

To: Workforce Action Team
From: Mark and Chuck
Date: February 5, 2012

Re: Workforce Action Team February 1 Meeting Minutes

Attendees: Jim Stopa, Sanford Regional Technical Center; Paul Schumacher, Southern Maine Regional Planning Commission; Mark Ouelette, Mobilize Maine; Cheryl Dearman Mills, Wells-Ogunquit Adult Community ED; Theresa MacDonald, Sanford Community Adult ED; Richard Fifield, Goodwill Workforce Solutions; Robert B. Carr, Technological Innovations, LLC; Elaine Palmitessa, Goodwill Workforce Solutions; Dawn Self-Cooper, York County Career Center; Mark Nahorney, University of New England; Justin Davis, Portsmouth Naval Shipyard; Paulette Millette, York County Community College; Richard Freund, York County Career Center; Jim McGowan, Maine Quality Center; Chuck Morgan, Southern Maine Regional Planning Commission; Linda Smith, Coastal Counties LWIB (phone); Jim Haguewood and Tom Terry, Vital Economy (phone).

Richard Freund opened up the meeting and asked everyone in the room to introduce themselves and give a brief description of their organization.

Following the introductions Richard gave a brief overview of the mission of the Workforce Action Team, how it came in to existence, and its relationship to the Mobilize Maine effort. Chuck Morgan gave a brief overview of the Southern Maine Mobilize Maine effort, a description of the asset based development model and how it will help to direct the region's economic development efforts.

Richard began a discussion on short term goals and long term goals of the Workforce Action Team. Short term goals were defined as items or issues that could be done in the near future with existing opportunities. Long term goals will be developed out of the asset identification of the Mobile Maine process as well as future discussions of the Workforce Action Team. Since the asset identification has not yet taken place the discussion focused on short term goals

The Short Term Goals discussion included the following:

The Shipyard:

Justin shared with the group that the Shipyard annually receives 1,000 or more applications for 100 apprenticeships. This is a great resource to the manufacturing community.

Justin committed to exploring the possibility of releasing the screening and applications to other potential employers.

The screening information was of interest to adult Ed and technical school who expressed interest in having a greater understanding of what the Shipyard was looking for in a qualified candidate. Again, Justin offered to share the screening and was committed with receiving the proper clearances to share that information.

Adult ed officials also asked PNSY to add them to any list that was promoting what PNSY was doing and see if they could plug in.

Other wins:

- A small sub-group was formed to work with Justin at PNSY: Mo Fifield, Richard Freund and Jim McGowen
- Community College agreed to contact established relationships with 10 manufacturing firms to get them to next meeting
- Quality Centers indicated that they have a small pot of money to work with
- Updated numbers from the PNSY have been included in the scale of opportunity numbers that were provided by Jim of Vital Economy
- Several other initiatives were discussed including a number of partnerships that the Shipyard was involved in, a possible visit to Hanscom Air Force Base in the future to look at their Centers of Excellence models.

Jim Haguewood made a presentation on the Workforce Center of Excellence model. There was some general discussion on the similarities and dissimilarities of this Model to existing programs and efforts. Those present agreed that there needed to be significant private sector involvement in the Model in order for it to be successful.

- ❖ The group agreed to move forward with a Center of Excellence model to try to address the opportunity in the manufacturing sector.

The group was asked who was not at the table and needed to be and came up with the following list: University of Southern Maine, local departments of education, Career Technical Education Centers (Sanford and Biddeford), Maine Manufacturing Association, Garret Oswald/State Department of Labor, Women Work & Community, Private employment agencies, Chambers of Commerce, and the Landing School.

Action Steps:

- Paulette was to secure the Community Board room for the next meeting.
- At the next meeting Paulette will provide an overview of YCCC's past efforts to assist the manufacturers with their training and workforce needs.
- Workforce Action Team members will contact private sectors business to invite them to the next meeting.

The group agreed to meet on February 29, 2012 from 9-11am at the York County Community College.