

**State Workforce Investment Board (SWIB)
 October 26, 2012
 Frances Perkins Conference Room
 Maine Department of Labor
 Augusta Maine**

Topic	Introduction of State Workforce Investment Board Members and Guests; Approval of the Minutes	
	<p>Present: Fred Webber, Wayne Holmquist, Scott Good, Chip Roche, Joanne Harris, Kevin Healey, Steve Pound, Mark Adams, Terry Young, Senator Thomas Martin Jr., Representative Amy Volk, Representative Peter Johnson, Tom Davis, Gary McGrane, Craig Larrabee, Gerard Salvo, Mel Clarrage, Peter Pare´, Gail Senese, Carolyn Lockwood, Liz Ray, Dan Muth, Barbara Woodlee, Brian Whitney, Bill Burney, Margaret Harvey,</p> <p>Absent with notice: Ed McKersie, Susan Corbett, Robert Carmichael, Senator Garrett Mason, Don Berry, John Leavitt, Tracey Cooley, Laura Boyett, Renee Kelly</p> <p>Staff: Garret Oswald, Peaches Bass</p>	
Discussion	Fred Webber opened the meeting with welcomes and introductions. He then asked for approval of the August 17, 2012 SWIB meeting minutes.	
Conclusion	Mel Clarrage made a motion to approve and Scott Good seconded. The vote was unanimous to approve.	
Action Items: The minutes of the August 17, 2012 meeting will be posted on the SWIB website.	Person responsible: Peaches Bass	Deadline: Immediately

Topic	Chair’s Report
Discussion	Chair Fred Webber deferred his report in order to present Mike Smeltzer, a guest speaker.

Topic	Industry Partnerships Presentation and Discussion
Discussion	Fred then had Chip Roche introduce Mike Smeltzer from PA who spoke about Industry Partnerships (IPs). Mike stressed that leadership is the key to IPs success in PA. The SWIB support has also been very important. Mike spoke about local employers making the decisions about training providers. Mikes comments generated many questions from the SWIB members, who all expressed support for IPs.

Topic	Communications with US Department of Labor	
Discussion	Commissioner Jeanne Paquette then gave an update on the communications with USDOL ETA. She stated that the ETA had indicated that they would not approve the plan and Waiver as submitted. The Commissioner is expecting a follow-up letter that details the issues and needed changes to the plan/waiver. Commissioner Paquette stressed that the SWIB has tremendous authority to direct the performance of the system regarding policy issues like the percentage of funds spent on skills training, industry partnerships and working with the Chambers of Commerce to engage businesses in workforce development activity. The existing plan is still in effect and we can request an extension which gives us time to adjust the new plan and waiver.	
Conclusion	<p>Fred suggested a board resolution concerning the plan that centered on three key points:</p> <ul style="list-style-type: none"> - Take the funding - Develop policies that direct and guide the performance of the system - Don't appeal the plan decision <p>Each point was voted upon separately with the following language and results:</p> <ol style="list-style-type: none"> 1. The Governor should not refuse the WIA funds. Vote: All in favor except Terry Young. 2. The SWIB should develop policies and measures that guide and direct the performance of the workforce system. Vote: Unanimous in favor. 3. Do not appeal the fed's decision concerning the recently submitted state plan. Move forward with the development of the state plan that would involve the LWIBs in the deliberations. Vote: All in favor except Steve Pound, who recused himself. <p>Commissioner Paquette will convey the board's sentiments to the Governor.</p>	
Action Items: The Board's sentiments will be conveyed to the Governor.	Person responsible: Department of Labor Commissioner Jeanne Paquette	Deadline: Immediately

Topic	State Workforce Investment Board Retreat	
Discussion	The idea of a board retreat was proposed and many members were in favor, to dig deeper into the details of funding and program performance.	
Conclusion	SWIB staff will work on setting up a retreat ASAP as requested.	
Action Items: SWIB staff will work on setting up a retreat ASAP as requested.	Persons responsible: Garret Oswald	Deadline: none recorded, but as soon as possible

Topic	Data Collection Recommendation from Commission on Disability and Employment		
Discussion	At the 8/17/12 SWIB meeting, a recommendation by the Commission on Disability & Employment was tabled and referred to the Program Policy Committee for review. The PPC reviewed the proposal and presented the following recommendation for SWIB approval: All employment and training programs that receive state or federal funding shall collect and report available data on persons with disclosed and documented disabilities and strive to improve the collection of data.		
Conclusion	A motion to approve as presented was made by Kevin Healey and seconded by Scott Good. The motion to approve was unanimously supported by the members.		
Action Items: The SWIB staff will draft a policy to reflect the outcome of the vote on the motion	Persons responsible: Garret Oswald	Deadline: none recorded, but no later than the next SWIB meeting	

Topic	SWIB Committee Work Plan		
Discussion	Last on the agenda was the introduction of a 2013 SWIB Policy agenda. The proposed list includes policies concerning a required minimum training percentage, service provider presence in the CareerCenters, system partner certification, data collection requirements, coordination of grant applications with the SWIB and State goals, working with the Chambers of Commerce to engage businesses in workforce development activity and the promotion of more entrepreneurship training for system participants.		
Conclusion	A SWIB Policy workgroup was formed with volunteers from the membership and will meet as soon as possible to begin working on the development of the desired policies; Kevin Healey, Gail Senese, Chip Roche, Gerard Salvo, Scott Good, Fred Webber and staff Garret Oswald.		
Action Item: SWIB Staff will develop a schedule of work group meetings, research the policy agenda items, and convene the work group meetings	Persons responsible: Garret Oswald	Deadline: early November	

Topic	Adjourn		
Discussion	Chair Fred Webber asked if anyone was opposed to adjourning the meeting.		
Conclusion	Hearing no objections, the Chair adjourned the meeting. The next State Workforce Investment Board meeting is scheduled for January 18, 2013.		

Respectfully submitted by Garret Oswald.

