



Northeastern Workforce Development Board Quarterly Zoom Meeting

Thursday, June 10, 2021
10:00 am – 1:00 pm

Attendees

Board Members Present

Nikki Fletcher Board Chair, Bangor Savings Bank Human Resources Manager
Erin Benson Aroostook County Action Program (ACAP) Program Coordinator
Andrea Bickford BRS-DBVI Regional Director
Jennifer Buckingham Tempo Employment Services Presque Isle Manager
Denice Conary Penquis CAP Chief Financial Officer
Destiny Demo Cianbro Corporation Senior Human Resources Manager
Bob Fickett Bangor Area Recovery Network (BARN) Executive Director
John Herweh MMG Insurance Group Vice President, Human Resources
Patty Perry Bangor, Machias & Presque Isle CareerCenter Manager
Heather Pelletier Fish River Rural Health Executive Director
Traci St. Clair Teamster's Union Local 340 Union Representative
Terri Swanson Swanson Consulting and Associates Human Resource Consultant
Mark Whitney Pineland Farms Dairy Company President
Michael Winchenbach Local 716 Plumbers, Pipefitters, HVAC, Welding Business Agent

Board Members Absent with Notice

Leah Buck Northern Maine Community College Assistant Dean of Continuing Education
Dan MacDonald Eastern Aroostook and Adult Education Director
Mike Ballesteros Puritan Medical Products Director of Regulatory Affairs
Jon Farley Eastern Maine Development Corporation (EMDC) Vice President
Brent Harford Hammond Lumber Machias Manager
LaNiece Sirois Central Aroostook Chamber of Commerce Executive Director

Board Staff Present

Joanna Russell NWDB Executive Director
Sara McLaughlin Independent Consultant – NWDB Accountant
Rebecca Bryant NWDB Program Assistant
Ben Hawkins NWDB Program Coordinator

Interested Parties Present

Stacy Clayton Aroostook Recovery Center of Hope (ARCH)
Katie McKay EMDC Workforce Development Specialist
Robin Doody Northern Light Health Talent Acquisition Specialist
Peter Baldacci Penobscot County Commissioner
John Wombacher Hancock County Commissioner
Betsy Fitzgerald Washington County Manager

Susan Cerini EMDC Director of Workforce Services
Tom Fernands EMDC Manager of IT & Data
Edie Smith Senator Angus King's Office State Director
Paul Ruggiero Bangor CareerCenter Assistant Manager
Molly Ginn Penobscot Job Corps Center Director
Angela Oechsle Educate Maine Program Director
Christopher Winstead Maine Community College System Workforce Development Deputy Director
Michelle Binette CareerSource Pinellas Program Coordinator
Lynne Witham Deer Isle Adult Education Director
Peaches Bass BES WIOA Policy & Evaluation Program Manager
Linda Schofield Axiom Adult Education Workforce Development Coordinator
Kelly Cotiaux Senator Susan Collins' Regional Representative
Stacey Cyr Madawaska Adult Education Continuing Education Director
Anne Patterson Mt. Desert Island Adult Education Director
Barbara Hayslette Congressman Golden's Office District Director
Rebecca Cross Riverside Adult Education Director
Staci Grasky Maine Community College System Academic Program Development Executive Director
Suzanne Graves-Hall MEOC Hope Navigator
Melissa Harvey MDOL BES Director of CareerCenters

Minutes

Welcome & Introductions – Nikki Fletcher asked all meeting attendees to introduce themselves by name and organization. The Northeastern Workforce Development Board has three new members and Nikki delivered a short bio for each new member – **see attached pages 6-7.**

Consent Agenda – Action Item – Detailed information of the consent agenda items were sent to all NWDB members in advance of the meeting. **See attached pages 8-24 for the June 10, 2021 Quarterly NWDB Meeting Agenda and corresponding documents.**

Consent agenda items include:

- a. *Meeting Minutes (3/11/21)*
- b. *NWDB's ITA Policy*
- c. *NWDB's Formal Approval of One Stop Certification*
- d. *Executive Committee Report*

Terri Swanson made the motion to approve all items on the consent agenda. John Herweh seconded. Motion approved.

Extend the One Stop Operator \$10,000.00 Contract Through End of PY21 – Action Item –

Due to the pandemic, the board previously voted to extend the current WIOA service provider award and postpone the following procurement award until PY22. The One Stop Operator (OSO) contract will be included in the Adult and Dislocated Worker contract. Aroostook County Action Program (ACAP), Eastern Maine Development

Corporation (EMDC), and RSU 39 Eastern Aroostook Adult and Community Education currently serve as the NWDB's OSO Consortium. **John Herweh made the motion to approve the extension of the NWDB's OSO Contract until July 1, 2022. Patty Perry seconded. Motion approved. Erin Benson abstained from voting as she currently serves as a member of the OSO.**

WIOA Participants' Stories – Stacy Clayton – ACAP ONEG Participant – Stacy suffered from substance use disorder most of her life and in July of 2019 she was involved in the legal system. In August of 2019, Stacy gave birth to her daughter and had to give temporary custody to her sister. Stacy completed an Intensive Outpatient Program (IOP) and gained sobriety but did not have many supports after graduating the program. Shortly after, the pandemic hit, and all group programs Stacy tried to join were temporarily closed. It was suggested for Stacy to visit the *Roads to Recovery* in Caribou and through this she discovered the *Aroostook Recovery Center of Hope* in Houlton where she met Meghan O'Berry, an Aroostook County Action Program (ACAP) Opioid National Emergency Grant (ONEG) Career Counselor. Stacy volunteered at the recovery center from October 2020 to February 2021. With Stacy's legal history, she did not believe employment was an option for her. Meghan enrolled Stacy into the ONEG program where she was then able to enroll into Washington County Community College's Substance Use Disorder & Recovery Program. She has aced her first two classes! Nine weeks into the program, a position became available at the recovery center. Meghan helped Stacy build a cover letter and resume and apply for the position. Other than her legal background, the major obstacle for Stacy was obtaining professional clothing for the interview/employment and Meghan, through ONEG funding, ensured Stacy had what she needed to be successful. Stacy is now ten months sober and employed at the *Aroostook Recovery Center of Hope*.

Katie McKay – EMDC ONEG Participant – Shortly after losing her job due to Covid, Katie met Doug Dunbar, Eastern Maine Development Corporation (EMDC) Recovery and Re-entry Workforce Specialist, through the Penobscot County Drug Court and was informed of the Connecting with Opportunities Grant (also known as the ONEG). Although she was very skeptical due to her history of substance use disorder and legal background, Katie applied for the program. Susan Cerini, EMDC Director of Workforce Services, contacted Katie and asked if she was willing to interview for the EMDC Peer Connector position. During Katie's interview, she told her story – Katie's substance use disorder began at the age of 11 with pharmaceutical drugs. In 2018, Katie was incarcerated numerous times and was sentenced to drug court. Katie had little hope and anticipated working a minimum wage job for the rest of her life. Katie is now a Workforce Development Specialist for EMDC and has regained custody of both of her children! Nikki Fletcher asked what Katie experienced as obstacles through this process. Katie does not feel she had any obstacles; EMDC made everything very easy and ensured her success. Through ONEG funding, Katie received professional clothing and contact lenses.

Strategic Plan Review, Discussion, and Vote – Action Item – Joanna Russell and Ben Hawkins delivered a PowerPoint presentation highlighting key areas of the NWDB Draft Strategic Plan including the local labor market information, **(see attached page 25 to access PowerPoint)**. Following, Joanna presented the "NWDB Plan at a Glance" **(see attached pages 26-29)**.

Tom Fernands, EMDC Manager of IT and Data, assembled the labor market information within the Strategic Plan using *JobsEQ*, one of the nation's leading economic analyst tools, and *Data Axle*. Tom noted the Bureau of Labor Statistics (BLS) recognized the algorithm used in the past was not accurately capturing the rate of retirement or individuals transitioning to new opportunities (also reported as Replacement Rates). The Replacement Rates reported in the current plan appear to be significantly higher than those reported in the 2016 Strategic Plan, but BLS has since reported the previous figures to be as much as four times lower than the actual rates. While there is some growth within certain occupations, the state as a whole has very little growth and focus needs to be on filling the positions that are becoming available by the retiring workforce. Joanna noted local labor market information can be accessed through MDOL's Center for Workforce Research and Information (CWRI): <https://www.maine.gov/labor/cwri/>.

The NWDB Draft Strategic Plan, Draft Plan at a Glance, and all appendices can be viewed and downloaded from the NWDB website:

<https://www.northeasternwdb.org/strategic-plan-1/strategic-planning/>.

Patty Perry made the motion to approve posting the NWDB Draft Strategic Plan for a public comment period from June 11, 2021, to June 25, 2021. Traci St. Clair seconded. Motion approved. Nikki Fletcher was giving proxy by board members Leah Buck, Dan MacDonald, Mike Ballesteros, and Jon Farley.

NWDB Executive Director's Report – Joanna Russel – Action Item – The One Stop Partner (OSP) MOU has been completed including the infrastructure funding agreement (IFA) – see *Appendix 23 of the NWDB Draft Strategic Plan*.

As the NWDB staff prepares to begin the procurement process, Joanna has assembled the procurement review committee consisting of Jon Herweh, MMG Insurance, Betsy Fitzgerald, Washington County Manager, Joy Gould, Maine DHHS, and Nikki Sawyer, Washington County Community College. While not required, Joanna is seeking a fifth review committee member from the business sector. Any interested parties should contact Joanna as soon as possible. **Denice Conary made the motion to approve the NWDB procurement review committee. Terri Swanson seconded. Motion approved. Erin Benson abstained from voting.**

NWDB Budget Review – Sara McLaughlin – Action Item – Sara McLaughlin presented the current NWDB budget for PY21 and the PY22 proposed budget. It is important to note ACAP received a 20% decrease and EMDC received an 8% decrease across all WIOA programs for PY22. Denice Conary asked, where Joanna has given her notice, is there any ability for an overlap to train the incoming Executive Director? Joanna and Sara have planned and budgeted to onboard the new Executive Director at the beginning of February 2022, allowing a two-month overlap. **Terri Swanson made a motion to accept the administrative budget as presented. Denice Conary seconded. Motion approved. See attached pages 30-34 for the PY21 and PY22 NWDB budgets.**

Erin Benson delivered a presentation outlining the impact of the reduction in ACAP funding for PY22, **see attached page 35**. Ben Hawkins questioned why there is such a significant decrease for Aroostook County. Joanna stated the population in the State of Maine has consistently decreased, especially in Aroostook County. The dislocated worker funding increased in the past in response to the mill closures, but the dislocated

worker population has now decreased which directly affects the budget. Sara noted while the region's unemployment rate has increased, the unemployment rates in other regions nationwide have shown an even greater increase which in turn allocates more funding to those regions and a decrease in our region.

Leah Buck asked if the decrease will affect ACAP staff positions to which Joanna responded, it will become difficult for ACAP to maintain their current staff if alternative funding does not become available. Joanna is working with ACAP and EMDC's leadership teams to investigate grant opportunities to help mitigate the upcoming funding gaps.

NWDB Program Review – Susan Cerini – EMDC – Through the end of May 2021, the northeastern region has 763 total enrollments for the Adult, Dislocated Worker, Youth, and Opioid National Emergency Grant (ONEG) programs including 439 carry-ins from last program year. EMDC has served 263 of these participants, 57 of which were enrolled in just the last quarter. EMDC has continued some in-person services, but many services have been provided through virtual means. These individuals are even harder to serve due to the pandemic and workforce providers have worked diligently by creative means to ensure delivery of resources. Unemployment rates are changing and while employer needs are increasing, many job seekers have barriers that continue to be a challenge in obtaining employment.

EMDC has implemented “virtual office hours” to allow participants and partners to access immediate EMDC information and resources. Virtual office hours are available Tuesdays and Thursdays from 9am-5pm where private break out rooms allow for one-on-one meetings. EMDC office hours can be accessed at:

<https://us02web.zoom.us/j/89700328154?pwd=cDBMWG0vTDhBS2dKczJZeHNsQjdiQT09>

Meeting ID: 897 0032 8154

Passcode: 542128

EMDC and ACAP have created a seamless partnership over the last year and both service providers are incorporating a hybrid model of in-person and virtual services to reach as many individuals with the most barriers as possible. This partnership and creative outreach have proved to best serve participants within the northeastern region.

Erin Benson – ACAP – Erin delivered a PowerPoint presentation to highlight new initiatives, success stories, and challenges – **see attached pages 36-39.**

A motion was made to close the meeting. Bob Fickett seconded motion. Motion approved. Meeting closed at 12:49 pm.

The next quarterly board meeting will be Thursday, September 9, 2021 from 10am to 1pm via Zoom.

Respectfully submitted by Rebecca Bryant.

NEW NWDB MEMBER BIOS

MARK WHITNEY

Mark Whitney is president of Pineland Farms Dairy Company. Mark began his career in the cheese world in 1995 at a dairy farm in southern New Hampshire. Working with a microbiologist and businessman, he helped establish a small specialty farmstead cheese operation and won his first national award in 1998.

In 2004 Mark was ready for a challenge and joined the team at Pineland Farms to design and operate a large-scale creamery that could use all of Pineland's milk as well as support local dairies. He created a line of Monterey Jack, Cheddar, Baby Swiss and Feta cheeses that became very successful, winning numerous awards from prestigious competitions like the American Cheese Society. In 2017 Mark became the president of the Pineland Farms Dairy Company, and his first duty was to oversee the renovation of a 75,000 square foot dairy plant in Bangor, Maine. The plant was transformed into a state-of-the-art dairy that will allow Pineland Farms to continue making award winning cheeses as well as process milk and cream blends for commercial use.

Robert Fickett

Robert Fickett is the Executive Director of the Bangor Area Recovery Network and a person in long-term recovery. Having worked for a number of years in peer-based recovery support services, Robert is passionate about supporting individuals in or seeking recovery. Through his work and own personal experience, he has become intimately familiar with the barriers people with a SUD face and is involved in projects around food scarcity, recovery housing and employment. Over the past year Bob has worked diligently with the NWDB staff to develop informational workshops dedicated to providing orientation and information to employers about the value of recovery.

Michael Winchenbach

Michael Winchenbach is the Business Agent for local 716 and a Instructor at the JATC 716 training facility. He is married and a father to 4 exceptional children ages 4-13. Michael is very involved in his community as the president and a coach of the pre-k through 6th grade sports. He works with 6 surrounding towns as a director for all sports which include little league baseball, softball, soccer, basketball, and travel sport teams. His work experience over the years included lobstering, earthwork construction, rental property management and truck driving. Michael got into local716 as a direct entry pre-apprentice through a displaced worker labor retraining program after he had lost his job at AG of Maine as a truck driver.

Michael graduated from the 5 year apprenticeship program at local 716 as a HVAC tech and was employed by Siemens Industries through his apprenticeship. He started teaching as a Instructor at the 716 JATC training facility 4 years ago and continue to go to college to finish out his Associates degree at Washtenaw Community College in Michigan.



northeastern
WORKFORCE DEVELOPMENT BOARD

NWDB Quarterly Meeting
June 10, 2021 – 10:00AM-1:00PM

Join Zoom Meeting

<https://us02web.zoom.us/j/85953832506?pwd=S0tRaXYrL3JGbHVQcHdpVEUrUUUv2QT09>

Meeting ID: 859 5383 2506

Password: 759884

Telephone Conference Dial: 1-646-876-9923 Meeting ID: 859 5383 2506

AGENDA

1. Welcome & Introductions – Nikki Fletcher (**5 Minutes**)
2. Consent Agenda – (**10 minutes**) Nikki Fletcher & Joanna Russell **Action Item**
 - a) Meeting Minutes (3/11/21)
 - b) NWDB’s ITA Policy
 - c) NWDB’s Formal Approval of One Stop Certification
 - d) Executive Committee Report
3. Extend the One Stop Operator \$10, 000.00 contract through end of PY21
Relevant Contract language: **The termination date is extended from July 1, 2021 to June 30, 2022.**

Reason for extending contract: The NWDB will procure (“put out to bid”) the OSO services with the WIOA Adult and Dislocated Worker program services. The new OSO contract will begin 7/1/22 at which time this contract will end.

Payment to the OSO consortium for the period 7/1/21 to 6/30/22 will be \$10,000.00.

(OSO Plan for PY21 attached)

4. WIOA Participants’ Stories (**20 minutes**)
5. Strategic Plan Review, Discuss, and Vote **Action Item**
6. NWDB Executive Director’s Report – Joanna Russell (**10 Minutes**)
One Stop Partner MOU and Infrastructure Funding Agreement (IFA) Update

Procurement – **Review Team Action Item**

7. NWDB Budget Review- Sara McLaughlin – (15 Minutes) **Action Item**

8. NWDB Program Review – (20 Minutes)
EMDC – Susan Cerini
ACAP – Erin Benson

Save the Date – Next Quarterly NWDB Meeting 9/9/21 (Zoom)

NWDB JUNE 10, 2021, MEETING

PROPOSED CONSENT AGENDA

Note: To save time at our June 10, 2021, meeting we have listed five items on a consent agenda with information explaining each point. If any NWDB member wishes to discuss, vote against, or raise a question on any of the five items below it must come off the “consent agenda”. See **the attached language related to “consent agenda” taken from the board’s bylaws.**

At the beginning of the 6/10/21 meeting, the Nikki Fletcher, the NWDB Chairperson will ask members what items they wish to be removed from the consent agenda and discussed individually. If any member requests that an item be removed from the consent agenda, it will be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item. Once it has been removed, the chair will decide whether to take up the matter immediately or place it on the regular meeting agenda.

1. **Meeting Minutes (3/11/21)**
Review meeting minutes from the NWDB quarterly meeting held March 11, 2021.

2. **NWDB’s ITA Policy**

Policy

Individuals may use ITAs in exchange for training services for skills in demand occupations within the identified industry clusters as defined by the NWDB from training providers on the approved list of eligible training providers (Sections 134(B)(v)(I)(II). WIOA mandates that all training services (except for on-the-job training, customized training, and incumbent worker training) be provided through the use of ITAs and that eligible individuals shall receive ITAs through the One-Stop Delivery System Sec. 134(c)(3)(F)(iii).

Subcontracted service providers of the NWDB shall issue ITAs at the customer’s request under the following conditions: Sec. 134(c)(3)(A)(i)

- a. Funds are available,
- b. The customer chooses an eligible training provider consistent with the ETPL,

- c. The customer is eligible for Training services,
- d. The customer is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment and in need of training to obtain economic self-sufficiency and comparable or higher wages,
- e. The customer has the skills and qualifications to successfully participate in the selected program of training,
- f. The customer demonstrates appropriate career choices based on work experience and occupational preferences. There is a reasonable expectation of completing training and a reasonable expectation of obtaining employment,
- g. ITAs are granted in high-growth employment sectors within the designated industry clusters as determined and documented in the Local Area Plan.

General:

- a. Individual Training Accounts (ITAs) are established on behalf of an eligible individual to finance training services (§680.230)4.).
- b. WIOA Title I Adults and Dislocated Workers (DW) will select from the list of eligible training providers who best meet their needs in consultation with their case manager (§680.340)
- c. Training shall be directly linked to occupations within industry clusters that are in demand in the local area or in another area if the customer is willing to relocate. The NWDB’s subcontracted service providers approve training services for occupations within industry clusters which have been determined to have a high potential for sustained demand or growth in the local area Sec. 134(c)(3)(F)(v).

3. NWDB’s Formal Approval of One Stop Certification

One-Stop CareerCenter Certification - The NWDB executive committee reviewed and approved the proposed One-Stop CareerCenter Certification tool and agreed to serve as the OS Certification Advisory Committee.

The certification tool was used to assess all sites including the affiliate in the northeastern region. This was the first time the centers have been reviewed and assessed for certification as required under WIOA law.

The NWDB will continue site visits every two years with the next review scheduled for early 2023. The NWDB will strive to increase and improve services and resources.

Based on the findings from the *NWDB Certification Tool* and the *WIOA Section 188 Compliance Tool*, the NWDB considered the following three verdicts for certification during the March 11, 2021, meeting:

- 1. Certification granted
- 2. Provisional Certification with plan and timeline for meeting standards**
- 3. Not Certified

The NWDB voted for option 2. Provisional Certification, for all sites, with the understanding a full ADA Compliance site review will be completed at all sites listed above

by Eric Dibner, State ADA/Section 504 Accessibility Coordinator during the month of April 2021.

Follow up: Eric Dibner completed all site reviews and submitted a report listing all findings and suggested a corrective action plan. All site administrators have acknowledged the report and are preparing an action plan due to the NWDB by June 30,2021.

Based on the completion of all site reviews, site administrators acknowledging the need to develop an action plan and agreeing to submit the plan by June 30, 2021, the board is being asked to formally approve the One Stop Certification for April 2021.

4. Executive Committee Report

See attached NWDB executive committee report.

ONLY IF NEEDED-----ARTICLE VIII FROM NWDB Bylaws

CONSENT AGENDA

SECTION 1 At all Board meetings, a consent agenda may be used.

SECTION 1.1 A consent agenda may be used for routine and non-controversial matters.

SECTION 1.2 A consent agenda may be used for items that do not need any discussion or debate either because they are routine procedures or are already unanimous consent.

SECTION 1.3 A consent agenda may be used for approval of the minutes.

SECTION 1.4 A consent agenda may be used for final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications.

SECTION 1.5 A consent agenda may be used for routine matters such as appointments to committees.

SECTION 1.6 A consent agenda may be used for staff appointments requiring board confirmation.

SECTION 1.7 A consent agenda may be used for reports provided for information only.

SECTION 1.8 A consent agenda may be used for correspondence requiring no action.

SECTION 1.9 A consent agenda may be used for items that conform with a previously adopted board policy or implement a project previously approved by the board in a formal resolution.

SECTION 1.10 A consent agenda may be used for items that can be accomplished within the board-approved budget with clearly specified budget authority.

SECTION 1.11 A consent agenda may be used for items where no board or public comment is anticipated regarding the proposed action.

SECTION 2 Procedure for the Consent Agenda.

SECTION 2.1 When preparing the meeting agenda, the Executive Director and Chair will determine whether an item belongs on the consent agenda.

SECTION 2.2 The Executive Director will prepare a numbered list of the consent items as part of, or as an attachment to the meeting agenda. The list and supporting documents will be included in the board's agenda package in sufficient time to be read by all members prior to the meeting.

SECTION 2.3 At the beginning of the meeting, the chair will ask members what items they wish to be removed from the consent agenda and discussed individually. If any member requests that an item be removed from the consent agenda, it will be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item. Once it has been removed, the chair will decide whether to take up the matter immediately or place it on the regular meeting agenda.

SECTION 2.4 When there are no more items to be removed, the chair or Executive Director will read out the numbers of the remaining consent items. Then the chair will state: "If there is no objection, these items will be adopted." After pausing for any objections, the chair will state "As there are no objections, these items are adopted." It is not necessary to ask for a show of hands.

SECTION 2.5 When preparing the minutes, the Executive Director will include the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

ARTICLE IX VOTING

SECTION 1 Quorum

A quorum is required for binding votes of the Board and all its committees. **A quorum will exist when at least one-third of the Board has voted.** In the case of a critical issue the Chair of the board will send out an email to all NWDB members asking for their votes on the specific issue. The votes will be issued by email and sent to NWDB's program assistant who will collect the votes and report to the Chair of the board.



Northeastern Workforce Development Board Quarterly Zoom Meeting

Thursday, March 11, 2021

10:00 am – 1:00 pm

Attendees

Board Members Present

Nikki Fletcher *Board Chair*, Bangor Savings Bank Human Resources Manager
Erin Benson Aroostook County Action Program (ACAP) Program Coordinator
Andrea Bickford BRS-DBVI Rehabilitation Services Manager
Leah Buck Northern Maine Community College Assistant Dean of Continuing Education
Jennifer Buckingham Tempo Employment Services Presque Isle Manager
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Destiny Demo Cianbro Corporation Senior Human Resources Manager
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Terri Swanson Swanson Consulting and Associates Human Resource Consultant

Board Staff Present

Joanna Russell NWDB Executive Director
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Interested Parties Present

Commissioner John Wombacher Hancock County
Commissioner Peter Baldacci Penobscot County
Betsy Fitzgerald Washington County Manager – Proxy for Commissioner Gardner
Sara McLaughlin Independent Financial Consultant
Susan Cerini EMDC Director of Workforce Services
Leah Gulliver EMDC Workforce Services Assistant Director
Tom Fernands EMDC Manager of IT & Data
Vicki Rusbult EMDC Community & Business Services Director
Anna Stockman EMDC Community & Business Services Planner
Avery Getchell EMDC Young Worker's Academy Graduate
Kathy Williams ACAP Workforce Development Project Director
Kelly Cotiaux Senator Susan Collins' Office Bangor Representative
Trisha House Senator Susan Collins' Office Aroostook County Representative
Edie Smith Senator Angus King's Office State Director
Chris Rector Senator Angus King's Office Regional Representative
Joan Dolan MDOL Apprenticeship & Strategic Partnership Director
Peaches Bass BES WIOA Policy & Evaluation Program Manager
Kim Moore BES Director

Joshua Howe MDOL Workforce Development Program Coordinator
Melissa Harvey BES Director of CareerCenters
Joy Gould DHHS Healthcare Workforce Development Manager
Greg Leavitt Bangor Adult Education Director
Robin Doody Northern Light Health Talent Acquisition Specialist
Molly Ginn Penobscot Job Corps Center Director
Roger Felix Loring Job Corps Center Enrollment Services Manager
Stacey Cyr Madawaska Adult Education Continuing Education Director
Kathy Pelletier RSU 25 Adult Education Director
Kelsey Gosselin MEOC Aroostook and Northern Penobscot County Advisor
Lisa Shaw Bangor Public Library Rural and Small Libraries Specialist

Board Members Absent with Notice

Brent Harford Hammond Lumber Machias Manager
John Herweh MMG Insurance Group Vice President, Human Resources

Board Members Absent without Notice

Traci St. Clair Teamster's Union Local 340 Union Representative
Mike Ballesteros Puritan Medical Products Director of Regulatory Affairs

Minutes

Welcome and Introductions – Nikki Fletcher opened the meeting at 10:00am by welcoming everyone and asking them to introduce themselves by name and organization.

Meeting Minutes from 12/10/20 – Action Item – Nikki Fletcher requested a motion to approve the 12/10/20 minutes. **Dan MacDonald made the motion to approve the meeting minutes from 12/10/20. Patty Perry seconded the motion. Motion approved. See attached pages 6-11 for 12/10/20 minutes.**

Executive Committee Report – Nikki Fletcher – Sheriff Morton appreciated the report presented on behalf of the NWDB and EMDC. He requested further information on the Opioid National Emergency Grant (ONEG) as he is trying to measure the impact of the grant and the recidivism of participants. The Maine JobLink (MJL) does not delve into the incarceration details of participants, but Joanna will be working with Laurie McDonnell, MDOL ONEG Program Specialist, to develop a more specific report for the grant. **See attached pages 12-13 for the Executive Committee Report and pages 14-19 for the January 2021 Sheriff's Report.**

NWDB Executive Directors Report – Joanna Russell – NWDB One Stop Certification Assessment – Action Item – The Maine CareerCenters are the portals to career services and resources and the system is designed to help individuals to acquire the skills necessary to gain meaningful employment while also allowing businesses to access the talent pool they need to improve their organization. Under the Workforce Innovation Opportunity Act (WIOA), state and local partners share common performance goals and are mandated to collaborate to develop and implement a one-stop delivery

system where resources are leveraged for maximum efficiency. The NWDB staff have conducted an assessment of the Northeastern Region's One-Stop Centers and recommends the executive committee and the NWDB to conditionally certify the Comprehensive One-Stop CareerCenter in Bangor and affiliate sites in Dover-Foxcroft, Machias, Presque Isle, and East Millinocket with the caveat that the ADA Compliance Site Certifications have been scheduled to be completed in March and April 2021.

LaNiece made the motion the board conditionally certify the Comprehensive One-Stop CareerCenter and affiliate sites and request the One-Stop Operator to respond to the certified report no later than June 15, 2021. Terri Swanson seconded the motion. Motion approved. See attached pages 20-24 for the NWDB Memo: Recommendation to Adopt the One-Stop System Certification.

Procurement – Action Item – During the September and December quarterly meetings, the board voted to postpone the WIOA Title 1B procurement of services process based on current labor market information. Joanna requested the board to allow the NWDB staff to redevelop the request for proposals (RFPs) and post no later than July 1, 2021 with the award to begin July 1, 2022. ***Heather Pelletier made the motion the board endorse posting the WIOA Service Provider RFPs no later than July 1, 2021 with the award beginning July 1, 2022. LaNiece seconded the motion. Motion approved. Jon Farley and Erin Benson abstained from voting as potential bidders.***

One-Stop Partner MOU and Infrastructure Funding Agreement (IFA) – The infrastructure funding agreement is the document that outlines the full infrastructure cost of the Comprehensive One-Stop CareerCenter in Bangor and mandates all residents and required One-Stop partners to agree to a share of the cost. Joanna is working with Kim Moore at MDOL to complete this process. Once the IFA is complete, the remaining OSP MOU signatory pages will be signed, completing the OSP MOU. The completed OSP MOU must be posted with the updated NWDB Strategic Plan. Erin Benson highlighted if the Northeastern Local Area and its partners cannot come to an agreement, the state will have to implement a plan.

Strategic Planning – The Strategic Planning timeline has been developed and the Strategic Plan must be completed by June 4, 2021 to submit to the State Workforce Board (SWB). ***See attached pages 25-26 for the NWDB Strategic Plan Timeline.*** The NWDB Strategic Plan will be discussed in further detail at the end of the meeting.

Connections to Opportunities, NEG Project – Ben Hawkins – Action Item – The Recovery Works for ME workshops were designed by the NWDB staff and the BARN to educate employers of the benefits of recovery and how to become a “recovery friendly” workplace. While many partner organizations have attended the workshops, it has been challenging engaging employers and businesses to attend. Nikki Fletcher suggested adding training surrounding the human resources aspect of questions businesses are able to ask employees/potential candidates and integrate the current training with guidance on how to navigate the legal aspects of engaging these individuals, whether while interviewing or after hire. In some cases, the HR manager must follow corporate guidance and cannot hire individuals experienced with the legal system and for this reason, are much more difficult to engage. Peaches Bass suggested setting up workshops on site for businesses and speaking with the local chambers of commerce to incorporate the workshop as part of their presentations to businesses.

Terri Swanson suggested finding creative ways to present the workshop i.e., “let us assist your business in developing your recruitment strategies and increase retention”.

Ben presented the **NWDB Recovery Friendly Employer Plan Proposal (see page 27)** and requested to begin the process. **Terri Swanson made the motion to approve NWDB Recovery Friendly Employer Plan as presented. Heather Pelletier seconded the motion. Motion approved.**

NWDB Budget Review – Sara McLaughlin – Action Item – Sara McLaughlin reviewed the **NWDB Budget vs. Actuals for PY20 (see attached pages 28-29)**. Unlike traditional National Emergency Grants, USDOL only released a partial allocation of the ONEG funding and as a state, 70% of the first allocation must be spent before the second allocation will be released. The Northeastern Local Area received a transfer of funding from the Central Western Local Area as the Northeastern service providers ran out of funding. ACAP and EMDC are expending funds as planned but as the state has not yet expended 70% of the funding, the second allocation has not yet been released. **Terri Swanson made the motion to approve the NWDB Budget as presented. LaNiece Sirois seconded the motion. Motion approved.** The board's fiscal agent has requested the finance committee to meet more frequently. Nikki Fletcher and Penobscot County Commissioner Peter Baldacci support biannual finance committee meetings. Joanna will coordinate finance committee meetings for June 2021 and December 2021.

NWDB Program Review – Susan Cerini and Leah Gulliver delivered the **EMDC Program Review (see pages 30-32)**. Erin Benson delivered the **ACAP Program Review (see attached pages 33-35)**.

OSO Report – Erin Benson – The One-Stop Partners have developed several new initiatives. The Yellow Tulip Program is a youth driven organization to “smash the stigma” of mental illness and prevent suicide. Many adult education programs across the region have joined this initiative. EMDC has partnered with the Bangor Housing Authority's Self Sufficiency Program to deliver outreach workshops introducing individuals to the EMDC programs and assisting these individuals in obtaining meaningful and self-sustaining employment. Presque Isle Adult Education has collaborated with Husson University and MMG Insurance Company to transition technology equipment to the Adult Education campus for students who are distance learning. This equipment will also be made available to the local high school students. Washington County Community College, Machias Valley Center for Entrepreneurship, Sunrise County Economic Council, Bangor Savings Bank, New Ventures Maine and several other community partners have collaborated to offer an entrepreneurial pathways program, “Beyond the Business Plan”. The eleven-week program offers instruction from several guest lecturers from across the state and begins March 17, 2021.

Strategic Planning Process & Review – The NWDB staff has contracted with Vicki Rusbult and her team at EMDC to facilitate and write the updated NWDB Strategic Plan while aligning with EMDC's Comprehensive Economic Development Strategy (CEDs). Invitations will be sent to board members, one-stop partners, and all interested partners for the NWDB Stakeholder meetings where attendees are encouraged to provide input and discuss ways to integrate services across the region. The Young Workers Advisory Committee have developed three subcommittees to develop the NWDB Strategic Plan

NWDB Quarterly Meeting Minutes

and have welcomed two graduates of EMDC's Young Mainer's Academy onto the committee. Joanna requested volunteers from the board to join the Strategic Plan Steering Committee. Denise Conary, Heather Pelletier, and Dan MacDonald volunteered. If any board members would like to participate, they are encouraged to reach out to Joanna and Rebecca Bryant. The current NWDB Strategic Plan can be viewed on the NWDB website at <https://www.northeasternwdb.org/strategic-plan-1/strategic-planning/>.

Executive Committee Update – Joanna has decided to transition out of her position at the NWDB and has given ample notice to allow time to aid the executive committee in filling her position. She anticipates exiting her position in March of 2022. The executive committee has decided not to go through the review process at this time but will be discussing a raise, retroactive to the beginning of PY20, and will keep the board informed.

Nikki Fletcher requested a motion to close the meeting. **Patty Perry made motion to close the meeting. LaNiece Sirois seconded motion. Meeting closed at 12:35pm.**

The next quarterly board meeting will be Thursday, September 9, 2021 from 10am to 1pm via Zoom.

Respectfully submitted by Rebecca Bryant.

Northeastern Workforce Development Board (NWDB) General Policies and Procedures INDIVIDUAL TRAINING ACCOUNTS (ITAs)	
Policy 014	EFFECTIVE DATE: 06/10/2021 <i>Revised:</i>
Approved by: NWDB – Executive Director	

Background

Under the Workforce Innovation and Opportunity Act (WIOA), Title 1, Sec. 134(c)(3)(F)(iii) training services for adults and dislocated workers may be provided through Individual Training Accounts (ITAs). Under Sec. 129(C)(2)(D) youth training activities are not subject to the policy governing the issuance and management of ITAs. However, under 20 CFR Sec. 681.550, ITAs may be allowed for out of school youth aged 16-24.

The intent of the WIOA is to allow individuals to take an active role in managing their employment future using ITAs. Adults and dislocated workers receiving training under this approach will receive information they need (i.e., skills assessment, labor market conditions and trends, training vendor performance) to make a well-informed choice about their own employment future and the training to support their decision.

The ITA is established on behalf of a registrant. An individual Service Strategy (ISS) does not constitute an “obligation” of the ITA. WIOA Title 1 adults and dislocated workers in consultation with CareerCenter Staff use the ITA to purchase training services from eligible training providers. Payments from ITAs may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate methods. Payments may also be made incrementally, through payment of a portion of the costs at different points in the training course.

WIOA regulations allow the Local Workforce Development Board (LWDB) to impose limits on the dollar amount and/or the duration for ITAs.

There may be a limit for an individual participant that is based on the needs identified in the training plan; or

There may be a policy decision by the LWDB to establish a range of amounts and/or a maximum amount applicable to all ITAs.

Limitations established by LWDB policies must not undermine but maximize customer choice in the selection of an eligible training provider. ITA limitations may provide for exceptions to the limitations in individual cases.

This policy also clarifies the process and procedures that customers can expect to experience when the choice to seek skills training through WIOA is made.

Policy

Individuals may use ITAs in exchange for training services for skills in demand occupations within the identified industry clusters as defined by the NWDB from training providers on the approved list of eligible training providers (Sections 134(B)(v)(I)(II)). WIOA mandates that all training services (except for on-the-job training, customized training, and incumbent worker training) be provided through the use of ITAs and that eligible individuals shall receive ITAs through the One-Stop Delivery System Sec. 134(c)(3)(F)(iii).

Subcontracted service providers of the NWDB shall issue ITAs at the customer's request under the following conditions: Sec. 134(c)(3)(A)(i)

- h. Funds are available,
- i. The customer chooses an eligible training provider consistent with the ETPL,
- j. The customer is eligible for Training services,
- k. The customer is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment and in need of training to obtain economic self-sufficiency and comparable or higher wages,
- l. The customer has the skills and qualifications to successfully participate in the selected program of training,
- m. The customer demonstrates appropriate career choices based on work experience and occupational preferences. There is a reasonable expectation of completing training and a reasonable expectation of obtaining employment,
- n. ITAs are granted in high-growth employment sectors within the designated industry clusters as determined and documented in the Local Area Plan.

I. General:

1. Individual Training Accounts (ITAs) are established on behalf of an eligible individual to finance training services (§680.2304.).
2. WIOA Title I Adults and Dislocated Workers (DW) will select from the list of eligible training providers who best meet their needs in consultation with their case manager (§680.340)
3. Training shall be directly linked to occupations within industry clusters that are in demand in the local area or in another area if the customer is willing to relocate. The NWDB's subcontracted service providers approve training services for occupations within industry clusters which have been determined to have a high potential for sustained demand or growth in the local area Sec. 134(c)(3)(F)(v).

II. Eligibility for Individual Training Accounts

1. WIOA funding for training is limited to eligible participants who:
 - a. Are unable to obtain grant assistance from other sources to pay the costs of their training Sec. 134 (a) (3) (A) (B) (i) (I)
 - b. Require assistance beyond that available under grant assistance from other sources to pay the costs of such training Sec. 134 (a) (3) (A) (B) (i) (I) (II)

III. Local Policy

1. Participants will receive assessment, counseling, prior to enrollment into a training program.
2. The following elements are mandated by both State and Local Area regulations before arranging for WIOA training services:

- a. The training will be limited to skills relevant to demand occupations in identified industry clusters as defined and listed in the Northeastern Local Area's Plan.
- b. Participants will be informed of the demand occupations or skills and how exceptions to the list of locally recognized in-demand occupations will be handled. The NWDB will be consulted, when necessary, should exceptions to the recognized in-demand occupations be significant sectors for ITAs.
- c. The participant will have access to the list of eligible providers through the CareerCenter system. Note: BES will provide a published list of eligible training providers electronically: participants must be able to access WIOA training services from any eligible training provider on the State list.
- d. ITAs may include fees for books, special fees levied by eligible providers, educational materials, clothing/footwear necessary for training to the extent documented in Northeastern Local Area's Plan.

IV. Payments of ITAs (680.230):

- 1. Payments may be made in a variety of ways, including electronic transfer of funds through financial institutions, vouchers, or other appropriate methods.
- 2. The NWDB's subcontracted Service Providers will determine when payments will be made, incrementally or at different points in the training.
- 3. The NWDB subcontracted service providers will not pay for a course that has been previously failed. Supportive service funding may be used for tutoring.

V. Limitations on ITAs:

- 1. The NWDB may impose limitations on the dollar amount and/or duration based upon criteria established by the Board [680.340].
- 2. There may be a limit for an individual participant based on the participant's needs as identified in the training plan or the NWDB may establish a range of amounts and/or a maximum amount applicable to all ITAs [680.340].
- 3. School supplies and books are paid out of supportive services and are covered under that policy.
- 4. ITA financial limitations may vary depending on the federal funding source, the duration of the award, and customer needs that will be addressed. Providing a program title has sufficient funds, and after Pell and scholarships have been applied, a maximum financial limit of up to \$9,000 over the entire period of a customer's enrollment has been established by the Northeastern Workforce Development Board, for tuition starting from the initial training enrollment date, contingent upon the availability of funding. Any exceptions to this financial limit must have prior approval of the NWDB Executive Director. The objective will be to extend the resources available for these services by aggressively leveraging other resources of both WIOA partner programs and outside sources of financial aid.
- 5. When an individual selects training, other sources must be considered to supplement the use of WIOA funds to finance an ITA. The other sources may include the Competitive Skills Scholarship Program (CSSP), scholarships, Pell Grants, severance pay, individual financing, etc. [680.230].

VI. ITAs for Youth (\$681.550):

1. ITAs are not allowed for in school youth except for those individuals aged 18 and above who are eligible for training services under the adult and dislocated worker programs.
2. ITAs are allowed for all out-of-school youth, ages 16–24. If youth funds are used, the Eligible Training Provider List (ETPL) must be used.
3. To the extent possible, in order to enhance youth participant choice, youth participants should be involved in the selection of educational and training activities.

VII. Other Mechanisms for Payment [Sec. 134(a)(3)(G)(ii)(I – VI)]

1. Contracts for services may be used instead of ITAs when:
 - a. the services provided are on-the-job training (OJT) or customized training;
 - b. the LWDB determines that there are an insufficient number of eligible training providers in the local area to accomplish the purpose of the ITA in designated/identified industry clusters;
 - c. the LWDB determines that there is a training program of demonstrated effectiveness offered by a community-based or faith-based (CBO, FBO) or another private organization to service special participant populations that face multiple barriers to employment. The LWDB will develop criteria to be used in determining demonstrated effectiveness, particularly as it applies to the special participant population to be served.

The criteria will normally include:

- i. Financial performance of the organization;
- ii. Demonstrated performance in the delivery of services for participant populations through such means as program completion rate, attainment of the skills, certificates, or degrees; the program is designed to provide placement after training in unsubsidized employment, retention in employment; and,
- iii. How the specific program related to the workforce investment needs.

VIII. Coordination of ITAs with Other Grant Assistance

WIOA limits funding for training to individuals who are unable to find other grant assistance or whose financial needs exceed the assistance available from other sources. WIOA funds are intended to be coordinated with other sources of funding and to avoid duplication [680.230]. Service Providers will work with partners to establish policies ensuring resources, including CSSP, scholarships, TAA, and Pell, are leveraged and coordinated with WIOA funding. Financial resources shall be determined on the availability of funding for either training costs or supportive services with the goal of planning for the completion of the training program.

Direct Inquiries to:

Executive Director

Northeastern Workforce Development Board

P.O. Box 737

Bangor, Maine 04401

(207)992-0770



NWDB Executive Committee Meeting Report

ONEG Update – Ben Hawkins delivered the NWDB Recovery Friendly Employer Plan Proposal to the executive committee. Ben explained that while the Opioid National Emergency Grant (ONEG) is not designed specifically for direct employer engagement, the frontline team is working diligently to leverage all possible avenues to include employer recruitment. Much of the plan incorporates structure from New Hampshire’s Recovery Friendly Workplace Initiative which has opened many doors to those in recovery. The plan will include information about the ONEG and workforce system, presented in a digestible manner for employers along with an executive summary of the Recovery Works for ME workshop. **On behalf of the board the NWDB Executive Committee approved the proposal.**

One-Stop CareerCenter Certification – The NWDB Executive Committee reviewed and approved the proposed One-Stop CareerCenter Certification tool and agreed to serve as the OS Certification Advisory Committee.

The certification tool was used to assess all sites including the affiliates in the northeastern region. This was the first time the centers have been reviewed and assessed for certification as required under WIOA law.

The NWDB will continue site visits every two years with the next review scheduled for early 2023. The NWDB will strive to increase and improve services and resources.

Based on the findings from the *NWDB Certification Tool* and the *WIOA Section 188 Compliance Tool*, the NWDB considered the following three verdicts for certification during the March 11, 2021, meeting:

4. Certification granted
- 5. Provisional Certification with plan and timeline for meeting standards**
6. Not Certified

The NWDB voted for option 2, Provisional Certification, for all sites, with the understanding a full ADA Compliance site review will be completed at all sites listed above by Eric Dibner, Maine ADA/Section 504 Accessibility Coordinator during the month of April 2021.

Follow up: Eric Dibner completed all site reviews and submitted a report listing all findings and suggested a corrective action plan. All site administrators have acknowledged the report and are preparing an action plan due to the NWDB by June 30, 2021.

Based on the completion of all site reviews, site administrators acknowledging the need to develop an action plan and agreeing to submit the plan by June 30, 2021, the board is being asked to formally approve the One Stop Certification for April 2021.

Update CareerCenter Lease Between MDOL/EMDC – After a discussion with Jon Farley, Lisa Haskell, the financial analyst for employment services, emailed Joanna and Jon to inform them there will not be an opt-out clause included in the CareerCenter lease. She further noted that if finances decrease, EMDC may decrease their foot size within the CareerCenter without issue but there is not a clear understanding of what, if anything, may change in the event of a pandemic.

Most CareerCenter tenants remain working remotely as the centers are not open to the public. Nikki's previous concerns were surrounding the expenses to CareerCenter tenants while the building is unoccupied. The CareerCenter lease states expenses will fluctuate depending on costs incurred and tenants are not billed a flat rate. The executive committee agrees and understands the circumstances as presented. The NWDB EC voted to allow EMDC to sign the lease as submitted.

Strategic Planning – The NWDB EC discussed the need to update the board's strategic plan. The committee reviewed the 2016 planning process which included a retreat in Millinocket with partners and board members and the outcome was very positive. Though the current plan is very strong, and much will likely follow the same structure, Joanna discussed the need to include the impacts of Covid-19 and the addition of increased remote services.

Board members and partners will be brought together for this process during stakeholder meetings facilitated by EMDC. Nikki suggested breaking into two-hour sessions at most as lengthier meetings can become difficult to schedule and there seems to be less interaction towards the end of longer meetings.

The NWDB EC did approve the request to hire EMDC to write the plan and facilitate strategic planning process. Prior to this decision Joanna had reached out to EMDC, and Cooperative Development Institute, (CDI) Rob Brown inquiring about their interest and ability to facilitate and write the plan. Both responded positively. The NWDB EC considered both organizations' experience, knowledge, and time involved with the workforce system. The other deciding factor included EMDC's request to integrate the Comprehensive Economic Development Strategy with the NWDB's strategic plan. The NWDB EC decided to contract with EMDC.

EMDC will submit the rough draft to the NWDB staff and after review and approval will email it to the full board for review, discussion, and a vote to post online for public comment.

ONEG Northeast Region Sheriffs' Report – Joanna was contacted by Sheriff Troy Morton, president of the Maine Sheriff's Association (MSA) requesting an update on the ONEG as he had written a letter of recommendation for the grant. Joanna offered to deliver a presentation to the MSA, but members unanimously declined. Joanna and Ben Hawkins worked with the NWDB service providers EMDC and ACAP to create a report for the Sheriffs in the northeastern region. The reports are on file if anyone would like to review them, please send a request to Joanna Russell. jrussell@northeasternwdb.org

Other

1. Nikki suggested that the NWDB recruit Anne Marie Storey from Rudman Winchell to discuss employment laws surrounding individuals with a RAP sheet and/or who are in recovery. Ben and Joanna met with Deb Neuman from the Bangor Region Chamber of Commerce later to discuss ways to engage all local area chambers of commerce. Joanna agreed to work with Ben to investigate the appropriate person to present regarding employment law.
2. The Executive Committee discussed current conditions due to the pandemic, the Governor's new mandates related to masks, etc. The EC agreed to continue to have NWDB staff members work remotely. All agreed to revisit this issue in October once school starts.

DOUBLE CLICK ON PICTURE BELOW TO ACCESS POWERPOINT

NORTHEASTERN WORKFORCE DEVELOPMENT BOARD (NWDB)



northeastern

WORKFORCE DEVELOPMENT BOARD

Plan at a Glance

Mission

The Northeastern Workforce Development Board is a local organization dedicated to bringing together employers and employees in **Aroostook, Hancock, Penobscot, Piscataquis, and Washington Counties** to promote a healthy economy in the region. We seek to provide citizens with access to training and educational opportunities and the necessary support to obtain sustainable employment that leads to a livable wage as defined by the Maine State Workforce Board and provide employers with a skilled workforce.

The Northeastern Workforce Development Board will direct the use of employment resources for the benefit of our citizens and current and future employers by:

- More effectively providing services to job seekers and employers.
- Addressing skill gaps impeding economic growth.
- Developing career pathways that support the efforts of workers to access higher wages and more skilled employment.

For more information, please visit www.northeasternwdb.org.

REACH



Reach your potential through lifelong learning.

FULFILL



Fill your business with capable, passionate employees.

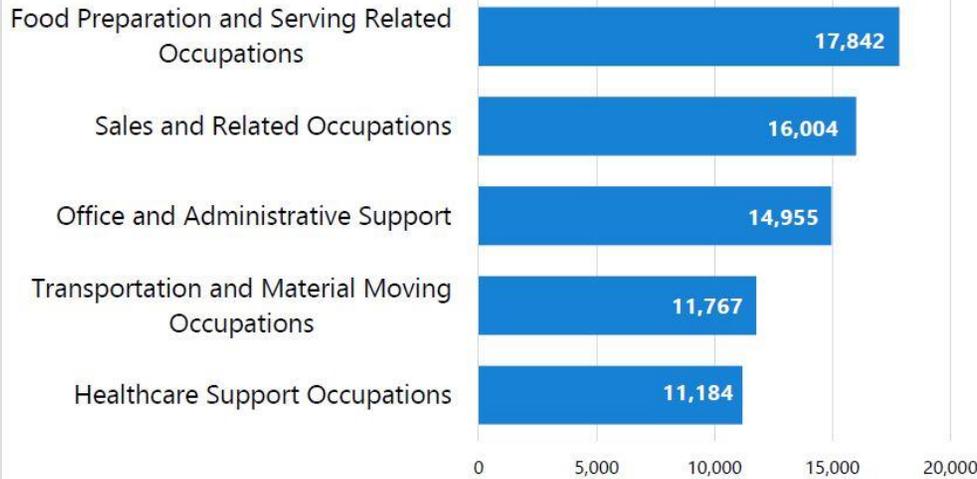
ATTAIN



Attain your dream career.

Top 5 Replacement Demand by Occupation

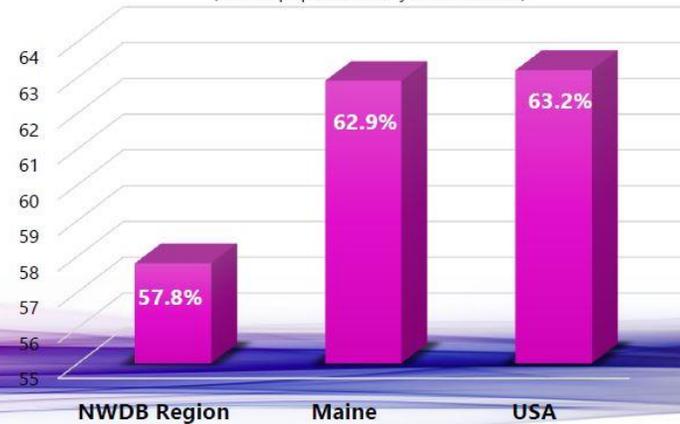
Forecast over the next 10 years



Replacement Demand will drive workforce demand over the next ten years and thus will be an important focus of regional workforce strategies – while there will be growth in healthcare and some industry sub-sectors, workforce demand will be driven largely by the demand for replacement workers (workers retiring or otherwise leaving the workforce). It is projected that replacement demand will drive the need for 140,315 positions with the highest occupations and corresponding jobs shown to the left.

Labor Force Participation Rate, 2019

(civilian population 16 years and over)



The unemployment rate for the NWDB region was 6% as of March 2021, which was higher than the state average of 5.4%. Within the NWDB region the civilian labor force is estimated at 156,676 with a 57.8% labor force participation rate (2021). The participation rate in the NWDB is 5.1 percentage points lower than that of Maine at 62.9% and the U.S. at 63.2%.





Strategies

- Continue facilitating robust meetings among groups of partners including those focused on the One Stops, Adult Education, and the implementation of other Core Programs.
- Develop committees on an as-needed basis to address new challenges or capitalize on new opportunities and initiatives.
- Encourage the “cross pollination” of board memberships by encouraging partners to serve on the NWDB and NWDB representatives to serve on partner boards.
- Improve mechanisms of communications to ensure that all partners are operating efficiently through awareness of all the resources in the region that can support job seekers and employers while avoiding duplicating services.
- Engage with businesses regularly and meaningfully to understand their projected workforce needs and current challenges.
- Recognize emerging industries that lead to job opportunities (e.g., clean energy, climate change, changing technologies).
- Capitalize on new program initiatives to engage employers and develop new training activities while working towards piloting new ideas and strategies that may be applied to other industries.
- Collaborate with partners and employers to develop a deep understanding of career pathways and utilize that information to develop better training programs and help job seekers, both unemployed and underemployed, to make informed decisions.
- Cross sharing information with state, regional, and local partners to support entrepreneurship and business/job creation including Small Business Development Center, start-up initiatives, and services through the higher education system.
- Strengthen collaborations with workforce service providers to ensure access for all individuals with barriers including formerly incarcerated, youth, long-term unemployed, and individuals with disabilities.



Vision

The Northeastern Workforce Development Board, as an active member of the region’s overall economic, educational and social service network, effectively identifies and responds to workforce development changes and needs of businesses and workers alike as they strive to create and expand economic opportunities within the region’s high wage, high growth industries. This action reinforces the direct alignment with the Comprehensive Economic Development Strategy (CEDS) developed by regional economic partners. To view the current CEDS plan, click here:

<https://www.emdc.org/wp-content/uploads/2019/09/CEDS-for-Web-2019.pdf>

Key Priorities



- Communication
- Upskill job seekers to meet employer needs
- Improve coordination and seamlessness of workforce system for customers and partners
- Grow labor force
- Assess, Adapt, & Administer



Priority Industries



Healthcare

Manufacturing



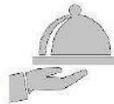
Technology

Additional Industries



Educational Services

Accommodation
and Food Services



Construction

Opportunities

- Replacement demand will drive workforce needs
- Healthcare industry and occupations projected to increase
- Emerging industries in technology and clear energy are expected to drive new employment demands
- With high levels of self-employment in the region, outreach and engagement strategies with industry must involve means to include small businesses and entrepreneurs along with the typical, larger employers
- Higher education assets spread throughout the region is a clear asset for meeting the workforce development demands of many occupations
- Higher-than-national/state percent of population with associate degrees making the region well-suited for middle skill jobs
- Underemployed population who can advance into higher skill, higher wage jobs through additional workforce, education, and training services
- Increasing numbers of immigrants and persons of color are moving to the region

Challenges

- Declining population, which is slightly older and less wealthy than the U.S. as a whole
- The percent of workers in the region who are over the age of 55 as an indicator of the impact of future retirements. Many industries, such as manufacturing, health care and social assistance, and government in the region have high percentages of workers who are nearing retirement age and will likely need new workers
- Lower higher education attainment rates of existing population for bachelor's degrees or more
- Lower labor force participation rates than U.S. as a whole
- Low projected job growth resulting from industry growth
- Industries with highest average wages tend to be those without significant levels of employment in the region



Northeastern Workforce Development Board

WIOA Funding Trends - 2018 to 2021

	2018			2019			2020			2021		
	NWDB	Maine*	% of Total									
NWDB												
Adult	\$ 778,580	\$ 2,086,099	37%	\$ 615,647	\$ 1,872,894	33%	\$ 669,735	\$ 1,811,220	37%	\$ 609,687	\$ 1,884,970	32%
Youth	882,076	2,288,328	39%	697,364	2,056,436	34%	728,593	1,906,050	38%	662,858	1,978,746	33%
DW	585,402	1,617,329	36%	551,909	1,559,060	35%	536,195	1,537,717	35%	445,025	1,393,757	32%
Total	\$ 2,246,058	\$ 5,991,756	37%	\$ 1,864,920	\$ 5,488,390	34%	\$ 1,934,523	\$ 5,254,987	37%	\$ 1,717,570	\$ 5,257,473	33%
Inc/(Dec)				(381,138)	(503,366)		69,603	(233,403)		(216,953)	2,486	
				-17%	-8%		4%	-4%		-11%	0%	

*Maine = portion going to LWDB's after state 10% set-aside and 5% administration

Northeastern Workforce Development Board

WIOA Funding by County - 2021 & 2020

2021				2020				Inc/(Dec)			
Adult	Program	Admin	Total	Adult	Program	Admin	Total	Adult	Program	Admin	Total
Aroostook	166,437.00		166,437.00	Aroostook	206,322.00		206,322.00	Aroostook	(39,885.00)		(39,885.00) -19%
Washington	80,511.00		80,511.00	Washington	93,306.00		93,306.00	Washington	(12,795.00)		(12,795.00) -14%
Hancock	77,082.00		77,082.00	Hancock	82,818.00		82,818.00	Hancock	(5,736.00)		(5,736.00) -7%
Penobscot	196,421.00		196,421.00	Penobscot	190,785.00		190,785.00	Penobscot	5,636.00		5,636.00 3%
Piscataquis	28,267.00		28,267.00	Piscataquis	29,531.00		29,531.00	Piscataquis	(1,264.00)		(1,264.00) -4%
Total	548,718.00	60,969.00	609,687.00	Total	602,762.00	66,973.00	669,735.00	Total	(54,044.00)	(6,004.00)	(60,048.00) -9%
ACAP	166,437.00			ACAP	206,322.00			ACAP	(39,885.00)		
EMDC	382,281.00			EMDC	396,440.00			EMDC	(14,159.00)		
DW	Program	Admin	Total	DW	Program	Admin	Total	DW	Program	Admin	Total
Aroostook	69,419.00		69,419.00	Aroostook	86,965.00		86,965.00	Aroostook	(17,546.00)		(17,546.00) -20%
Washington	32,954.00		32,954.00	Washington	35,103.00		35,103.00	Washington	(2,149.00)		(2,149.00) -6%
Hancock	98,079.00		98,079.00	Hancock	127,683.00		127,683.00	Hancock	(29,604.00)		(29,604.00) -23%
Penobscot	188,481.00		188,481.00	Penobscot	219,218.00		219,218.00	Penobscot	(30,737.00)		(30,737.00) -14%
Piscataquis	11,589.00		11,589.00	Piscataquis	13,606.00		13,606.00	Piscataquis	(2,017.00)		(2,017.00) -15%
Total	400,522.00	44,503.00	445,025.00	Total	482,575.00	53,620.00	536,195.00	Total	(82,053.00)	(9,117.00)	(91,170.00) -17%
ACAP	69,419.00			ACAP	86,965.00			ACAP	(17,546.00)		
EMDC	331,103.00			EMDC	395,610.00			EMDC	(64,507.00)		
Youth	Program	Admin	Total	Youth	Program	Admin	Total	Youth	Program	Admin	Total
Aroostook	170,592.00		170,592.00	Aroostook	212,987.00		212,987.00	Aroostook	(42,395.00)		(42,395.00) -20%
Washington	84,971.00		84,971.00	Washington	98,980.00		98,980.00	Washington	(14,009.00)		(14,009.00) -14%
Hancock	78,906.00		78,906.00	Hancock	85,739.00		85,739.00	Hancock	(6,833.00)		(6,833.00) -8%
Penobscot	235,110.00		235,110.00	Penobscot	229,752.00		229,752.00	Penobscot	5,358.00		5,358.00 2%
Piscataquis	26,994.00		26,994.00	Piscataquis	28,277.00		28,277.00	Piscataquis	(1,283.00)		(1,283.00) -5%
Total	596,573.00	66,285.00	662,858.00	Total	655,735.00	72,858.00	728,593.00	Total	(59,162.00)	(6,573.00)	(65,735.00) -9%
ACAP	170,592.00			ACAP	212,987.00			ACAP	(42,395.00)		
EMDC	425,981.00			EMDC	442,748.00			EMDC	(16,767.00)		
Total				Total				Total			
ACAP	406,448.00			ACAP	506,274.00			ACAP	(99,826.00)		-20%
EMDC	1,139,365.00			EMDC	1,234,798.00			EMDC	(95,433.00)		-8%
Admin	171,757.00			Admin	193,451.00			Admin	(21,694.00)		-11%
	1,717,570.00				1,934,523.00				(216,953.00)		-11%

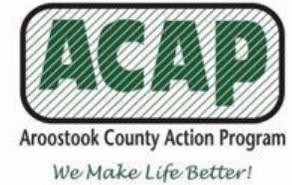
Northeastern Workforce Development Board

Proposed Budget - Fiscal Year July 2021 to June 2022

Funding Overview (Multi-Year)	2020 WIOA	2021 WIOA	NDWG Opioid I	NDWG Opioid II	Total
Contract No.	CT 12A 20200604*3718	TBD		TBD	
Start Date	7/1/20	7/1/21	3/1/20	1/1/21	
End Date	6/30/22	6/30/23	12/31/21	2/28/22	
Award Amount	\$ 1,934,523	\$ 1,717,570	\$ 702,494	\$ 916,165	\$ 5,270,752
Admin	193,451	171,757	97,749	64,116	527,074
Program	1,741,072	1,545,813	604,745	852,048	4,743,678
Spent as of 5/30/21	672,526	-	660,968	-	1,333,494
Admin	71,115	-	71,682	-	142,796
Program	601,412	-	589,286	-	1,190,698
Estimated Spend Jun 2021	199,085	-	22,027	-	221,112
Admin	18,168	-	6,569	-	24,736
Program	180,917	-	15,459	-	196,376
Estimated Reserve for FY 22+	-	330,003	-	-	330,003
Admin	-	20,841	-	-	20,841
Program	-	309,163	-	-	309,163
FY 21-22 Budget	1,062,912	1,387,567	19,499	916,165	3,582,518
Admin	104,169	150,916	19,499	64,116	338,700
Program (Estimated)	958,743	1,236,650	-	852,048	3,243,818

Detailed Administrative Budget	2020 WIOA	2021 WIOA	NDWG Opioid I	NDWG Opioid II	Total	5/31/21 Actuals
Salary & Wages	\$ 43,726	\$ 63,349	\$ 13,131	\$ 43,176	\$ 163,381	144,177
Fringe Benefits	15,304	22,172	4,596	15,112	57,184	54,676
Travel	1,225	1,775	-	-	3,000	1,798
Supplies	408	592	-	-	1,000	792
Other						
Bank Charges	20	30	-	-	50	39
Conferences & Training	817	1,183	-	-	2,000	240
Dues & Subscriptions	510	740	-	-	1,250	1,008
Equipment Lease & Maintenance	510	740	-	-	1,250	1,028
Insurance	817	1,183	-	-	2,000	2,000
Legal Notices	204	296	-	-	500	-
One Stop Operator Management	4,084	5,916	-	-	10,000	-
Outreach	-	-	-	-	-	6,000
Parking	-	-	-	-	-	-
Postage	204	296	-	-	500	314
Professional Fees:						
Audit	1,429	2,071	-	-	3,500	3,500
Fiscal Mgmt.	23,890	34,610	-	-	58,500	54,000
Rent	2,993	4,336	-	-	7,329	6,718
Software Licenses	613	887	-	-	1,500	1,034
Telephone	1,429	2,071	-	-	3,500	3,359
Web Design & Maintenance	82	118	-	-	200	31
Indirect Costs	5,903	8,552	1,773	5,829	22,056	19,885
Total, Administrative	104,169	150,916	19,499	64,116	338,700	300,601

Last year's approved budget 387,952
-15%

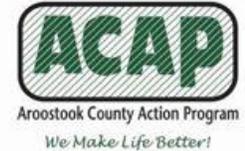


2021		2020		Inc/(Dec)		
Aroostook	Program	Aroostook	Program	Aroostook	Program	
Adult	166,437.00	Adult	206,322.00	Adult	39,885.00	-19%
DW	69,419.00	DW	86,965.00	DW	17,546.00	-20%
Youth	170,592.00	Youth	212,987.00	Youth	42,395.00	-20%

- Loss of \$39,500 in Direct Participant Services (training, OJT, work experience, & support services)
- Loss of one career counselor—GPS Workforce released presentation of youth participant on the value of CC
- AC unemployment is 6.8% as of April 2021; 6.6% April 2016; \$14K fewer dollars now; \$39.5K fewer for PY21
- Additional UI of \$300 per week LWA ends in September
- 2020 Census shows loss of population, which affects funding on many levels
- Real estate sales shows increase in population after census, won't see number until April 2022



New Initiatives



- Northern Light Health, MSAD #1 Adult & Community Ed, ACAP
- Supported 5 women in MA training, all 5 are employed
- Customized Training with 7 participants
- Guaranteed employment after passing national exam
- Co-enrollment of NEG participants been instrumental as state waits for remaining funds
- Outreach through local media, FB, and providers
- NEG enrollment goal met with 2 remaining quarters, and extension



- Cheryl—unemployed 26 weeks, collecting UI & SNAP
 - 14 –week MA Training with transportation & uniform support
 - Full-time employment in February, almost \$16 hour + benefits Cheryl—unemployed 26 weeks, collecting UI & SNAP
- Meagan—company closed its doors
 - Co-enrolled with Trade, WIOA provide internet, travel, car repairs
 - Attended NMCC for MA, graduated May 2021, employment with NLH
- Colton—unemployed, parenting youth, needed sustainable work
 - Co-enrolled with CSSP, WIOA provided childcare
 - Graduated from NMCC’s Diesel Hydraulics in May, employed by MDOT

Challenges

- Met adult enrollment goal, will meet DW goal, 57% of youth goal
- Youth Counselor position a struggle
- Successful youth workforce academy, canceled following two
- Strategies for PY21
- More realistic enrollment goal
- Waiver to work with 50% ISY, connect with guidance community to recruit senior for summer youth academy/employment
- Collaborate with ACAP's IOY grant and Youth Homelessness grant
- New Youth Counselor will spend 2 days/week in northern AC



northeastern
WORKFORCE DEVELOPMENT BOARD

Moving Forward



Aroostook County Action Program

We Make Life Better!

- Mitigate 20% reduction—Board, MDOL, Aroostook Delegation
- Submitted WANTO Grant; look for other opportunities
- Potential for blending & braiding of programs
- Supplement with PY20 remaining funds; PY22 becomes problematic
- Review levels of support—affects new Customized Training partnership
- Advocate for Pell grants covering short term trainings