings Bank	Nicole.Fletcher@bangor.com		
Ryan Bushey	Louisiana Pacific Corp	Ryan.Bushey@lpcorp.com	Via Zoom	X
Denice Conary	Penquis CAP	DConary@penquis.org		
Robin Doody	Northern Light Health	RDDoody@northernlight.org	via zoom	X

Guests Present

Announcement of Requests for Proposals (RFP's)

**Northeastern Workforce Development Board
Workforce Innovation Opportunity Act - Funding
Adults/Dislocated Worker Services
and/or Youth Services**

The Northeastern Workforce Development Board (NWDB) is one of Maine's three Local Workforce Development Boards established to provide direction and oversight of Workforce Innovation Opportunity Act (WIOA) service delivery throughout the state.

The Northeastern region includes Aroostook, Hancock, Penobscot, Piscataquis, and Washington counties.

To date, the NWDB has successfully integrated its workforce system and programs by building upon a base of strong collaborations with other organizations. The NWDB is requesting proposals with new innovative ideas for programs that demonstrate high performance in WIOA service delivery, efficiencies in administration and operations, creative uses of technology, social media, and information management. Additionally, the NWDB is looking for collaborative strategies to strengthen and expand WIOA services delivery in alignment with economic development and direct connection to businesses throughout the Northeastern region.

The NWDB, in collaboration and partnership with the Chief Elected Officials of Aroostook, Hancock, Penobscot, Piscataquis, and Washington counties developed RFPs for Adult/Dislocated Worker service delivery and Youth service delivery. The following schedule has been established.

January 31, 2020	RFP solicitations are published
February 12, 2020	Bidders' Conference is held from 2:30pm- 4:00pm EST
February 18, 2020	Conference response posting
March 6, 2020	Proposals are due 4:00pm EST
March 18, 2020	Finalist presentations if needed
March 27, 2020	Successful bidder is announced
April 3, 2020	Appeal Letter Due by 4pm EDT
July 1, 2020	Contractors begin PY 2020

Interested parties should check the NWDB's website to access the RFPs and revisit regularly for updates; <https://www.northeasternwdb.org/news/>. Questions about the RFP or review process may be submitted in-person at the Bidder's Conference on February 12, 2020 at 26 Franklin Street, Bangor, ME from 2:30pm to 4:00pm Eastern Standard Time (EST), or the bidder may submit their questions electronically between the dates of January 31, 2020 and February 12, 2020 by 4:00pm EST to Joanna Russell, Executive Director, NWDB (JRussell@northeasternwdb.org). No phone calls please.

All questions will be responded to in written format and published on <https://www.northeasternwdb.org/news/> by 4:00pm EST on February 18, 2020. No questions will be accepted after the time period designated above.

While participating in the Wednesday, February 12, 2020 Bidder's Conference **is not mandatory**, it is encouraged. For those who are planning to attend, please RSVP to JRussell@northeasternwdb.org by Tuesday, February 11, 2020 by 4:00pm EST with the following information: (a) your contact information including phone number and full email address; and, (b) how many representatives from your organization or from partner organizations will be attending. Please provide your questions in writing. The NWDB will provide a Zoom link (video and/or telephone conference opportunity) to participants who have rsvp'd for the bidders' conference.

The Bidder's Conference will be held from 2:30pm – 4:00pm EST on February 12, 2020 at the NWDB office located at 26 Franklin Street, Bangor, ME.

Proposals are due March 6, 2020 by 4:00pm EST and will be opened at 4:00pm EST on March 6, 2020 at the NWDB office located at 26 Franklin Street, Bangor, ME.

Throughout the entire RFP schedule, no Northeastern Workforce Development Board member, NWDB staff, or Chief Elected Official for the region may be sought out for advice or assistance. Such communication will constitute grounds for eliminating a proposal submission from consideration.

The Northeastern Workforce Development Board and/or Chief Elected Officials for the region reserve the right to amend the RFP process and/or the RFP schedule without advance notification.



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Northeastern Workforce Development Board (NEWDB) Funding Request

A “Silver Tsunami” in Rural Maine

With the oldest population in the nation, Maine faces many economic and demographic challenges that don't lend themselves to easy answers. Of particular concern is the looming retirement of thousands of small business owners, and the jobs, economic activity and community stability that could be lost if those businesses are not sustained.

The scale and threat of this looming challenge should not be underestimated, because the rough scope and scale of it has been discerned from a variety of sources.

According to SBA and Census data, there are over 32,000 small businesses with employees in Maine, and those businesses employ half of Maine's entire workforce. Many of these owners have spent decades creating jobs and providing goods and services in our communities and to other businesses, but surveys show that most of them do not have a plan for exiting the business and retiring, don't understand the process and options, and don't know where to turn for help.

According to a recent national survey by the Business Enterprise Institute, 79% of business owners want to retire within 10 years, 57% in less than 5 years, and 33% in less than 3 years. Yet fewer than 1 in 5 of those owners has a plan to successfully make that happen.

Many owners hope their children will take over, but only 15% of businesses successfully pass on to the next generation. When owners do try to sell, only 20% of commercial listings lead to a successful sale. As a result, the default option is liquidation and closure, and the smaller and more rural the business, the greater the likelihood of that outcome. Because of this, the largest single source of avoidable job loss in the US is from business closure due to owner retirement.

While half of business owners nationally are over age 50, in Maine, half are over 55 and over 60 in the more rural regions of the state, so the ominous trends represented in the national data are all the more imminent and acute here.

Given the economic and social pressures already facing many communities, we can scarcely afford the additional threat of widespread business liquidation and closure – and the resulting job losses and potential supply chain disruptions – from the oncoming wave of baby boomer business owner

retirements. Nationally, this slow-moving crisis has been termed the “Silver Tsunami”, and this wave is already crashing on our state.

To better determine the scope and scale of this challenge in Washington County, CDI organized the [Ownership Transition Initiative](#) over the past 2 years and secured a \$200,000 investment from the John T. Gorman Foundation to build the partnership and infrastructure needed to preserve businesses and jobs through a comprehensive program of exit planning services and workforce training. [The partnership included Sunrise County Economic Council, Axiom Education and Training Center and others.](#) Additional funding from the USDA was secured for a training program organized by CDI for these partners to permanently expand their skills and tools to support the County’s business owners in exit planning generally and employee ownership transitions specifically.

Through the work that has been done over the past 2 years in Washington County, CDI has developed an extensive system of processes, tools and trainings that is ready to be efficiently, effectively and quickly replicated in a pilot program targeting six communities/regions throughout Eastern Maine.

Project description

CDI is seeking funding and partners to pilot OTI expansion in the following communities and regions:

1. Presque Isle/Caribou
2. Katahdin Region
3. Greater Bangor (Bangor, Brewer, Orono, Old Town, Hampden, Hermon, etc)
4. Ellsworth/Bucksport
5. Dover-Foxcroft
6. Greenville

This work is organized in 4 phases, and in each instance will offer an opportunity for NWDB to educate local partners and businesses about workforce development funding:

Phase 1: Build local capacity, collaboration, and awareness of NWDB and workforce development funding.

1. Identify and recruit local partners interested in participating in a “train-the-trainers” community workshop to deepen their understanding of this issue and learn skills and tools that can help them assist business owners, and deepen awareness and collaboration among them, particularly awareness of NWDB and funding for workforce development, including but not limited to:
 - a. NWDB partners
 - b. Chambers and Main Street business associations
 - c. Rotaries and other civic associations
 - d. Commercial lenders and Community Development Finance Institutions (CDFIs)
 - e. Local/regional economic, community and workforce development staff/committees/groups, in particular Small Business Development Centers
 - f. Business service providers - CPAs, law firms, financial planners, etc.

2. Build buy-in and capacity for participating in outreach and research project.
3. Seek participation and funding from Coastal Counties WDB and Central-Western Maine WDB to replicate this project in other rural communities

Phase 2: Research need and interest.

1. Work with and through partners to execute comprehensive data and survey research project.
2. Tailor and utilize existing [survey tool](#) to develop community level business ownership demographic profiles.

Phase 3: Conduct business outreach and education.

1. Execute multimedia marketing campaign targeting area's business owners.
2. Conduct [workshop series](#) and [community presentations](#) in each region.

Phase 4: Develop report on findings of research and outreach and education.

1. Present details on demographics and exit planning efforts of business owners and workforce characteristics of at-risk businesses.
2. Analyze pipeline and needs of businesses requesting additional services.
3. Present recommendations for next steps.

Resources in hand and needed.

Given the infrastructure built and knowledge gained in Washington County over the past 2 years with a \$200,000 investment from the JT Gorman Foundation, we can now expand and replicate the OTI to more areas in a highly efficient and effective way.

CDI would request consideration of a \$7,000 grant from NWDB, and equally important the partnership of NWDB and your partner members, to support this effort. As detailed in a presentation for the NEWDB in December, numerous states and regions have utilized WIOA Rapid Response funds to support similar initiatives.

Other partnerships and funding in alignment with this plan include:

- A grant from the Betterment Fund of \$6,000 over 2 years in partnership with MaineStream Finance (a subsidiary of Penquis CAP and a CDFI)
- \$10,000 from the Maine Community Foundation to do this work in Washington and Hancock Counties in partnership with the Downeast Innovation Network (a partnership of over 20 development, education and entrepreneurship organizations)
- \$5,000 from the Elmina Sewall Foundation to support this work in Washington County and the Katahdin Region.
- CDI is the USDA-designated Rural Cooperative Business Development Center for New England and New York.

CDI intends to seek additional funding to support this work in varying ways and regions, including from:

- People's United Bank Foundation to support this work in Greater Bangor

- Bangor Savings Bank Foundation (BSBF has provided a previous grant for the same program in the Midcoast region).
- The Northern Border Region Commission's Forest Economy Partnership grant to support much deeper development of this work over a multi-year period across the NBR.
- The Maine State Workforce Investment Board to take research conducted and lessons learned to scale across all of Maine.

Sole Source Contract Justification.

Founded in 1994, the Cooperative Development Institute is a 501c3 nonprofit offering education, training and technical assistance to cooperatives in most sectors. We are the USDA-designated Rural Cooperative Business Development Center for the Northeast, and as such a recognized and preferred provider of services.

Our Business Ownership Solutions (BOS) program, which is organizing the project described in this proposal, is nationally recognized for its expertise in exit planning generally and employee ownership transitions specifically. BOS is the only service provider in Maine, and in much of rural New England, providing this range of education, training and technical assistance services to businesses considering transitioning to employee ownership. Because of this unique expertise and experience, BOS was chosen by the City of Lewiston Department of Economic Development and the LA Metro Chamber of Commerce for a partnership to develop a workshop series for the City's business owners. Additionally, BOS was chosen by the USDA to develop and execute a similar 2-year training program for economic and workforce development entities in Washington County.