

RIDER E  
Northeastern Workforce Development Board  
Strategic Plan Timeline

Date	Time	Action	Leads	
<b>February</b>				
2.10.25	8:30-9:30	Review draft timeline and services contract	Galan	
2.17.25	8:30-9:30	EMDC/NWDB Steering Committee 1. Review Service contract draft terms 2. Review timeline draft 3. Clarify roles/responsibilities	Galan	
2.24.25	8:30-9:30	EMDC/NWDB Steering Committee 1. Present new timeline draft 2. Review roles/responsibilities 3. One-drive overview	Galan  Morgen	
2.28.25		-Draft <b>Section 5</b> (Wagner Peyser Services) & <b>Section 8</b> (Jobs for Veterans State Grants)  -Execute final timeline and services contract	Jaida  Galan/Susan	  Morgen- send out for signature
<b>March</b>				
3.3.25	8:30-9:30	EMDC/NWDB Steering Committee 1. Prepare business survey, youth survey, timeline, for QBM to send out with agenda by 3-7-25	Jaida	Galan- draft outline of LAWP plan for 3.13.25 QBM
3.10.25	8:30-9:30	EMDC/NWDB Steering Committee	Jaida	
3.13.25	10:00-12:30PM	Present timeline, business surveys, youth surveys, and Plan of Action at NWDB Quarterly Board meeting	Galan/Susan	
3.17.25		EMDC/NWDB Steering Committee	Jaida	
3.19.25		Distribute Business Survey & Youth Survey - Develop google survey	Morgen/Jaida Morgen/Jaida	

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3.19.25	TBD 2 blocks of time	Interview Core Partners- BES,VR,Adult Ed, WIOA IB	Galan/Jessie	Galan/Jessie-Draft Interview questions
3.24.25		EMDC/NWDB Steering Committee	Jaida	
3.26.25		Draft <b>Section 3</b> (Local One-Stop Delivery System), <b>Section 7</b> (Cooperative Agreements), <b>Section 9</b> (Fiscal, Performance, & Other Functions	Jaida	
3.27.25		Interview with NWDB Young Worker's Advisory Committee	Galan/Dodie	Galan/Dodie- Send Agenda with interview questions
3.28.25		Interview NWDB Board members	Galan/Jaida	Galan- Send interview questions with agenda
3.31.25		EMDC/NWDB Steering Committee	Jaida	
<b>April</b>				
4.2.25		Draft <b>Section 2</b> (Local Workforce Development System), <b>Section 6</b> (Title II – Adult Education & Literacy Programs), Appendices 2,3,4,6,7,8,9,10,11,12,13,14,15,16	Jaida	
4.7.25		EMDC/NWDB Steering Committee	Jaida	
4.10.25		Draft <b>Section 4</b> (Adult Dislocated Worker & Youth Program Services), <b>Section 10</b> (Performance Accountability), Appendix 1 (Economic & Workforce Data)	EMDC, Workforce Development	
4.14.25		EMDC/NWDB Steering Committee	Jaida	
4.14.25	Bangor	Interview with NWDB Stakeholders in Piscataquis, Hancock, Penobscot Counties	Galan/Jaida	Morgen- reserve Bangor Career Center Prepare agenda Prepare data reports & Presentation
4.15.25	Presque Isle	Interview with NWDB Stakeholders in Aroostook County	Galan/Jaida	Morgen- reserve PI Career Center space
4.16.25	Washington	Interview with NWDB Stakeholders in Washington County	Galan/Jaida	Morgen- reserve Machias Career Center Space

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4.21.25		EMDC/NWDB Steering Committee	Jaida	
4.23.25		Interview one-stop partners meeting	Jessie	
4.24.25	9:00-10:30AM	Interview NWDB Youth Stakeholder Meeting	Galan/Jaida	
4.18.25		<b>Section 1</b> (LAWP Planning/Regional Analysis), <b>Section 11</b> (Local Board Assurances),	Jaida Morgen	
4.28.25		EMDC/NWDB Steering Committee	Jaida	
4.28.25		Draft Executive Summary & Introduction	Jaida	
<b>May</b>				
5.5.25		EMDC/NWDB Steering Committee	Jaida	
5.6.25		NWDB member interview	Galan	
5.8.25		NWDB member interview	Galan	
5.8.25		Adult Education interview	Galan	
5.12.25		EMDC/NWDB Steering Committee	Jaida	
5.13.35		BES interview	Galan	
5.19.25		1 <sup>st</sup> Draft Complete	Jaida	
5.21.25		Open for Public Comment Final draft incorporating changes from NWDB partner/agency review meeting (public comment period) 10-14 DAYS	Morgen	
5.19.25		EMDC/NWDB Steering Committee	Jaida	
5.26.25		EMDC/NWDB Steering Committee	Jaida	
5.30.25		Close Public Comment	Morgen	
5.30.25		Edits from public comment added(Final draft completed)	Jaida/Morgen	
<b>June</b>				
6.2.25		EMDC/NWDB Steering Committee	Jaida	
6.5.25		Present final report to Executive Committee	Galan	
6.9.25		EMDC/NWDB Steering Committee(in the event LAWP isn't submitted)	Jaida	

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6.13.25		Submit LAWP	Galan	
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## **NWDB Board Member LAWP Meeting**

**May 6<sup>th</sup> 2:30pm-4pm, May 8<sup>th</sup> 8:30am-10am**

### **AGENDA**

1. Welcome
2. Review of LAWP Timeline
3. PowerPoint Overview
4. Review of Stakeholder Forum Feedback
5. Identify Key Priorities for LAWP
6. Next steps



**Young Workers Advisory Committee Monthly Meeting  
January 23rd, 2025 9am-10:30am**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83751075790?pwd=CYfUpTwxMxHab-EOZMFkU34wHGyMX0.1>

**Meeting ID: 837 5107 5790**

**Passcode: 420608**

**Telephone Conference Dial: 1-646-876-9923 Meeting ID: 837 5107 5790**

**AGENDA**

1. Welcome and Introductions – Galan
2. Strategic Planning- Youth Voice- Galan
3. Network and Sharing Success Time- Everyone

**Next Meeting February 27th, 2025 ~ 9am-10:30am**



**Young Workers Advisory Committee Monthly Meeting  
February 27th, 2025 9am-10:30am**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83751075790?pwd=CYfUpTwxMxHab-EOZMFkU34wHGyMX0.1>

**Meeting ID: 837 5107 5790**

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**AGENDA**

1. Welcome and Introductions – Dodie
2. Youth Surveys- Galan
3. Training Ideas- Dodie
4. Update on NAMI training- Galan
5. Who's missing from YWAC- Dodie
6. Network and Sharing Success Time- Everyone
7. Adjourn

**Next Meeting March , 27 2025 ~ 9am-10:30am**



## Northeastern Workforce Development Board Young Workers Advisory Committee

Thursday March 27, 2025  
9:00 am – 10:30 am

### Attendees

**Galan Williamson** NWDB Executive Director  
**Dodie Emerson** Downeast Community Catalyst  
**Kimberly Delano** Blindness Rehabilitation Specialist DBVI  
**Edie Smith** Senator Angus Kings Office  
**Stacey Cyr** Adult Education Director Valley Unified  
**Bobbi Hyson** Career Trainings Services Director Penobscot Job Corps  
**Stanley Sluzenski** CTE Director St. Croix Regional Technical Center  
**Ander Thebaud** Director RSU 24 Adult Education  
**Dan McDonald** Director of Adult and Alternative Education Caribou  
**Doug Dieckmann** Case Work Supervisor Vocational Rehabilitation  
**Sam Giasson** EMDC Director of Youth Services  
**Madeline Bradfield** Loring Job Corps Outreach and Admission Manager  
**Kelly Cotiaux** Senator Susan Collins Office  
**Ander Thebaud** Director RSU 24 Adult Education  
**Lisa Shaw** Small/Rural Libraries & Workforce Development Specialist  
**Saydee Plaster** EMDC Workforce Development Specialist

### Meeting Notes

**Youth Survey – Galan Williamson – Galan Williamson** shared the Board has up until June 15<sup>th</sup> to release a Local Area Workforce Plan, but we hope to post a draft for public comment in May. The Youth Survey was sent out last week to our partners, all youth we could send it to from MJL (about 700 youth), and YWAC members have been sharing it. Our goal is to get 150 responses by April 20<sup>th</sup>. The survey has been out for less than a week and there are already 95 responses, and it is heavily dominated by youth in Aroostook County. We want to get a good sample from all counties. **Galan** shared we will be doing Stakeholder Forums in Machias, Presque Isle, and Bangor, and a registration form was sent out. We are hoping for a diverse group from all sectors. We are hoping to do a data walk and share the data that was pulled by EMDC who we are contracting with to write the Local Area Plan. YWAC members are encouraged to share our surveys with their contacts. The Board staff and EMDC will put together a draft of the plan and the Board and CEOs will approve it, and we want to make sure we get enough feedback on it. The Local Area Plan also needs to be aligned with the State Board plan. Galan asked the YWAC a series of questions to contribute to the Local Area Plan. Questions and answers listed below:

**Question 1: What partnerships are people working with, and what attainments do young people need to work towards to contribute to the overall economy over the next 4 year period.**



**Bobbi Hyson** stated for Penobscot Job Corps, they see a lot of growth in ship building, DOL has made a big push with that. She made a connection with Maine Defense Industry Alliance to see what the Navy needs support with. Penobscot Job Corps offers 3 trades that fit into that, UBC carpentry, welding, and advanced marine pipefitting. Maine Defense Alliance has big partners like Bath Iron Works, General Dynamics, and others that all need employees. Penobscot Job Corps is also working with Orbis for their NSI Program, one student from Penobscot Job Corps went into their pre-apprenticeship program and a few more have applied. Penobscot Job Corps just had their Quarterly Workforce Council Meeting, and employers said their biggest struggle with applicants is soft skills (being on time, putting their phone away, etc.), and employers are also seeing a lot of job hopping. **Stanley Sluzenski** said for a lot of his students, it's difficult to get a drivers license and a drivers license is almost required when living rurally. The cost of driver safety is usually a challenge, so something to help with that would be beneficial. **Kim Delano** stated one thing she finds, especially in rural areas, is that transportation is a very big issue for youth, and trying to find jobs that are close to their homes is nearly impossible because everyone is spread so far out and there aren't a lot of options for transportation. **Saydee Plaster** seconded what Stanley said about Drivers Ed. With her youth customers, about 8 out of 10 of them are voicing their concerns about needing drivers ed but the \$650 cost of it isn't something their families can afford. She has a lot of youth who are going to school without having a permit or license and only have bikes. This is happening more this year than last year. **Dodie** also emphasized that drivers ed is a big issue. She also said she thinks about anything to do with healthcare which is popular with youth, like nurses, CNAs, CRMAs, etc. **Saydee** said she has a lot of youth that are interested in anything digital, like IT, graphic design. **Dodie** also brought up CDL training, forklift certification, and HVAC training, all steps that can help youth move forward in the workforce. **Sam Giasson** said there has been a lot of interest in the trades, whether it's construction, welding, machinery, and this is all certainly needed. We are an aging state, so filling those gaps is necessary. There is also a lot of interest in dental hygienics. **Madeline Bradfield** said if a student at job corps isn't interested in the trades, they're typically interested in dentistry, dental hygienist, or orthodontics. **Saydee Plaster** added that she spoke to WCCC and their dental hygienist program is like a 3000 hour or so apprenticeship, and most dental offices in Machias are willing to hire you while you're doing the training through WCCC that is 100% online, so they can earn a wage while doing their training. **Ander Thebaud** said dental assisting is a different job than dental hygienist and it has a much shorter training for it and it can be an OJT. Dental hygienist is more of a associates degree type program, but a dental assistant is shorter and a great way to start. **Galan** sees a growing need in law enforcement and getting young police officers certified. **Doug Dieckmann** said the State Police Troopers have an open hiring process, and they've never had that before so there is a severe shortage. **Kelly Cotiaux** added there is a shortage in wardens and conservation officers as well.

## **Question 2: How can we prepare our young people for high quality jobs in clean energy?**

**Bobbi Hyson** stated they had their regional call yesterday, and someone on the call shared about Win Waste, an organization that is starting to spring up all over New England. They are a renewable energy resource. They are drastically wanting to hire, and the closest one in our region is New Hampshire but they are continuing to expand. They want to employ youth and they are willing to train them and pay them high wages. A youth that was placed with them is making a \$29/hour starting wage, a \$2,500 relocation bonus upon signing, and they are getting a \$2 raise with every added credential they receive. **Galan** said HVAC is a good opportunity for youth. **Madeline Bradfield** said Job Corps closest HVAC training is out of state and is considered an advanced training, and they'd need to do basic training in another program first. **Ander** said something to remember with all of these career paths, things like critical thinking, being able to read measurements, basic math, etc. are all transferable skills for these pathways and some of the biggest credentials that training programs in clean energy are looking for. **Eddie** said research should be done into anything regarding clean energy (wind, solar, etc.) to see if

federal funding is involved because chances are it'll disappear.

**Question 3: How can we promote nontraditional jobs for women in our region?**

**Ander** said role models are very important. **Bobbi** agreed too, and said they have lots of women in the trades at Job Corps, but a barrier is lack of role models, but they're working on ways to empower women in the trades. There are also barriers on the placement end and women are still receiving the stigma that this is a "male dominated trade." Some women that try to go into the trade end up pivoting to something else, and the ones that stick with it have to deal with the stigma. Work needs to be done to fight back against that stigma and empower women. **Lisa** stated a big barrier is childcare. **Stanley** stated they have an exploratory program for high school students to come in and experience different trades, and that is how they get women into nontraditional jobs. Women in their trade programs become advocates for their high school outreach to show that women can do trade jobs. **Dan MacDonald** said in Caribou there are a lot of young women in the trades, and he thinks it's because they have a lot of women in higher roles that become role models and attract these women to the trades and retain them. They also participate in Women in Construction.

**Question 4: In your own local area, how can we improve engagement with opportunity youth?**

**Dodie** said in Machias, the recovery center has a youth group every Friday, and getting in touch with that group could be a good place to start. **Bobbi** said because Job Corps has housing, that is how they're able to encourage these youth to participate in their program. One of the barriers for them, though, is external supports for their participants. They've seen some of their students struggle with transitioning into the world after Job Corps programming is complete, due to fear and nervousness because they feel like they don't have support outside of the Job Corps system. **Bobbi** wants to figure out a way to connect these participants with outside support to help with that transition when they are no longer in the Job Corps system. Job Corps has an expedited enrollment process for youth experiencing homelessness, and **Bobbi** said to reach these youth, they try to have a presence where they're located, like in downtown Bangor around the church where free meals are handed out. **Galan** mentioned the Maine Youth Transition Collaborative; they are doing some statewide initiatives on how to connect opportunity youth to powerful partnerships which includes the workforce system. They are going to start doing regional meetings, and they are hosting one on May 9<sup>th</sup> at the Katahdin Higher Education Center. **Kelly** said barriers to this population is often times not having access to a birth certificate or any identifying information and this can be really hard on someone's mental health. Without these documents, it's very hard to get any assistance. Having a mentor that can help with these issues can be life changing. **Bobbi** says they help youth in this position get ahold of hard copies of their identification.

**Next NWDB Young Workers Advisory Committee Meeting**

May 22nd ~ 9am-10:30am

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Respectfully submitted by Morgen Leighton



**Young Workers Advisory Committee Monthly Meeting  
March 27, 2025 9am-10:30am**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83751075790?pwd=CYfUpTwxMxHab-EOZMFkU34wHGyMX0.1>

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**AGENDA**

1. Welcome and Introductions – Dodie
2. Youth Surveys- Galan
3. Training Ideas- Dodie
4. Update on NAMI training- Galan
5. Local Area Plan- Galan
6. Network and Sharing Success Time- Everyone
7. Adjourn

**Next Meeting April , 24 2025 ~ 9am-10:30am**

## Interview Questions for Local Area Workforce Plan

1. Have there been system changes since the publication of the last strategic plan?
2. Discuss new services
  - What is new
  - Why was it added
  - How does it work
  - Who performs work
  - Expected outcomes
3. Have there been changes to delivery methods?
4. Are there new partners?
5. Can you identify barriers that job seekers continue to experience?
6. What do you see as opportunities?
7. What are the major industries or sectors (i.e., healthcare) that present future job opportunities?
8. How are you serving people with disabilities?
9. How are you addressing the priority of service?

Maine. Outreach staff will also work closely with other service providers, such as those of the statewide Farmworker Resource Network of partners to effectively reach and serve MSFWs. Several of these organizations utilize space at local CareerCenters to conduct meetings with MSFWs.

EMDC has been the statewide grantee for National Farmworker Jobs Program (NFJP) services. These services have been by design integrated within the workforce development network in Maine (particularly in the Northeastern Workforce Development Board region) and have worked effectively with WIOA Adult and Youth partners to serve eligible farmworkers statewide. The relationship between the NFJP and the WIOA system has been formalized through a Memorandum of Understanding signed by each of Maine's Workforce Development Boards. EMDC partners with local Job Centers to receive referrals to the NFJP, as well as co-enroll participants in other WIOA programs to increase efficiency and leverage resources when delivering services to participants. To date, the approach has been for NFJP staff to coordinate co-enrollment with WIOA programs by registering NFJP participants with the Job Center Wagner-Peyser system.

## Section 6: Title II – Adult Education and Literacy Programs

### Section 6: Title II – Adult Education and Literacy Programs

*A. A description of how the local board will coordinate workforce development activities in the Local Area with the provision of Adult Education and literacy activities under Title II of WIOA, including implementation of the career pathways model. The description should explain how the local board will comply with the requirement to review local applications submitted under Title II to the Office of Adult Education and Literacy Services and once the review has been conducted, how the Local Board will submit documentation of the review and any recommendations for increased alignment to the applicant for Title II services, in a timely manner;*

Memoranda of Understanding have been executed between the Northeastern Workforce Development Board and the Adult Education and Literacy providers. These MOUs detail the responsibilities and roles of all signatories and represent commitment to providing services as required under Title II of WIOA.

The Adult Education and Literacy partners have selected a representative from among the directors to serve as an active member of the Board, and many other directors from across the region regularly attend board meetings. The regional programs provide a range of academic and workforce skills training embedded in the career pathways model. Title II of WIOA defines



Adult Education as academic instruction and education services below the postsecondary level that increase an individual's ability to:

- Read, write, and speak in English; perform mathematics; and complete other activities necessary for the attainment of a secondary school diploma or its recognized equivalent;
- Transition to postsecondary education and training; and
- Obtain employment.

Each eligible Adult Education provider receiving state subsidy, Maine College Transition grants, and grants funded under the Adult Education and Family Literacy Act as part of the Workforce Innovation Opportunity Act (WIOA), will prepare and maintain a **Career Pathways Plan**. ~~This strategic plan is updated annually identifying changes from previously approved plans and encompasses needs assessment, goal development, available or needed resources, and progress. The Career Pathways Plan is presented to the Board for review, comments, and recommendations for alignment.~~

As described in Section 4D, Adult Education is an essential part of the Regional Partnership Advisory Group (RPAG). Similarly, Adult Education has been actively involved in the **TechHire** initiative. The TechHire program, is a good example of how Adult Education works with other workforce partners to connect job seekers to occupations in the information technology field. The program provided training that met job seekers 'where they are' to ensure access to work in the IT field, regardless of their current level of training. While the TechHire program is scheduled to conclude in 2021, plans are underway to continue training for job seekers in the IT field. Adult Education will support both TechHire and the RPAG by providing a range of education and occupational services, developing training plans with some participants, and incorporating career pathways into the training programs. In these initiatives, Adult Education collaborates with employers, NWDB, and other education and training providers to develop comprehensive and coordinated responses to the needs presented by employers.

Adult Education is an integral partner in developing a skilled workforce by participating on regional One Stop Partner (OSP) Committees, and therefore influences not only Adult Education policy and initiatives but also how the overall One Stop system operates and serves clients. An important aspect of developing a skilled workforce is the awareness of industry changes and job opportunities. Climate resiliency and clean energy is an example of how Adult Education can partner with the NWDB and industry leaders to build the skilled workforce needed to fill new jobs. The State of Maine's ten-year economic strategy estimates that jobs needed for energy sources will double by 2030. Partners are currently addressing this demand and identifying training platforms to prepare the new workforce. Additional job opportunities identified through stakeholder meetings and participation in the regional comprehensive economic development strategy (CEDS) planning efforts include healthcare (dental, medical), CDL (trucking) drivers and transportation, mental health, forestry, aquaculture, education, construction, technology, climate change, and municipal/public services. Program development and increased accessibility will be critical to fill gaps created by people aging out of the workforce system.



Representatives of Adult Education participated in the strategic planning stakeholder sessions and provided feedback in small group interviews. Additionally, Adult Education representatives have presented at NWDB meetings to share their priorities, resources, and strategies with the Board.

As part of its effort to improve communication among partners, job seekers, and employers, the Board supports a website that includes information about Adult Education and other service providers.

COVID-19 necessitated a shift in the delivery of services to adult learners. The pandemic has validated the distance learning process, and enhanced connections with partners in the system and across the State of Maine to provide cost-effective training. The delivery of instruction and assessment through remote channels has strengthened the process and opened Adult Education to more remotely located clients. Benefits of this shift include:

- More opportunities for credentialing and job training (e.g., CNA training);
- Reduction of the waitlist for classes;
- Offering of more training programs (e.g. EMT classes renewed for the first time in eight years in Aroostook County);
- Application of remote learning to classroom and lab work, with required hands-on training taken to the rural regions;
- Reduction of the need for reliable transportation for class/training attendance;
- Attendance during winter months less impacted by adverse weather conditions;
- Continued engagement if a student leaves the region or state; and
- Increased access and support for clients with disabilities (reading lips, controlling anxiety, etc.).

~~During the last year,~~ the need for broadband **was** evident and the Adult Education partners worked with NWDB to address connection platforms and instructions for remote access. As a result, digital literacy training became a priority. Announcements of the electronic catalog and classes/training was provided through a variety of social media including Discord (an ideal platform for Tech/Hire) and Facebook.

The success of measures implemented during COVID-19 leading to increased access, expansion of education opportunities and assessment will continue.

*B. A description of how the local board will coordinate efforts with Title II providers to align basic skills and English language assessments. Such coordination efforts should include:*

Adult Education programs are the central points for basic skills and English language assessments for Adult Education students as well as WIOA partner clients. Assessments provided include reading comprehension, numeracy, digital literacy, and other career and work-



related assessments. Results of these assessments are shared with and among Title I service providers, Maine CareerCenters, DHHS, agencies, businesses, and other adult education programs in accordance with MOUs and client release of information documentation. This arrangement provides Adult Education Career Pathways Advisors with the opportunity to counsel each person on what academic services may be appropriate to advance towards occupational training or postsecondary education, and also forms the basis of collaboration with counselors and advisors from WIOA partners. Confidence in the delivery of basic skills and English language assessments is made possible through ongoing training and communications around the assessment test administration requirements.

*C. A description of how the local board will ensure that the individual appointed to represent Title II services on the Board will communicate with the State AEFLA grant recipient and coordinate with all Title II adult education service providers in the local area in a uniform, regular, and consistent manner.*

The elected Adult Education (AE) Director serves as the five-county representative for Adult Education on the Northeastern Workforce Development Board (NWDB). Through this capacity, the AE Director can keep abreast of the regional and state governance, policies, and procedures for all WIOA-funded activities and agencies. The AE Director is also in a position to influence policies and advocate for Adult Education needs as a member of subcommittees such as the Policy and Youth Committees. The AE Director presents information concerning Adult Education workforce development-related capabilities and capacities to other Board members and conveys information generated by the Board back to the Adult Education providers in the five-county region. Central to this process has been and will be the regular review of the priority careers, sectors, or clusters tied to regional and local workforce development needs identified in the local workforce development board (LWDB) strategic planning process. The AE Director participated in the strategic planning stakeholder Zoom meetings and a smaller Adult Education interview. Through these venues, Adult Education partnered with the NWDB to begin the work of developing a work plan for the region. The AE Director also participates in the NWDB One-Stop Partner meetings. These meetings serve to identify region-wide and local-area workforce development priorities and resources, partners, and processes necessary to implement specific workforce development projects. An email distribution list is maintained for all program directors in the region and all information regarding NWDB is disseminated regularly including meeting times, minutes, and documentation shared with NWDB members. Regular updates and requests for feedback/input is requested, collected, and shared with the Board.

*D. A description of how adult education services will be provided in the local area one-stop system.*





**Adult Education** collaborates with the Comprehensive One Stop (COS) CareerCenter and service providers to collectively provide One Stop access for job seekers, workers, and businesses. While the preference of WIOA is to have all workforce services provided at the COS, the satellite service centers managed by Adult Education offer additional accessibility in the largely rural region. Traveling to a One Stop or an Adult Education Center can be challenging for some job seekers, depending on the distance. By having services separated in some locations, job seekers have more accessibility to an access point of the workforce system where they can be connected to additional services through the “no wrong door policy.”

**Adult Basic Education & Literacy** provides adults with educational opportunities to acquire and improve the literacy skills necessary to become self-sufficient and participate effectively as productive workers, family members, and citizens. The Adult Education and Family Literacy Act, enacted as Title II of the **Workforce Investment Act of 1998**, is the principal source of federal support for adult basic and literacy education programs for adults who lack basic skills, a high school diploma, or proficiency in English.

**High School Completion** programs vary from location to location to provide two options for adults to earn high school credentials: 1) Adult High School Diploma programs are central to the mission and tradition of Maine Adult Education. These are secondary educational offerings that lead to a high school diploma awarded by the local district. 2) High School Equivalency Exam programs provide adults with an opportunity to obtain a Maine High School Equivalency Diploma through a pre-testing, preparation, and testing program.

**Career Pathways (CP) and Integrated Education and Training (IET)** are linked education and training services that enable students to successively advance over time to higher levels of education and employment in a given industry or occupational sector. Each step on a career pathway is designed to prepare students to progress to the next level of employment and education. The career pathways approach is a framework for weaving together adult education, training, and postsecondary programs (i.e., Eastern Maine Community College and the University of Maine), and connecting those services to the workforce needs of employers. The plans assess each program’s current status in meeting the requirements and the steps the program will take to reach full compliance in all required components. The Maine Department of Education's training programs and student support services enable individuals to secure a job or advance in an in-demand industry or occupation.

Programs also may offer WorkReady/Workforce Training programs designed to prepare participants for the rigors of employment.

**Maine College Transitions (MCT)** is offered free of charge through Maine Adult Education programs. The program focuses on developing skills for eligibility and easing and facilitating student transition to postsecondary education or employment. MCT is a comprehensive, student-centered program of study leading to enrollment and success in college.



**Family Literacy** provides a comprehensive and family-centered approach to education. Adult Education is one of the integral components in this model that brings multiple generations together to identify academic and life goals that can improve their quality of life through components including adult learning, children’s education, and parent and child activities.

**Jobs for Maine Graduates (JMG)** is a Maine-based non-profit offering a continuum of support to help students transition from middle school through high school and on to post-secondary education. Our partnership will expand the delivery of services and foster programmatic changes to remain relevant to current needs.

**Higher Opportunity for Pathways to Employment (HOPE)** helps Maine families pursue training and education beyond high school to achieve career goals by addressing barriers to success. Adult Education, the NWDB, and other partners can collaboratively reduce barriers related to:

- Lack of housing, transportation, childcare, supplies;
- Technology and digital literacy;
- Access to education;
- Aging of current workers;
- Out-migration; and
- Substance use disorder and recovery.

**Equity and Cultural Sensitivity** has become a growing priority in the region. Efforts will focus on diversity and cultural sensitivity training for Adult Education and Literacy educators, staff, and programmatic providers. Programming to assist immigrants, diverse gender identities, and New Mainers will be available, and will involve partners including the regional chapters of Literacy Volunteers of Maine. ESL trainers perform outreach and access to interpretation services is provided if needed. Community partners have helped overcome language barriers, illustrated by an example of a local restaurant owner who engaged with Adult Education to help translate from English to Chinese. Services are available to train doctors, artists, cooks, construction workers, and others to acclimate minority and immigrant workers to the workplace environment.



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.

### **Coordination of ITAs with Other Grant Assistance**

The WIOA limits funding for training to individuals who are unable to find other grant assistance for training or whose financial needs exceed the assistance available from other sources. WIOA funds are intended to supplement other sources of funding [680.230]. The LWDB will work with its Service Providers to establish policies to assure that CareerCenters in the Northeastern Local Area leverage and coordinate such resources as are available through the CSSP, scholarships, TAA, and Pell with WIOA funding. Service Providers must assure that duplicate payments are not made to training providers for the cost of training and will coordinate available funds to pay for training costs, so that WIOA funds supplement other sources of funds to pay for training and avoid duplication of payments. The exact mix of funds shall be determined on the availability of funding for either training costs or support service with the goal of planning for the completion of the training program that the customer has accepted.

*J. A description of how core partners are working toward transition to an integrated, technology-enabled, common intake and case management system for programs carried out under WIOA by one-stop partners;*

A common in-take form was implemented by MDOL through a WorkService computer-based platform a few years ago. After a year, MDOL cancelled the program due to cost. While partners continue to use their own databases for in-take, the core partners have made strides toward a common release of information form, referral form, and case management.



willful and gross misconduct, in connection with any WIOA program shall be reported immediately to the Maine Department of Labor and to the U.S. Department of Labor. Internal financial management procedures must also ensure the auditable and otherwise adequate records are maintained which support all expenditures of WIOA funds and confirm adherence to policies regarding the allowable costs and allocation of cost to proper cost categories. The NWDB shall document all internal financial compliance reviews.

#### **E. Monitoring and Audit Procedures**

The Maine Department of Labor (MDOL) has developed a systematic fiscal and programmatic monitoring system for evaluating the quality and effectiveness of WIOA funded programs. Monitoring is the process whereby MDOL gathers and analyzes information to detect problems, identify strengths and weaknesses, and propose improvement to the program. It is the quality control system for job training projects operated with WIOA funds. MDOL will ensure that monitoring covers activities, services, and management practices supported by WIOA funds. In many instances, fiscal and programmatic monitoring are interrelated, and conducted simultaneously.

According to Section 667.410 of the Act, NWDB must cooperate with any monitoring, inspection, audit or investigation of activities related to WIOA contracts. These activities may be conducted by the Maine Department of Labor and/or the U.S. Department of Labor, or their designated representatives. The NWDB must provide access to the premises for the purpose of interviewing employees or participants and permit the examination of, and/or photocopying of books, records, files, or other documents related to the WIOA funded program.

#### **F. Invoicing, Reporting, and Contractor Close-out**

The MDOL will reimburse the NWDB for total allowable costs incurred as agreed upon between the MDOL and the NWDB. The NWDB will submit weekly invoice reports to MDOL for reimbursement of allowable costs. This report must be submitted to the MDOL according to weekly drawdown schedule.

In order to assure that the funds provided are used in accordance with the provisions of the contract, the NWDB will: (a) use such fiscal, audit, and accounting procedures as may be necessary to assure proper accounting for payments received and proper disbursement of such payments; and (b) provide the MDOL and authorized representatives of the State of Maine, U.S. Department of Labor or the Comptroller General of the United States access to and the right to examine any books, documents, papers, records, property, and equipment pertaining to funds provided or activities undertaken concerning the project.

#### **G. Submission of Most Recent Audit to the Administrative Entity**

As a recipient of WIOA funds, the NWDB must have an annual financial and compliance audit performed in accordance with Section 667.200 of the Act. The WIOA audits must be conducted according to auditing standards set forth in the financial and compliance handbook entitled “Standards for Audit of Governmental Organizations, Program Activities and



Functions” issued by the Comptroller General of the United States. The audit shall be performed by an independent Certified Public Accountant selected by methods recommended by the State of Maine and/or the Office of the State Auditor, as appropriate.

This requirement will be met by providing the NWDB with a copy of the annual audit according to OMB Circular A-128 or A-133 as appropriate. The audit should be submitted within 30 days after the completion and acceptance by the service provider’s Board.

#### **H. Requirements for Depository Accounts Holding WIOA Funds**

The NWDB must assure that U.S. Treasury restrictions on excess cash will be observed and that interest will be properly tracked and reported to the State and used for WIOA operations as program income.

#### **I. Program Income Requirements**

The U.S. Department of Labor requires that all income generated under any WIOA program shall be reported and used to further program objectives. The NWDB assures that it will comply with WIOA sec. 195(7)(A) and (B) Program Income.

#### **J. Property Management Requirements**

Any purchases with a unit cost value of \$5,000 or more to be purchased with WIOA funds must be approved by the State, prior to purchase. The State will monitor the inventory of all items purchased or leased with a value of \$5,000 or more. The NWDB agrees not to dispose of or transfer any property purchased with WIOA funds which has a value of \$500 or more and/or a life expectancy of one year or more until written authorization is received from the State. Any disposal of WIOA property must be in accordance with applicable Federal, State, and local disposal procedures. Any revenues derived from the sale of property purchased with WIOA funds must revert to a WIOA activity.

The NWDB will be responsible for maintaining an accurate inventory of all WIOA property in their possession.

In the event property purchased with WIOA funds is stolen or destroyed by criminal act, the NWDB will notify appropriate law enforcement officials immediately. The NWDB Executive Director must be notified within three (3) working days of discovering the loss or damage. A copy of the police report will be maintained as documentation of loss, and a copy forwarded to MDOL.

The NWDB agrees to pay for or replace any property purchased with WIOA funds which is lost or destroyed through the negligence of the NWDB staff or representatives.

#### **K. Medical/Accident Insurance**



The NWDB shall provide adequate on-site medical and accident insurances for all employees not covered by the Maine Workers' Compensation Law. Contributions to a self-insurance plan, to the extent that they are comparable in cost and extent of coverage had insurance been purchased, are allowable upon prior approval by the State (Maine Department of Labor), throughout the NWDB region.

#### **L. General Assurances**

1. The NWDB assures full compliance with the requirements of the Workforce Innovation Opportunity Act and its regulations, all Federal Regulation issued pursuant to the Act, NWDB Plan approved by the workforce board, the Chief Elected Official for the NWDB, and the Maine Department of Labor.
2. The NWDB assures that it will administer its services under the Workforce Innovation Opportunity Act in full compliance with safeguards against fraud and abuse as set forth in the WIOA and the WIOA regulations; that no portion of the NWDB's WIOA services will in any way discriminate against, deny employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, disability, or political affiliation or belief; that the NWDB will target employment and training services to those most in need of them.
3. The NWDB assures that it will administer its services under the WIOA in accordance with these provisions: (1) a trainee will receive no payments for training activities in which the trainee fails to participate without good cause; (2) on-the-job training participants will be compensated by the employer at the same rate, including periodic increases, as similarly situated employees or trainees and in accordance with applicable Law, but in no event less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 of the applicable Minimum Wage Law; and (3) participants employed in activities authorized under the Act must be paid wages which will not be less than the highest of (a) the minimum wage under Section 6(a)(1) of the Fair Labor Standards Act of 1938, (b) the minimum wage under the applicable State Minimum Wage Law, or the prevailing rates of pay for individuals employed in similar occupations by the same employer.
4. The NWDB assures that it will administer its services under the Workforce Innovation Opportunity Act as amended in full compliance with health and safety standards established under State and Federal Law and that those conditions of employment and training be appropriate and reasonable in light of such factors as the type of work, geographical area, and proficiency of the participant.
5. The NWDB assures that all staff and participants/enrollees paid from the grant funds and employed in any service will be covered by workers compensation benefits in accordance with State Law; that enrollees in WIOA work-related training will be provided accident or medical insurance to cover any injury resulting from participation in the program; and that enrollees employed in subsidized jobs will be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.
6. The NWDB assures that no funds available under the Workforce Innovation Opportunity Act will be used for contribution on behalf of any enrollee to retirement





- systems or plans; to impair existing conditions for services or collective bargaining agreements; to assist, promote, or deter union organization; and to displace any currently employed worker.
7. The NWDB assures that no enrollee will be employed or fill a job opening when any other individual is on layoff from the same or substantially equivalent job, or when the employer terminates the employment of any regular employee or otherwise reduces its work force with the intention of filling vacancies so created by hiring participants subsidized under the Act; and no funds may be used to create promotional lines that infringe upon any current promotional opportunities.
  8. The NWDB assures compliance with all federal rules and DOL regulations of 29 CFR Part 93 which prohibits the use of WIOA funds to lobby the Executive or Legislative Branches of the Federal Government in connection with a specific contract, grant, or loan. If lobbying has occurred utilizing other than Federal appropriated funds, the service provider agrees to file a disclosure report if applicable.
  9. The NWDB assures and certifies that it is in compliance with federal rules and regulations, Debarment and Suspension, 29 CFR Part 98 and is not presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded from participation in this transaction by any Federal department or agency.
  10. The NWDB assures and certifies that the NWDB has in place an established grievance procedure to be utilized for grievances or complaints about its program and activities from participants/enrollees, grantees, contractors, and other interested parties.
  11. The NWDB will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (Public Law 91-646) which requires fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
  12. The NWDB will comply with the provisions of the Hatch Act, which limits the political activity of certain State and local government employees.
  13. The NWDB will comply with NC-GS-234 which contains a provision that prohibits public officials and employees from having a personal interest in any contract to which he is also a party in an official capacity.
  14. The NWDB assures and certifies that it will comply with restrictions regarding conducting business with businesses on the Environmental Protection Agency's List of Violating Facilities. Contracts and subcontracts in excess of \$100,000, or circumstances where the State of Maine has determined that orders under an 'indefinite quantity financial agreement' in any year will not exceed \$100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act [42 U.S.C. 1319 (c)] and is listed by the Environmental Protection Agency or is not otherwise exempt, the NWDB assures that: (1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; and (2) the NWDB will notify MDOL and USDOL prior to award of the receipt of any communication from the Director of Federal Activities, U.S.E.P.A., indicating that a facility to be utilized for a contract is under consideration to be listed on the EPA List of Violating Facilities.
  15. The NWDB assures and certifies that it will comply with applicable provisions of the following laws as they relate to employment and training procedures:

