



ECONOMIC DEVELOPMENT COMMITTEE

DATE: July 17, 2018 (Tuesday)
TIME: 5:30 – 7:30 p.m.
LOCATION: Room 209
Portland City Hall

1. **Review and accept Minutes of previous meeting held on June 19, 2018.**
2. **Presentation and Feedback on Amendments to Outdoor Dining Regulations Pursuant to Section 25-28 of the Code of Ordinance Allowing for Use of Non-Contiguous Areas – Jeff Levine**
 - a. See enclosed memorandum from Jeff Levine
3. **EDC Workshop related to Workforce Training System Programs and Policy Discussion including Possible Organization Changes and City Funding.**
 - a. **Greater Portland Workforce Initiative – Kim Moore**
 - i. See enclosed memo from Kim Moore.
 - b. **Office of Economic Opportunity – Julia Trujillo**
 - i. See enclosed memo from Julia Trujillo.
 - c. **Adult Education – Anita St. Onge**
 - i. See enclosed memo from Anita St. Onge
 - d. **Possible Municipal Funding Sources – Greg Mitchell**
 - i. See enclosed memo from Greg Mitchell.
4. **Executive Session:** Pursuant to 1 M.R.S.A. 405(6)(C), the Committee will go into executive session to provide staff guidance related to the following:
 - a. Real estate negotiations related to a possible sale in the Portland Technology Park.

Councilor Justin Costa/Chair

NOTE: No public comment will be taken on non-action items.

Next Meeting: September 4, 2018



DRAFT
Meeting Minutes
ECONOMIC DEVELOPMENT COMMITTEE

DATE: June 19, 2018 (Tuesday)
TIME: 5:30 – 7:30 p.m.
LOCATION: Room 209
Portland City Hall

Attending

Members: Chair Justin Costa, Nick Mavodones, Spencer Thibodeau

Additional City Council Members: Mayor Ethan Strimling

Staff: Jon Jennings (Items 2 and 3,) Greg Mitchell, Tuck O'Brien (Items 1-5,) Michael Goldman, Brendan O'Connell (Item 6,) Bill Needelman (taking notes)

Public: Bill Leete, Chris Stevenson, Maine Health representative

The meeting minutes below intend to record actions by the committee and to provide a general summary of the discussions related to agenda items. The full meetings (excepting executive session items) are streamed to the public and are available for viewing at:

http://townhallstreams.com/towns/portland_maine

Agenda Items

1. Review and accept Minutes of previous meeting held on June 5, 2018.

Motion to accept (Moved by ST, 2nd NM)

No comments

Vote 3-0, Motion Passed

2. Verbal update regarding next steps related to the Maine State Pier Redevelopment Plan – Jon Jennings, City Manager

The City Manager provided the Committee with an update on the status of Maine State Pier redevelopment efforts. Given uncertainty over the future of international ferry service to Nova Scotia, the staff will be taking a 3-6 month pause on first floor changes to allow clarity to evolve around the ferry and future use of the queuing lanes. Staff will move forward on second floor redevelopment.

Committee members agreed with the pause with comments regarding the need to make progress on planning for the pier.

3. Portland Pier – Public hearing and vote to recommend to City Council the proposed Street Discontinuance/Public Access to Remain.

Bill Needelman provided an introduction to the Portland Pier property and the staff recommendation to discontinue a portion of public right of way while retaining public access rights and commercial fishing access to the water.

Public Comment: Supporting comments from Chris Stevenson representing 60 Portland Pier. Mr. Stevenson expressed the property owner's commitment to improve access to fishermen and to revitalize the lobster buying station on the pier.

Motion to recommend to City Council the proposed Street Discontinuance with Public Access to Remain (Moved by NM, 2nd ST)

No additional public comment.

Committee members and the Mayor expressed support for continued public access to Portland Pier.

Vote 3-0, Motion Passed

- 4. Public Hearing and vote to recommend to City Council proposed amendments to the following Purchase and Sale Agreements related to establishing a new pedestrian easement between Parris and Hanover Streets along the Proposed 44 and 82 Hanover Street Property Line:**
- a. For City sale of 44 Hanover Street to Watson & Co. LLC; and**
 - b. For City sale of 82 Hanover Street to Watson & Co. LLC**

Councilor Thibodeau disclosed that members of his firm represented interests working with the project, but that he had no conflict participating in the discussion or vote.

Greg Mitchell summarized the issues described in the back up material related to modifications to public access easements across discontinued portions of the Lancaster Street right of way between Hanover and Parris Street. The easement amendments are proposed to the existing P&S agreements with Tom Watson on both 44 and 82 Hanover Street properties, which share a boundary at the former Lancaster St ROW. Mr. Mitchell noted that this issue has received a first reading with the City Council and is ready for recommendation from the Committee. Michael Goldman clarified the details and intent of the amendments to the P&S. Tuck O'Brien described the relationship between the amendments and the site plan review of the pending projects proposed by Mr. Watson. Mayor Strimling questioned the restrictions on public access as related to the original proposal language followed by a general discussion among the Committee and staff. The Mayor stressed the need for open space in Bayside. The Chair clarified that the issues had been negotiated in the original P&S discussions. Councilor Thibodeau suggested edits to the redline removing reference to "site plan" as it may be amended – while keeping the descriptive list of issues that would be covered in such a site plan. The Committee discussed in detail expectations for limited vehicular access while retaining abilities to serve future businesses with deliveries and transportation needs.

Public Comment:

Bill Leete, representing Tom Watson described history of the proposal and clarified the purpose of the flex space within the former ROW.

Motion to recommend to City Council proposed amendments to the following Purchase and Sale Agreements related to establishing a new pedestrian easement between Parris and Hanover Streets along the Proposed 44 and 82 Hanover Street Property Line:

c. For City sale of 44 Hanover Street to Watson & Co. LLC; and

d. For City sale of 82 Hanover Street to Watson & Co. LLC

(as further edited by suggestion by Councilor Thibodeau to remove reference to “site plan”)

(Moved by ST, 2nd NM)

Committee members followed the motion with a further discussion on the desire to restrict parking in the ROW area. The Mayor further stressed the need for open space and encouraged the Committee to reject the amendments.

Vote 3-0, Motion Passed

(Councilor Mavodones excused himself at this point in the meeting)

- 5. Public Hearing and vote to recommend to the City Council Proposed Amendments to Bayside Tax Increment Financing District to remove Unit 2 (Proposed Project floors 2-7) located at 178 Kennebec Street in order for the above ground residential project to be an Affordable Housing Tax Increment Financing District**

Greg Mitchell provided an introduction to the backup material describing a proposed amendment to the Bayside TIF district to remove an upper floor multi-unit condominium division at the proposed 178 Kennebec Street project. By removing the upper floor unit from the Bayside TIF district, the unit can be included in an Affordable Housing TIF district, consistent with its intended use.

No members of the public chose to comment.

Motion to recommend to the City Council Proposed Amendments to Bayside Tax Increment Financing District to remove Unit 2 (Proposed Project floors 2-7) located at 178 Kennebec Street in order for the above ground residential project to be an Affordable Housing Tax Increment Financing District
(Moved by ST, 2nd JC)

No additional discussion

Vote 2-0, Motion Passed (Mavodones absent)

- 6. Update and Discussion regarding proposed City Payment in Lieu/Service in Lieu of Taxes Policy related to non-profit organizations.**

Finance Director Brendan O’Connell provided a summary of the back up material provided to the Committee. The Mayor and members of the Committee stressed that the program was voluntary and that communications to nonprofit groups need reflect that reality.

7. **Executive Session:** Pursuant to 1 M.R.S.A. 405(6)(C), the Committee voted **(motion by ST, 2nd by JC, Vote 2-0, Mavodones absent)** to go into executive session to provide staff guidance related to real estate negotiations for possible sale in the Portland Technology Park.

Respectfully submitted, WBN



Jeff Levine, AICP
Director, Planning & Urban Development Department

Memorandum

To: Economic Development Committee
From: Jeff Levine, Director
Date: July 12, 2018
Re: Outdoor Dining Parklets

Earlier this year, the State Legislature amended 28-A MRSA §1051, sub-§3 to allow for sale and consumption of alcohol in an area not contiguous to licensed premises. This amendment allows for serving of alcohol in places that did not previously permit such service, such as outdoor dining areas that are not immediately outside the door of a restaurant, until as late as 11 pm. It would permit, for example, use of an existing parking space as an outdoor dining area that could serve drinks.

The City's current outdoor dining regulations have a limited allowance for use of parking spaces as so-called "parklets" that can allow for service of food. However, in practice this option has not been utilized due to limitations on serving of alcohol. With passage of this amendment, staff believes there will be renewed interest in this option, especially for restaurants and bars that do not have adequate space on the sidewalk for outdoor dining.

Use of parking spaces or similar areas for "parklet" dining areas has become more common in other metropolitan areas over the past 15 years. San Francisco, Salt Lake City, and Halifax, among other cities, have made widespread use of this option as a way to liven up the streetscape and provide additional opportunities for restaurants and bars. This opportunity needs to be balanced with public safety concerns, parking needs, and other factors that require a thoughtful set of regulations.

Outdoor dining is regulated under Section 25-28 of the City Code. That section authorizes the City Manager to promulgate regulations governing outdoor service. These regulations were most recently amended in 2016 to ensure that adequate sidewalk space is maintained for those with mobility issues. Any changes to permit parklets would be added to these regulations.

Attached is a draft of language that would be added to the outdoor dining regulations to permit use of parklets under the new state ordinance. We are seeking to give you an overview of what they include and gather your feedback before adopting any amendments. As with the food truck regulations, we have chosen to start somewhat conservatively with these regulations in order to ensure we are not creating unforeseen issues as this concept comes to Portland.

Dining Areas in Public Spaces other than Sidewalks or Public Parks

The City has determined that, in some areas of the City where there are businesses that are unable to locate outdoor dining on City sidewalks or public parks abutting their businesses and there is adequate space in the street to accommodate outdoor dining without compromising safety, dining may be offered in public parking or other public spaces.

Pursuant to Chapter 25 of the City's Code of Ordinances, a permit is required for expanding food service to the outside of all properties. Outdoor dining permits for parking and other alternative public spaces will be issued under Chapter 25 and these regulations pursuant to the following requirements.:

- Any food service operation located on City property pursuant to a permit issued hereunder must comply with state and local laws with respect to service of food and/or alcohol;
- For any outdoor dining operation located in a public parking space, the permit holder shall construct a platform, on which tables and chairs will sit. The platform must be built of durable, slip resistant materials such as composite plastic or construction-grade lumber. This platform may remain for the entire outdoor dining season (April 1-November 15) but must be removed upon conclusion;
- Any space occupied hereunder must be laid out in such a way that it complies with the requirements of the Americans with Disabilities Act. The required platform must be flush with any abutting sidewalk.
- Any movable items on the outdoor dining area must be secured against wind and theft and locked or removed when the business is closed.;
- Any outdoor dining spaces permitted hereunder must be located immediately in front of the business. Where parking spaces are not striped (such as in multispace meter areas) the location of any outdoor dining space must be located to minimize loss of effective parking spaces. The precise boundaries of outdoor dining spaces will be determined by the City in its sole discretion.
- Any outdoor dining space must provide railings or other substantive barriers *along the edges* to protect patrons;
- Wheel stops satisfactory to the Permitting & Inspections Director must be placed at the front and rear sides of the outdoor dining platform, no less than 4 feet from the edges of the platform. In addition, flexible bollards shall be provided at the corners of the platform (see illustration);
- Construction of the platform must allow water runoff to easily flow under platform;
- No attachments to the pavement or curbing are permitted;
- No covers are permitted over the outdoor dining space other than umbrellas;
- No advertising other than labels identifying the business is permitted on the outdoor dining space;
- No permit shall be issued for outdoor dining in these locations if there is a feasible alternative space on the sidewalk or an appropriate public park;
- No outdoor dining space in the vehicular right of way is permitted within 15' of an intersection;
- No outdoor dining space will be permitted within the vehicular right of way on a roadway that has over 2,000 ADT as determined by the City Traffic Engineer or on a street that does not have 12' clear in the middle after all parking and platforms are accounted for.

Method of Review: Identification of appropriate locations for outdoor dining is ultimately at the discretion of the Director of Permitting & Inspections. Permits issued under these regulations are revocable at the City's discretion for any reason, including but not limited to, the permit-holder's failure to comply with these regulations, any unforeseen safety concerns, and City operational concerns or needs. No more than one of these spaces will be permitted on each side of a city block.



Source: National Association of City Transportation Officials.
Note that in Portland only one space per block side may be occupied.
(<https://nacto.org/publication/urban-street-design-guide/interim-design-strategies/parklets/>)

Renewal applications will get priority, provided the requested space satisfies the City's public safety review and the applicant has complied with the requirements outlined herein. After that, applications will be approved on a first come, first-served basis.

Additional Requirements: If a location is approved under this section, the following financial and insurance requirements shall apply:

1. The permit fee shall be \$20.00 per day for each day that the parking space is occupied (which amount will be determined at the time the permit is issued)) from a parking space in addition to any applicable licensing fees;
2. The Applicant shall procure and maintain occurrence-based Commercial General Liability Insurance coverage in amounts of not less than One Million Dollars (\$1,000,000.00) per occurrence for bodily injury, death and property damage, naming the City as an additional insured thereon, and also Workers' Compensation Insurance coverage to the extent required by law. With respect to the Liability Insurance, the Applicant shall name the City as additional insured for coverage only in those areas where government immunity has been expressly waived by 14 M.R.S. A. § 8104-A, as limited by § 8104-B, and § 8111. This provision shall not be deemed a waiver of any defenses, immunities or limitations of liability or damages available to the City under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, common law, or any other defenses, immunities or limitations of liability available to the City. The Applicant will provide the City and thereafter maintain a certificate of insurance evidencing such coverage, which certificate shall guarantee thirty days' notice to the City of termination of insurance from the insurance provider or agent. The Applicant shall also provide a copy of any endorsement naming the City as additional insured. The Workers' Compensation insurance shall include an endorsement waiving all rights of subrogation against the City of Portland, its officers or employees.

**SP0637
LD 1738**

PUBLIC Law, Chapter 337
on - Session - 128th Maine Legislature

**An Act To Permit the Sale and Consumption of Alcohol in an
Area That Is Not Contiguous to Licensed Premises**

Be it enacted by the People of the State of Maine as follows:

Sec. 1. 28-A MRS §1051, sub-§3, as amended by PL 2009, c. 438, §2, is further amended to read:

3. Liquor not to be consumed elsewhere. Except as provided in paragraphs A and B and in section 1207, ~~no~~ a licensee for the sale of liquor to be consumed on the premises where sold may not personally or by an agent or employee, sell, give, furnish or deliver any liquor to be consumed elsewhere than upon the licensed premises or noncontiguous real estate that meets the conditions specified in subsection 9. The service and consumption of liquor must be limited to areas that are clearly defined and approved in the application process by the bureau as appropriate for the consumption of liquor. Outside areas must be controlled by barriers and by signs prohibiting consumption beyond the barriers.

A. Subject to law and the rules of the bureau, hotel or bed and breakfast licensees may sell liquor in the original packages or by the drink to bona fide registered room guests. Any sale to a guest may be delivered to the guest's room only by a hotel or bed and breakfast employee.

B. A licensee may serve liquor at locations other than the licensed premises under the off-premise catering license issued under section 1052.

Sec. 2. 28-A MRS §1051, sub-§9 is enacted to read:

9. Use of noncontiguous real estate. Notwithstanding section 2, subsection 24, the bureau may approve the use of noncontiguous real estate near an establishment licensed under this chapter as part of the premises where the licensee may exercise the license privilege.

A. The bureau shall ensure the following conditions have been met before approving the use of noncontiguous real estate as part of the licensed premises:

(1) The noncontiguous real estate is owned by the municipality in which the establishment is licensed;

(2) The licensee has obtained approval from the municipality to directly or indirectly control the noncontiguous real estate for the exercise of the license privilege; and

(3) The bureau has determined that the noncontiguous real estate is a proper place for the exercise of the license privilege.

B. A licensed establishment authorized to use noncontiguous real estate as part of the licensed premises may not:

(1) Permit any person other than an employee of the licensed establishment to transport liquor between the establishment and the noncontiguous real estate;
or

(2) Notwithstanding section 4, subsection 2, sell or serve liquor on the noncontiguous real estate later than one hour after the time food service has ended or 11 p.m., whichever occurs first.

C. The area between the licensed establishment and the noncontiguous real estate may be accessible to the public if it is a public way as defined by Title 29-A, section 101.

D. The bureau shall adopt rules to implement the provisions of this subsection. Rules adopted pursuant to this paragraph are routine technical rules as described in Title 5, chapter 375, subchapter 2-A.

Effective 90 days following adjournment of the 128th Legislature, Second Regular Session, unless otherwise indicated.

Office of Legislative Information
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DINING /

It's a Patio! It's A Deck! ... It's a Public Parklet?

BY GEORGE MAHE APRIL 16, 2015 7:34 AM

1 of 5



The city's first "parklet" debuted on April 15 in front of BARcelona

restaurant at 34 N. Central Ave in Clayton.

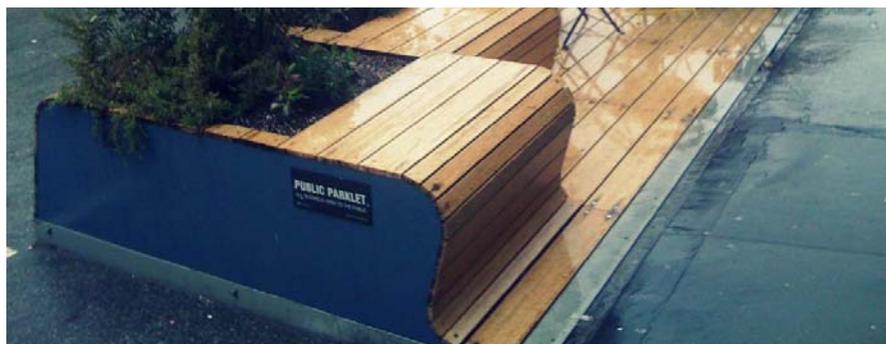
2 of 5



At the parklet's unveiling last night (left to right): Peter Tao of Tao+Lee Associates; Tom McLaughlin of Pinnacle Contracting; Dale Houdeshell, Clayton's Director of Public Works; Harold Sanger, Mayor of Clayton; Ellen Gale, Exec Director of the Clayton Chamber of Commerce; BARcelona owner Frank Schmitz; and Alderwoman Joanne Boulton

3 of 5





PICASA

A parklet in San Francisco's Chinatown

4 of 5



On Valencia St in San Francisco

5 of 5





On Haight St in San Francisco



For the past decade, urban micro-parks—a.k.a. "parklets"—have been popping up in cities across the country and beyond. And as of yesterday afternoon, there's one in Clayton, on Central Avenue in front of [BARcelona](#) restaurant.

In simple terms, a parklet converts a small number of contiguous parking spaces into a mixed-use public space, creating interest, vitality, and foot traffic. The idea originated at ReBar, a San Francisco art studio, in 2005. Cities all over the world have been emulating the model ever since. Some neighborhoods use parklets to reinvigorate city blocks; others use them to add much-needed space to already-busy thoroughfares.



Parklets can be passive (seats and green space) or active (dedicated to a certain activity, like exercising or dining). Some are open to the public at all times; others—like the so-called “streatery” model in Seattle—create extended sidewalk seating for restaurant customers, but revert to public use during non-business hours.

The prototype for Clayton, which has been in the planning stages for the past year and was unveiled last night, was commissioned and built by the City of

Clayton. Gary Carter, the city's economic developer, says the parklet will open to the public at all times, but BARcelona was free to use it for additional seating. He says the city "decided we would build the first one, the only one this year, hoping the idea would catch on and other Clayton businesses would see the benefits." He adds that several other restaurants have already expressed interest, sight unseen.

Carter would like to see Clayton follow the example of San Francisco, where "future parklets would be paid for and maintained by the respective businesses, yet remain as public parks. There would be a permit process, construction guidelines, and design standards," he says. "San Francisco encourages a diversity of design, and I hope Clayton would follow a similar path. They all shouldn't look the same."

The prototype was designed by [Tao+Lee Associates](#) and built by [Pinnacle Contracting](#). The structure measures roughly 8-by-20 feet and can accommodate 10 to 14 people, seated in various table configurations.



"Bar-height tables are certainly a possibility with this design," says Peter Tao, principal of Tao+Lee. "I could also see a single communal table or bench paralleling the street."

The floor is built of Trex, a durable, composite decking that remains cool to the touch. Subtly painted pine boards face the street. A series of steel cables on both

ends add stability. A textured galvanized-steel ramp eliminates steps at the curb. Heavy planters bookend the structure, offering safety and some privacy. Total space used: two parking spots.

Tom McLaughlin, CEO of Pinnacle, explains that such a unit can easily be adapted to any of Clayton's flatter street grades, anywhere cars travel at a low rate of speed.

BARcelona owner Frank Schmitz planted the seed with the city more than a year ago. "Parklets create a buzz, they increase foot traffic, and they encourage pedestrian friendliness," he says. "They also provide a mid-block respite. I could see these things all over."

During the city's evaluation process, the parklet will be parked in front of BARcelona at 34 N. Central. Grab a cup of coffee and a sweet from nearby Vincent Van Doughnut or maybe a snack at BARcelona, and consider the possibilities.





George Mahe

Mahe is St. Louis Magazine's dining editor. Originally a finicky eater, he has owned or operated restaurants most of his life. He began reviewing them for SLM in 1991.

[READ MORE BY GEORGE MAHE](#)

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Guide to Milwaukee Parklets

12 places to enjoy the latest urban fad, like sidewalk dining on the street.

By Michael Holloway - Jul 18th, 2017 03:34 pm

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Parklets at Club Charlies and Bavette La Boucherie. Photo by Amanda Maniscalco.

The small window that is summertime in Milwaukee is packed full of options for outdoor activities. As soon as the temperature reaches the 60s, restaurant goers flock to patios to enjoy their first outdoor meals in months. And there's a lot of those, as our [recent patio guide](#) proves. Adding to the summertime eating excitement are relatively new attractions in Milwaukee's outdoor dining scene known as parklets.

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Op Ed: Why Milwaukee's Great for Startups by Roman Reynebeau

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Parklets offer a heightened outdoor dining experience in the form of an extension of the sidewalk that takes up a section of the street, typically occupying one to three public parking spaces. They're sometimes referred to as "street patios" to avoid customer confusion, making them easier to distinguish from sidewalk patios.

Parklets are not permanent and are only legal between March 15 and Nov. 15 to prevent conflicts with snow removal during the winter. Businesses are required to submit an application for prospective

parklets to the [Department of Public Works](#), which upon approval leads to a modification of the food and/or alcohol license. The business then obtains the Special Privilege, a Common Council action that overrides the public right-of-way and allows the parklet to occupy the public space.

A total of eight city parklet programs have been created in the United States: Raleigh, NC, San Francisco, CA, Philadelphia, PA, Chicago, IL, Oakland, CA, Seattle, WA, Long Beach, CA, and Milwaukee, WI. Milwaukee's first parklet was built in 2013 on the shared space between Divino Wine and Dine and the now-closed [Two Bucks](#) on Murray Ave.

Businesses benefit from parklets as foot traffic increases and customers are likely to spend more time in the space, boosting economic activity. The addition of floral arrangements and bicycle racks adds an aesthetically pleasing aspect to the space as well as an encouragement for eco-friendly transportation.

Since parklet season is upon us, here is our (ahem) First Annual Guide to parklets in Milwaukee. We count an even dozen. Remarkably, three are located in Shorewood, what a wild city! The rest are in Milwaukee's Third Ward, Walker's Point, East Side and Downtown. Come next year, we'll expect this list to have grown.

3 Most Popular



Murphy's Law: Is Foxconn Double Crossing Walker?
by Bruce Murphy



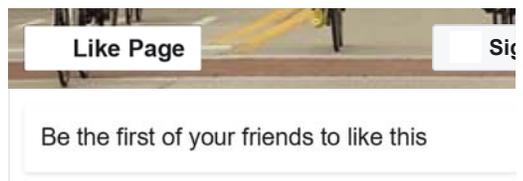
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Bavette La Boucherie: Located next door to Club Charlies' parklet in the Third Ward, Bavette's cozy single parking space parklet adds approximately 10 more seats to its outdoor dining area that also includes a sidewalk patio. Located at 330 E. Menomonee St.



Black Sheep: Offering an opportunity to expand upon your wine palette while sitting outdoors, Black Sheep's parklet is conveniently located on the street in a spot where parking isn't typically allowed anyway. The parklet's dark color schemes of black and gray match the look and feel of the restaurant's interior and exterior. 216 S. 2nd in Walker's Point.



CarlBaehr on **City Streets: Why Two Streets Named Washington?**

Lee on **City Streets: Why Two Streets Named Washington?**

New Faces



Courage MKE Announces New Appointments to its Board of Directors



Kundert becomes chair, three new directors join Greater Milwaukee Foundation board



New Director of Hospitality at Eastcastle Place in Milwaukee

More New Faces



Buddha Lounge: This year, the Buddha Lounge has added to its already extravagant exterior with a parklet that lines the west side of the restaurant. The space is roughly three parking spaces long and provides a combination of bench and chair seating as well as five low standing tables, each boasting a personal firepit. The parklet is lined with strings of light, ensuring that customers can enjoy sushi or a cocktail well after sunset. 1504 E. North Ave.



Camp Bar (Third Ward): Camp Bar's rather large parklet adds about 40 additional seats for the restaurant, occupying three parking spaces. Lined with lanterns and adorned with a wood finish, the Third Ward Camp Bar's parklet was the inspiration for its sister location in Shorewood to follow suit with a parklet of its own. 525 E. Menomonee St.





Camp Bar (Shorewood): Taking a page out of its Third Ward counterpart's book, the Shorewood bar is home to a 40-foot long parklet that offers 20 seats, expanding upon the sidewalk patio seating. The parklet was approved in 2016 when the bar also sought to expand into the neighboring space that was previously home to an entertainment company called Sound By Design. Both expansions have helped Camp Bar with an overcrowding problem due to the bar's popularity. 4044 N. Oakland Ave.



Chocolate Factory: The eighth location to open in the area, the Shorewood Chocolate Factory contains a parklet occupying two parking spaces. The wooden parklet has become an instant favorite for customers on days when a couple of scoops of ice cream are necessary for cooling off. 4330 N. Oakland Ave.



Club Charlies: One of the first parklets to grace the city, Club Charlies converted a loading zone located in front of the business into an outdoor dining area. Running 20-by-8 feet, the parklet allows for additional outdoor seating for restaurant goers. 320 E. Menomonee St. in the Third Ward.



Divino Wine and Dine: Milwaukee's first parklet will make a return despite neighboring businesses closing down within the past year. The parklet occupies two public parking spaces and can hold approximately 35 people. 2315 N. Murray Ave.



The Pub Club: Home to one of the biggest outdoor seating areas on N. 3rd St., the parklet at The Pub Club holds five dining tables, occupying three public parking spots. 1103 N. Old World 3rd St.



Shaker's Cigar Bar: This parklet has returned for its third season. When S. 2nd St. was reduced from four lanes to two lanes and a bike lane, Shaker's capitalized on an error with the sidewalk after a large step-off was smoothed into a slope by the city. The parklet runs 28 feet by 16 feet and is decorated with a variety of park-like plants such as hibiscus, ferns, and an apple tree. 422 S 2nd St., Walker's Point.



Three Lion's Pub: Home to yet another parklet in Shorewood, this pub's outdoor seating takes up about two parking spaces. Three Lions offers an authentic pub experience, opening early for soccer games and boasting that they "bring the across the pond just across the street." 4515 N. Oakland Ave.



Yokohama 1910: A brand new spot to get a bowl of ramen on the East Side, Yokohama is home to the most recent parklet in Milwaukee. Designed by Rinka Chung architecture, the parklet takes up two public parking spaces on Kenilworth and seats 20 people. The wooden, rustic appearance matches that of the

interior of the restaurant. The garage door offers an opening in which the customers seated at the parklet can view the karaoke singers. 1932 E. Kenilworth Pl.



Guides

Complete 2018 Summerfest Shuttle Guide 38 Milwaukee Wine Bars 21 Great Bars for Craft Beers



Jun 27th, 2018 by Cynthia Crawford



Apr 5th, 2018 by Michael Holloway



Apr 3rd, 2018 by Jennifer Rick

Categories: Arts & Entertainment, Food & Drink, Guides

4 THOUGHTS ON “GUIDE TO MILWAUKEE PARKLETS”



Gregory A. Mitchell
Director, Economic Development Department

July 17, 2018 EDC Workshop related to Workforce Training System Programs and Policy Discussion, including Possible Organization Changes and City Funding.

A. Greater Portland Workforce Initiative – Kim Moore

a. See Memo and Attachments – pp. 2 to 9

B. Office of Economic Opportunity – Julia Trujillo

a. See Memo and Attachments – pp. 10 to 37

C. Adult Education – Anita St. Onge

a. See Memo and Attachments – pp. 38 to 65

D. Possible Municipal Funding Sources – Greg Mitchell

a. See Memo and Attachments – pp. 66 to 69



Julia Trujillo Luengo, Director
Office of Economic Opportunity

MEMORANDUM

TO: Economic Development Committee

FROM: Julia Trujillo Luengo
Director, Office of Economic Opportunity

DATE: July 12, 2018

SUBJECT: Greater Portland Workforce Initiative Overview

GREATER PORTLAND WORKFORCE INITIATIVE (GPWI)

Background

The tightening labor market and historically low unemployment rate in Greater Portland is creating a more competitive landscape for employers to attract qualified staff in skilled occupations. Many of these occupations require a credential or certification for entry into the field. Despite the overall low unemployment rate in the region, disaggregated employment data shows several serially under-utilized pools of jobseekers with significantly higher levels of unemployment. The GPWI's 21 Stakeholders are working together toward one goal: that all individuals in Greater Portland are prepared for and connected to growing sectors of employment with strong career pathways and family sustaining wages.

Vision

A workforce pipeline that addresses, in tandem, employer-identified roadblocks to entry into Greater Portland's growing employment sectors and the unique barriers of targeted jobseekers.

Members

Tarlan Ahmadov , Catholic Charities Office of Maine Refugee Services (OMRS); Christa Baade, Program Developer Coastal Enterprises Inc. (CEI); Joni Boissonneault, Self Sufficiency Programs Manager Portland Housing Authority; Beth Campbell, Director, Financial Stability United Way of Greater Portland; Lisa Crothers, Regional Director FedCAP; Hannah DeAngelis, Program Director Catholic Charities Immigration and Refugee Services; Matt Dubel, Executive Director Portland ConnectED; Joe Everett, Chief Program Officer The Opportunity Alliance; Sara Gagnè-Holmes, Senior Program Associate John T. Gorman Foundation; Adam Harr, Executive Assistant- Social Services Division City of

Portland Health and Human Services; Quincy Hentzel, President- Portland Regional Chamber of Commerce; Tommy Johnson, Director of Membership and Events- Portland Regional Chamber of Commerce; Mary LaRoche, Re-Entry Case Worker Maine Department of Corrections; David MacLean, Administrator- Social Services Division City of Portland Health and Human Services; Antoinette Mancusi, Deputy Director Coastal Counties Workforce, Inc. (CCWI); Mike Roland, Manager- Greater Portland CareerCenter- Maine Department of Labor; Anita St Onge, Director Portland Adult Education (PAE); Jennifer Sporzynski, Senior Program Director- Business Development Services Coastal Enterprises, Inc. (CEI); Julia Trujillo Luengo, Director City of Portland- Office for Economic Opportunity; Laura Tait, US Probation Officer US Probation and Pre-Trial Services; Jim Whitten, Dean, Midcoast Campus and Satellite Centers Southern Maine Community College (SMCC); Nikki Williams, Project Manager- Gateway to Opportunity University of Southern Maine's Cutler Institute; David Wurm, Director- Workforce Solutions Goodwill of Northern New England; Donna Yellen, Chief Program Officer Preble Street; Marty Zanghi, Director- Director, Youth and Community Engagement University of Southern Maine's Cutler Institute.

Goal and Strategies

Goal: All individuals in Greater Portland are prepared for and connected to growing sectors of employment with strong career pathways and family sustaining wages.

Strategies:

1. RESPOND: Identify, develop, and pilot approaches to address existing gaps in workforce development employment and training opportunities.
Outcome: Agile assessment of and best-practice based approach to Greater Portland's workforce development needs.
2. CONNECT: Establish learning communities and shared systems of communication between workforce development representatives and staff
Outcome: Connection to and leverage of resources across organizations serving targeted jobseekers.
3. EMPLOY: Develop and implement customized, informed programming for entry into employment within the region's thriving sectors.
Outcome: Targeted individuals are trained for and connected to sustainable employment opportunities and strong career pathways.

Staffing

The GPWI is staffed by a Project Director, Kim Moore. The position is housed at the United Way of Greater Portland, the backbone organization for the initiative. The Portland Regional Chamber of Commerce also provides office space for the GPWI Project Director.

Budget

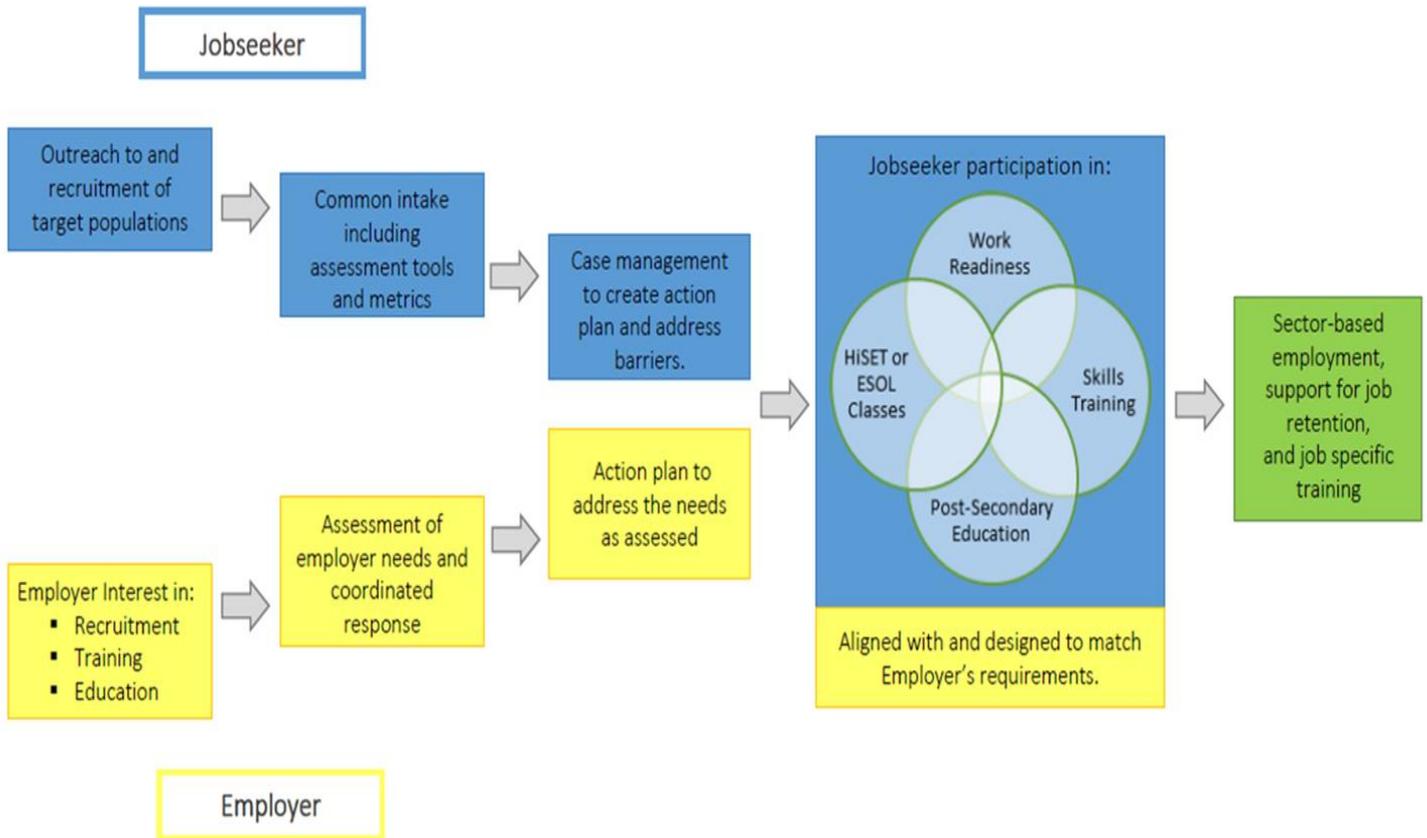
To date, the GPWI and its programming has been funded primarily by the John T. Gorman Foundation. In 2018, the Samuel L. Cohen Foundation granted the GPWI program funding to support individual's participation in Bridge programming. The GPWI's funding for FY '19 has not yet been publicly announced.

Greater Portland Workforce Initiative
2018/2019 Plan



<p>CONTEXT</p>	<p>The tightening labor market and historically low unemployment rate in Greater Portland is creating a more competitive landscape for employers to attract qualified staff in skilled occupations. Many of these occupations require a credential or certification for entry into the field. Despite the overall low unemployment rate in the region, disaggregated employment data shows several serially under-utilized pools of jobseekers with significantly higher levels of unemployment.</p>		
<p>VISION</p>	<p>A workforce pipeline that addresses, in tandem, employer-identified roadblocks to entry into Greater Portland’s growing employment sectors and the unique barriers of targeted jobseekers.</p>		
<p>GOAL</p>	<p>All individuals in Greater Portland are prepared for and connected to growing sectors of employment with strong career pathways and family sustaining wages.</p>		
<p>STRATEGIES</p>	<p>RESPOND: Identify, develop, and pilot approaches to address existing gaps in workforce development employment and training opportunities</p>	<p>CONNECT: Establish learning communities and shared systems of communication between workforce development representatives and staff</p>	<p>EMPLOY: Develop and implement customized, informed programming for entry into employment within the region’s thriving sectors</p>
<p>OUTCOMES & TARGETS</p>	<p>Agile assessment of and best-practice based response to Greater Portland’s workforce development needs</p> <hr/> <p>TARGET:</p> <ul style="list-style-type: none"> <input type="checkbox"/> GPWI is tuned in and responsive to the needs and trends of both sides of the pipeline. <input type="checkbox"/> Inform, advise, and support “peripheral” projects and conversations involving both side of the pipeline. <input type="checkbox"/> #/% of Greater Portland’s workforce development community implementing best practices due to GPWI partnership 	<p>Connection to and leverage of resources across organizations serving targeted jobseekers and sector employers</p> <hr/> <p>TARGET:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Measure of increased connectivity and leverage of resources across organizations serving targeted jobseekers <input type="checkbox"/> Initiative member’s data demonstrates increased effectiveness in serving both jobseekers and employers <input type="checkbox"/> % of stakeholders taking action to change or initiate change in a related practice or policy 	<p>Targeted individuals are trained for and connected to sustainable employment opportunities and strong career pathways</p> <hr/> <p>TARGET:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 75 individuals have increased access to transitional employment and training programs <input type="checkbox"/> 70% of GPWI program participants placed in a job within 30 days of completion. <input type="checkbox"/> # of impacted employers changed their practices to increase access to and hiring of targeted individuals

Greater Portland Workforce Initiative- Dual Customer Pipeline



Greater Portland Workforce Initiative
Stakeholder Asset Map

Immigrant and Refugees
Single Head of Household
Reentry
Older Youth
Experiencing Homelessness
All or Multiple Populations

	MDOL/CareerCenter	Catholic Charities	City of Portland- General Assistance	City of Portland- Economic Opportunity	Coastal Counties Workforce Inc.	Coastal Enterprises Inc.	FedCAP, Inc.	Federal Probation and Parole	Workforce Solutions	John T. Gorman Foundation	Maine Department of Corrections	Office of Maine Refugee Services (OMRS)	Portland Adult Education	Portland ConnectED	Portland Housing Authority	Portland Regional Chamber of Commerce	Preble Street	Southern Maine Community College	Southern Maine Youth Transition Network	The Opportunity Alliance	United Way of Greater Portland
Pre Enrollment Activities:																					
Participant Recruitment	*	*	*			*		*					*				*				
Jobseeker Intake/Information Gathering	*	*	*			*		*					*								
Interest/Ability Assessment	*	*	*			*		*													
Literacy/Numeracy Assessment						*		\$			\$										
Case Management	*	*	*			*		*			\$				*						
Program/Supportive Service Referral	*	*	*			*		*			\$			*							
Training Services:																					
Sector-focused curriculum (ie: Medical Terminology)				\$		\$		\$										*			
Contextualized WorkReady/Workforce Readiness				\$				\$			\$						*				
Financial Literacy								\$						*		*					
Basic Computer Skills				\$		\$		\$													
Licensing Requirements																					
Resume Assistance	*	*	*			*		*			\$										
Background Checks			*			*		*				*									
References	*	*				*		*			\$										
Credential verification/translation (HS Diploma)		*		\$	\$	*		*										?			
Obtaining Social Security Card		*									\$			*							
Obtaining Government Issued ID		*									\$			*							
Supportive Services																					
Training/employment related tools and equipment	*			\$		*		*													
Transportation Assistance (bus passes/gas cards)	*	*		\$		*		*						*				*			
Childcare Assistance	*			\$		*		*													
Post-Training Activities																					
Credential/Certification Course Placement			*			*		*													
Employer Outreach/Relationship Development		*	*			*		*													
Job Placement		*	*			*		*			\$										
Follow up and Retention Services	*	*	*			*		*			\$			*		*					

* = dependent on program/service eligibility
\$ = directly funds but does not administer the service

GPWI Stakeholder Process Map- "Bridge to CNA" Program

Information Gathering, Assessment, and Coordination of Activities

March/April/May

1a. Stakeholders establish Eligibility Criteria for CNA Bridge Program Participation

Tool development: Common Information form, Eligibility Checklist, CNA Cert. Requirement Checklist

1b. Information sharing authorization

Tool development: Agree on appropriate language and add to common information form

- If programs/services have existing authorization language, ensure it is applicable

2. Define role of Case Manager's (CM's) and Educational Provider

Determine:

- ID possible CM's
- Establish Lead Case Manager for the Participants
 - Possible scenarios: WIOA qualified, non-WIOA qualified, New Mainer, etc.
- Responsibility for communication between CM's
- Responsibility for CNA Cert. requirement checklist completion
- Responsibility for tracking and reporting metrics

3. Info session for CM's:

- Intent, eligibility criteria, introduction to forms, process overview, etc.

June

4. Assessment of potential participant referrals:

- CM's use Tools: Common Information Form, Eligibility Checklist to assess/record:
 - Eligibility
 - Barriers
 - Interest
 - Readiness

Not a candidate: return to CM for planning, no metrics tracked

5. Participant Process and Employer Information Sessions

- Prepared/Hosted by Advisors
- Case Managers attend

Not interested: return to CM for planning, no metrics tracked

6a. Referrals to support employment and training capacity:

- WIOA/other available workforce development programs
- Supportive Services

6b. Check for existing CASAS score/Schedule participant for CASAS as needed

7. Selection of Bridge Participants using established eligibility criteria

Not selected: return to CM for planning, WITH metrics tracked

Eligible for direct entry into CNA Certification course: return to CM for planning, WITH metrics tracked

8. CM Team meets to:

- Review/reassign projected CM roles, based on selected Bridge participants
- Select dates for CM/Instructor Team Meetings
- Line up programmatic supports

July/August (9 weeks*)

9a. GPWI Coordinator communicates names and contact information of Lead CMs to Instructor(s) and coordinates weekly check-in schedule for Lead CMs

- Lead CM check-in's are in person, in class

9b. Schedule for CM Team/Instructor progress meetings are confirmed

10. Week 1: Lead CM's begin the weekly check-ins to address any academic issues or barriers.

- Lead CM communicates with CM Team Members as needed to address identified issues/ barriers.

Participant disengages: return to Lead CM for planning, WITH metrics tracked

11. Week 2: CM Team/Instructor Progress Meeting

- First ½: Instructors will provide feedback to CM's around participant's performance in training.
- Second ½: CM's exchange additional participant updates and address any training and related barriers identified.

12. Weeks 3-7: Lead CM check-ins continue, with outreach to CM Team Members as needed to address issues/ barriers.

Participant disengages: return to Lead CM for planning, WITH metrics tracked

13. Week 8: CASAS Testing for participants (during class)

14. Week 8: CM Team/Instructor Progress Meeting

- First ½: Instructors will provide feedback to CM's around participant's performance in training and CASAS testing.
- Second ½: CM's exchange additional participant updates and address any training and related barriers related to transition to CNA certification course.

15. Week 9: Celebration and transition planning

- CM team, Instructors, and Employer Advisors celebrate the achievement, review the opportunities, and discuss next steps.

Participant disengages: return to Lead CM for planning, WITH metrics tracked

September-December (12-16 weeks**)

16a. Lead CM's monitor/confirm:

- ID of selected CNA course
- Application to selected course
- Acceptance into course
- Supportive services required for training

16b. Lead CM communicates acceptance to CM Team.

Participant disengages: return to Lead CM for planning, WITH metrics tracked

17. 1 week prior to class starting: Lead CM introduces self, role, and shares their contact information with the CNA Cert. Instructor via email.

18. Week 1: Lead CM checks in with Participant, with outreach between CM Team Members as needed to address issues/ barriers.

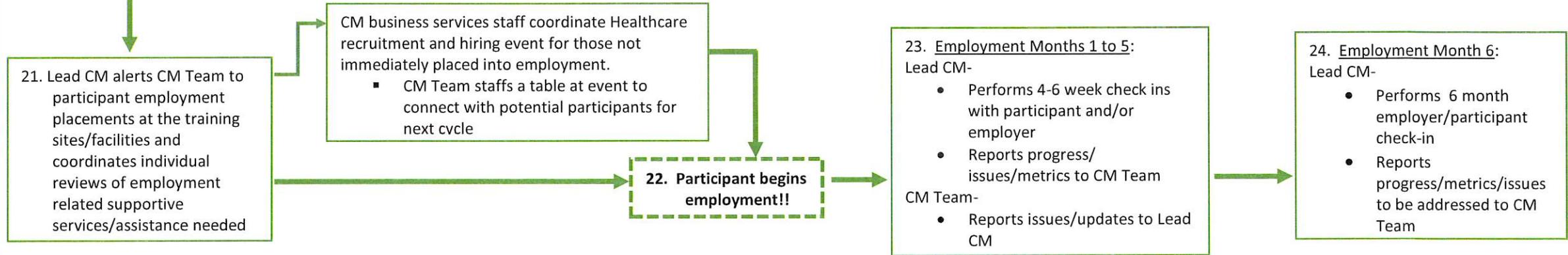
- Prepare for any need to re-examine support services during clinical

Participant disengages: return to Lead CM for planning, WITH metrics tracked

19. Monthly: Lead CM checks in with Participant, with outreach to CM Team as needed to address issues/ barriers until completion.

Participant disengages: return to Lead CM for planning, WITH metrics tracked

20. Lead CM confirms successful/unsuccessful course exams, clinical exams and State certification testing with CM Team as they occur.



Notes:

- * The map assumes 9 weeks for the bridge activities/curriculum.
- ** The map assumes 12- 16 weeks for CNA certification training.



Julia Trujillo Luengo, Director
Office of Economic Opportunity

MEMORANDUM

TO: Economic Development Committee

FROM: Julia Trujillo Luengo
Director, Office of Economic Opportunity

DATE: July 12, 2018

SUBJECT: Portland Office of Economic Opportunity Overview

OFFICE OF ECONOMIC OPPORTUNITY

Background

The City Council set as one of its goals for 2016 to evaluate whether the City should establish an office focused on integrating immigrants into the local economy and tasked the Economic Development Committee with this work.

The Economic Development Committee held six public hearings, heard from service providers, community groups and individuals, examined comparable northeastern cities, researched best practices from around the country, and held a public conference on the topic. It reached a clear consensus that the City has a role to play in convening service providers to strengthen communication and collaboration; ensuring capacity across the system; collecting and sharing impact data; and better identifying and addressing gaps on an ongoing basis;

The Office of Economic Opportunity was launched on May 1, 2017 with the hiring of its first Director.

Its *mission* is to convene and leverage public and private partners to assure optimal communication and collaboration so that immigrants, people of color and other underserved populations have access to jobs and related support services as well as economic opportunities.

Goals and Objectives

The Economic Development Committee set OEO's goals below:

1. Convene community resources to improve coordination, communication and collaboration and avoid or decrease any duplication of services
2. Create a common data collection tool to better track outcomes across organizations and perhaps individual job seekers, as well as evaluating the work of the new Office
3. Link employers more systematically with job seekers, and job seekers with necessary training
4. Collaborate with partners to ensure ongoing intern/apprentice/mentorship opportunities

Results

1. Convene community resources to improve coordination, communication and collaboration and avoid or decrease any duplication of services

1. *a. English for Speakers of Other Languages (ESOL) Collaborative (for further detail, please see attachment)*

OEO leads their efforts since January, 2018.

Mission: to improve the rate at which ESOL students/learners in the City of Portland reach English proficiency (as defined by a common assessment standard/metric) by enhancing our collaborative approach, where gaps and duplication of service are mitigated, and our coordination is enhanced

Current Members: Portland Adult Education, Salvation Army, YMCA, Hope Acts ESL Program, Learning Works, In Her Presence.

Goals Identified by the group:

- Identify existing gaps in service delivery and create a common list of services.
- Commit to adapt our service delivery models to fill identified gaps and maximize our collective results.
- Coordinate the referral processes by:
 - Sharing real time offerings in a common platform
 - Systematic notification when referrals go out and when referrals are received.
- Ability to track referral outcomes to improve individual and collective results.
- Develop procedures and protocols to track individual learning results across programs to capitalize on what is producing results and amend where necessary, while safeguarding to the highest standard students' confidentiality.

- 1b. *Workforce Strategy Group (under the Greater Portland Workforce Initiative)*

Mission: to establish learning communities and shared systems of communication between regional workforce development representatives and staff

Goals:

- Increased employer connection to and hiring of targeted populations by employers
- Track collective results to understand overarching trends.
- Assess collective progress.
- Mitigate duplication of service.

- Improve collective effectiveness
- Increased Stakeholder connection to employment and training related opportunities for targeted jobseekers
- Increased Jobseekers aware of and connected to workforce development opportunities, services and programs for which they qualify
- Increased Awareness and mitigation of jobseeker service overlap in the region Documentable expanded connection to and leverage of resources across organizations serving targeted jobseekers
- % of Initiative members whose data demonstrates improved effectiveness in serving both jobseekers and employers.

2. Create a common data collection tool to better track outcomes across organizations and perhaps individual job seekers, as well as evaluating the work of the new Office

One of the goals delineated for OEO was to improve the tracking job related outcomes.

OEO's Director discussed multiple approaches with several City Offices like OEO across the country.

OEO concluded that the most efficient and effective route was to consider the Portland Job's Alliance web based interface (funded in great part by CDBG \$) as the potential clearinghouse.

One of the main challenges faced by the PJA interface was its limited usage by relevant stakeholders.

OEO is working within the Greater Portland Workforce Initiative to improve the coordination of direct service staff. A web interface is key in this effort but it must also show value for staff and be informed (in part) by their operational needs. This would ensure data is indeed uploaded and its functionality is relevant.

Currently, OEO is working with the GPWI to acquire the rights for the site, assess customization costs with its current developer to draft a plan forward.

It is the goal of OEO to have a functional, results oriented online web interface by Spring 2019.

3. Link employers more systematically with job seekers, and job seekers with necessary training

3a. The online web interface referenced above will also be designed to facilitate and ensure employers' needs for human capital are met in a timely and effective manner. In FY2018, OEO worked with several employers to facilitate their hiring needs. While the partnership resulted in a good number of jobs, the approach is not sustainable given current staffing needs. The support of an online web interface is crucial in order to meet employers' labor needs and ensure the optimization of the highly skilled talent in the city. The premise is that connector and connectee meet over coffee/casual conversation to orient the connectee in that particular industry and a career path.

3b. In 2018, OEO and the Portland Regional Chamber led a group of partners to create and support the Greater Portland Hires Initiative.

Members: Bank of America, the Greater Portland Workforce Initiative and the Greater Portland Career Center (Department of Labor) were

Its first successful event was dedicating April's Eggs and Issues to *The Integration of Immigrants into our Workforce and Community*. It was the highest attended eggs and issues of the year. The overwhelming feedback was a greater need for more trainings and information on this untapped talent pool.

As a result, OEO and the Chamber have partnered to bring about two trainings this July titled: *The Predictor of Diversity Hiring Success: Intercultural Competency*. OEO secured PEDPIP funding to support the costs associated with the training provider. Maine Intercultural Communication Consultants will covered two 3 hour training where employers will be able to learn What exactly is this concept of intercultural competency? What is it not? ;What are the benefits of being an interculturally competent workplace? ; What are the dangers of not being interculturally competent?; How can intercultural competency be measured?; Why is it absolutely necessary to know your workplace's developmental level of intercultural competency if you want diversity and inclusion efforts to succeed?

4. Collaborate with partners to ensure ongoing intern/apprentice/mentorship opportunities

Under the Greater Portland Hires Campaign, OEO and the Portland Regional Chamber will adapt and launch in Portland the very successful Professional Connector program this Fall.

The program originally created in Halifax, Canada but replicated in St. Louis, MO, Michigan, Pennsylvania and other states, connects foreign-born professionals with other local professionals, volunteer "connectors", who share their industry knowledge and job seeking advice.

Budget

OEO's original budget called for external grant funding to support two Program Manager Positions, a Data Tool and a program Evaluation. While OEO's Director has secured more than \$45,000 in external funding, it did not encompass operational needs.

OEO's Original Budget

Personnel	Cost	City	Grant
Director	\$ 83,750	\$ 83,750	\$ -
Program Managers (2)	\$ 140,000	\$ -	\$ 140,000
	\$ 223,750	\$ 83,750	\$ 140,000
Consultants			
Evaluation	\$ 10,000	\$ -	\$ 10,000
Data Tool	\$ 12,500	\$ -	\$ 12,500
	\$ 22,500	\$ -	\$ 22,500
Other Expenses			
Local travel	\$ 1,500	\$ 1,500	\$ -
Training	\$ 5,000	\$ 2,000	\$ 3,000
Computers (3)	\$ 6,000	\$ 6,000	\$ -
Printer	\$ 150	\$ 150	\$ -
Supplies	\$ 250	\$ 250	\$ -
	\$ 12,900	\$ 9,900	\$ 3,000
Total	\$ 259,150	\$ 93,650	\$ 165,500

The goals set forth for FY2019 require further operational and staffing support for OEO, particularly if the Committee agrees to support external workforce development programs.

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
MEMBERSHIPS AS A RESULT OF OEO	Welcoming America	As a result of the City's Selection under the Gateways for Growth Challenge, we can access a robust set of materials free of cost to support our efforts to become a more inclusive City. www.welcomingamerica.org	Welcoming America: participates regularly in webinars and conference calls hosted by the national organization to stay informed of national trends and efforts.	Ongoing free of cost TA from the most reputable immigrant integration national organization
	Gateways for Growth Challenge	As a result of the City's Selection under the Gateways for Growth Challenge, we can access a robust set of materials free of cost to support our efforts to become a more inclusive City. www.welcomingamerica.org	OEO has been working diligently with the G4G team to produce and release a brand new data report and economic briefings showcasing the contribution of immigrants to Greater Portland's local socio-economic fabric.	As a result of the partnership, OEO will: <ul style="list-style-type: none"> - release a brand new customized report with quantitative and personal testimonials of the contributions of immigrants to our local economy (June, 2018) - Deploy and test a highly innovative Participatory Stakeholder Feedback process using the many qualities of gamification in June, 2018. The expected results are to learn from OEO's focus population what current services, resources and supports are currently helping them

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
				<p>achieve their integration goals and it would also serve as an awareness tool to showcase the plethora of services and assets that exist in the City.</p> <p>To see a similar project, visit: https://elab.emerson.edu/projects/participatory-chinatown</p> <p>By September 2018, OEO will release a Strategic Vision/Plan for the City in order to become the most inclusive City in New England</p>
	<p>MaineSpark</p>	<p>MaineSpark is a 10-year commitment from Maine's most influential education and business leaders to work together to ensure that Maine's workforce is productive and competitive. MaineSpark organizations connect people with the education, training, jobs, programs and resources needed to thrive in Maine's robust and changing</p>	<p>OEO is part of the New Opportunity Track, which focuses on professionals looking to move or start new careers in Maine.</p>	<p>By participating, OEO is able to leverage and partner with the most prominent partners in the State whose mission is to attract and retain talent in Maine.</p>

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
		<p>economy. MaineSpark is powered by a coalition of organizations—schools and universities, nonprofits and foundations, government agencies and businesses—with a common goal: by 2025, 60% of Mainers will hold education and workforce credentials that position Maine and its families for success.</p> <p>OEO is the only municipal government member in the coalition.</p>		
	<p>United Way of Greater Portland Goal 2 Cabinet</p>	<p>OEO is part of the UWGP Thrive 2027 campaign.</p> <p>Thrive2027’s vision is that Greater Portland is an inclusive, caring, and collaborative community that focuses its resources strategically so that everyone grows and prospers through enhanced educational</p>	<p>OEO’s Director currently sits in its Goal 2 Individuals and families have the education, employment opportunities, and resources* to achieve financial stability.</p>	<p>This partnership integrates OEO’s goals into a broader county wide campaign and leverages supports in similar areas of work.</p> <p>It also keeps OEO informed of the current trends in financial stability, best practices and latest data findings.</p>

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
		opportunities, financial stability, and healthy living.		
	MECA Community Task Force	MECA has put together a task force to improve its public engagement with Portland's racially and ethnically diverse communities. OEO has been part of it since its inception in March, 2018.		OEO often interacts with the racially diverse and linguistically diverse artistic community. MECA is contemplating forming a comprehensive platform to support this cohort in their integration into this community and sector.
GRANTS WRITTEN	Two Americorps/VISTA Applications	Additional efficient human capital support for the operation of OEO.	Two positions as: Community Outreach Coordinator Impact and Data Specialist	Recruitment for positions took place July 2017- November 2017 without securing a candidate. Recruitment for the Impact and Data Specialist has begun and an offer has been made to one candidate.
	Request/Application Data Innovation Project Community Research Assistant Program	The Data Innovation Project (DIP) is an applied research and evaluation consulting team housed in the Muskie School of Public Service at the University of Southern Maine - Portland. Each	Same requirements and roles and responsibilities as the Impact and Data Specialist mentioned above.	OEO was not selected in the 2017-2018 cycle. OEO plans to re-apply for the 2018-2019 cycle. Deadline is 15 July, 2018.

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
GRANTS SECURED		<p>assistantship is focused on applied research, program evaluation, and/or data management. DIP staff function as liaison between graduate student and CBO and offer support and supervision where needed. These assistantships are a special opportunity for graduate students to apply their new knowledge and skills within a community organization while also receiving the support and mentorship of DIP staff. Community organizations receive highly subsidized graduate research assistants to support their applied research and/or evaluation efforts and the indirect expertise of DIP staff.</p>		
	Gateways for Growth	See below	See below	Awarded (See below)
	Samuel L. Cohen Foundation x 2		<p>Grant #1: Aimed to develop a one day Immigrant Integration Forum. Grant #2: The design and implementation of a</p>	Unsuccessful Awards

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
			Leadership Program. An adaptation of the MDF model to the City of Portland.	
	PEDPIP x 2			Awarded (see below)
	Maine Accelerates Growth			Awarded (see below)
	John T. Gorman Foundation x2			Awarded (see below)
	United Way of Greater Portland	Thrive 2027 Campaign		Unsuccessful
	Wells Fargo Community WINS Grant Program	To support local nonprofits in promoting long-term economic prosperity and quality of life for their community	Support the Greater Portland HIRES efforts listed below and operational support for OEO.	Unsuccessful
	Gateways for Growth Challenge	OEO and The Regional Chamber of Commerce were co-applicants for this prestigious opportunity funded/supported by a Partnership for a New American Economy and Welcoming America	Offered a three tier opportunity: \$12,500 in funding toward an Immigrant Integration Plan; tailored technical assistance in the process; a robust report on the contribution of immigrants to Portland's local economy.	Gateways for Growth Challenge = \$ 12,500 Portland was one of four communities out of a total of 45 applicants to win this support.
	John T. Gorman x2	Offered a local match toward G4G and an additional support for the publication		John T. Gorman x2 = \$ 2,500 = \$ 7, 000

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
		and enhancement of the Strategic Plan to be published by September, 2018		
	Maine Technical Institute/Maine Accelerates Growth	Offered funding support for the development of the participatory stakeholder tool in the form of a customized videogame.	Support the successful roll out and data gathering of the video game: a Land of Opportunity.	<p>Total number of participants</p> <p>Learning Outcomes</p> <p>Assess its effectiveness as a public engagement tool</p> <p>Assess its effective translation into the Action Plan published by OEO in September, 2018.</p> <p>Award: \$5,000</p>
	PEDPIP x2	<u>December 2017 PEDPIP award</u> offered funding to support OEO's Immigrant Integration Action Plan <u>May 2018 PEDPIP award</u> supports the adaptation of the Professional Connector Program in Portland and a series of professional development opportunities for employers at no cost.		<p>PEDPIP May 2018 = \$7,300</p> <p>PEDPIP December 2017= \$15,000</p>

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
ONE ON ONE EMPLOYER RELATIONS	<ul style="list-style-type: none"> - Ready Seafood - VIA Agency - Wex - Portland Harbor Hotel - Native Maine Produce and Specialty Foods 	<p>Part of the challenge with the current workforce system is the high number of players. It is difficult to navigate for outsiders.</p> <p>OEO has adopted the role of liaison with several employers. OEO's Director is part of the Greater Portland Workforce Initiative and is familiar with the different labor pools available depending on the agency.</p>	<p>Liaise between the employer and the labor supplier. OEO meets with the employer, learns of its needs and works with the workforce system agencies to supply human capital that matches employers' needs. OEO filters candidates and ensures the employer only receives candidates that match its needs.</p>	<p><u>Ready Seafood</u> = 15 + hired. In the words of its Operations Manager "without you we would be struggling".</p> <p><u>ViA Agency</u> = 1 candidate made it to the final three. At the end, they did not hire the candidate but the VIA Agency is creating a new position and has voiced their interest to hire this individual.</p> <p><u>WEX</u> – after several meetings and correspondence, WEX agreed to interview and reconsider a candidate. He was hired in April as an IT Support Specialist. Since then, OEO has sent another referral to their HR recruiters.</p> <p><u>Portland Harbor Hotel</u> – 20 GA/HIRE participants were interviewed for several positions.</p> <p><u>Native Maine Produce and Specialty Foods</u> – employer reached out to OEO on 22 May to fill critical positions as warehouse (nightshift) and truck</p>

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
				driver crews. Thus far, three candidates have been identified for the truck drivers' positions.
<p>LEADERSHIP AND COORDINATION ROLE</p>	<p>English for Speakers of Other Languages (ESOL) Collaborative (see attachment)</p> <p>OEO leads their efforts since January, 2018.</p>	<p>Several ESOL providers asked OEO to lead their collective efforts. They came together to improve their coordination efforts to enhance each other's programs and adapt their models to fulfill existing gaps.</p>	<p><u>Members (at this time):</u> Portland Adult Education, Salvation Army, YMCA, Hope Acts ESL Program, Learning Works, In Her Presence (list is evolving as the group identifies other providers within the City)</p>	<p><u>Mission:</u> to improve the rate at which ESOL students/learners in the City of Portland reach English proficiency (as defined by a common assessment standard/metric) by enhancing our collaborative approach, where gaps and duplication of service are mitigated, and our coordination is enhanced</p> <p>Goals Identified by the group:</p> <ol style="list-style-type: none"> 1. Identify existing gaps in service delivery and create a common list of services. 2. Commit to adapt our service delivery models to fill identified gaps and maximize our collective results. 3. Coordinate the referral processes by: <ol style="list-style-type: none"> a. Sharing real time offerings in a common platform B. Systematic notification when referrals go out

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
				<p>and when referrals are received</p> <p>C. Ability to track referral outcomes to improve individual and collective results.</p> <p>4. Develop procedures and protocols to track individual learning results across programs to capitalize on what is producing results and amend where necessary, while safeguarding to the highest standard students' confidentiality.</p>

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
	<p>Workforce Strategy Group</p> <p>Establish learning communities and shared systems of communication between regional workforce development representatives and staff</p>	<p>Workforce Strategy Group</p> <p>One of the goals delineated for OEO was to improve the tracking job related outcomes.</p> <p>OEO's Director discussed multiple approaches with several City Offices like OEO.</p> <p>OEO concluded that the most efficient and effective route was to consider the Portland Job's Alliance web based interface (funded in great part by CDBG \$) as the potential clearinghouse.</p> <p>One of the main challenges faced by the PJA interface was its limited usage by relevant stakeholders.</p> <p>OEO is working within the Greater Portland Workforce Initiative to improve the coordination of direct service staff. A web interface is key in</p>	<p>Workforce Strategy Group:</p> <p>Using the Portland Jobs Alliance's learnings, create meaningful meeting agendas for engagement of front line staff • Development team must include front line staff</p> <ul style="list-style-type: none"> • Develop a shared database of common employer and job seeker information • Develop a method of documenting outcomes and leverage of time/funding- GPWI's indirect "reach" 	<p>Workforce Strategy Group</p> <ul style="list-style-type: none"> • Increased employer connection to and hiring of targeted populations by employers • Track collective results to understand overarching trends. • Assess collective progress. • Mitigate duplication of service. • Improve collective effectiveness • Increased Stakeholder connection to employment and training related opportunities for targeted jobseekers • Increased Jobseekers aware of and connected to workforce development opportunities, services and programs for which they qualify • Increased Awareness and mitigation of jobseeker service overlap in the region • Documentable expanded connection to and leverage of resources across organizations serving targeted jobseekers • % of Initiative members whose data demonstrates improved

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
		<p>this effort but it must also show value for staff and be informed (in part) by their operational needs. This would ensure data is indeed uploaded and its functionality is relevant.</p>		<p>effectiveness in serving both jobseekers and employers</p>

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
<p>CREATION OF OEO ADVISORY COMMITTEE</p>	<p>Committee was formed in February, 2018.</p> <p>Members represent the main linguistic, racial and/or ethnic minorities in Portland. Its members: Chanel Lewis - Jones, Mohamed Abdirahman, Julie Chase, Guillermo Bila, Donna Gaspar Jarvis, Georges Badagu, Ophelia Hu Kinney, Julia Brown, Victoria Rodriguez, Sally Sutton, Mufalo Chitam.</p> <p>Group has been meeting at least once a month since February 2018.</p>	<p>The <i>Advisory Team</i> exists to: Issue recommendations that would inform OEO's strategic priorities by September 2018.</p> <p>Provide support to the community outreach process.</p> <p>Assist with the design and implementation of a public engagement process.</p> <p>Assist with the development and distribution of project communications to reach multiple audiences.</p> <p>Support OEO in its mission to coordinate and leverage services that aim to achieve overarching goals.</p> <p>Review quantitative and qualitative data in order to make informed recommendations affecting OEO and its focus population (immigrants and refugees, people of color and other disadvantaged populations)</p>	<p>Facilitator was secured in December, 2017 to lead the efforts behind the participatory stakeholder feedback process and completion of Strategic Plan for Integration and Inclusion by September, 2018.</p>	<p>Completion of Participatory Stakeholder Feedback Process in support of the work of the Engagement Lab (See Attachment)</p> <p>Publication of an Integration and Inclusion Action/Strategic Plan for the City</p>

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
		<p>Provide multiple pathways for the broader general public to provide feedback.</p> <p>Review and make recommendations about policies, procedures, services and activities of Departments and agencies of the City of Portland which impact OEO's focus population.</p> <p>Stay informed and up-to-date of local and regional efforts which impact OEO's focus population.</p> <p>Improve visibility of citywide programs and initiatives focused on achieving outcomes related to OEO's mission.</p> <p>Assist with carrying out project activities unique to OEO.</p>		

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
		Foster a collaborative/ripple-effect community impact process.		
FORMAL PARTNERSHIPS	<p>Chamber of Commerce:</p> <p><i>Gateways for Growth Greater Portland HIRES</i></p> <p>The most notable challenge for the integration of immigrants and other</p>	<p><i>G4G:</i> OEO wrote a grant on behalf of both institutions to strengthen Portland's application</p> <p><i>GPortlandHires:</i></p> <p><i>Eggs and Issues</i> Dedicated to the Integration of Immigrants</p>	OEO Director put an online survey together to learn additional learning needs from the audience and developed marketing materials with Jessica Grondin for all participants.	<p><i>GPortlandHires:</i></p> <p>Increased their ability to hire from this untapped talent pool.</p> <p>Increase the number of candidates interviewed.</p> <p>Increase the number of racially and linguistically diverse hires.</p>

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
	<p>racially diverse populations into the workforce is a lack of intentional coordination between the employer community and this labor force.</p> <p>OEO has partnered with the Chamber of Commerce to form a close working relationship to respond to employers' needs and improve their connection/learning to this population.</p> <p>G4G: OEO wrote a grant on behalf of both institutions to strengthen Portland's application.</p>	<p>into the Workforce and Community:</p> <p>OEO developed:</p> <p>A video (posted on OEO) website with the support of Portland Media Center that revealed the professional experience of three foreign born trained professionals. OEO Director interviewed each candidate and combined all interviews into one.</p>	<p><i>One Day Forum</i> similar to the Eggs and Issues is currently in the works.</p> <p>Adaptation of the <i>Professional Connector</i> Programs featured in Halifax, Canada and St Louis, MO will be launched in the Fall 2018.</p> <p>Increase the number of employers who report that their pledge to GPHires has:</p> <p>Improve their understanding of this population, the opportunities they represent and how to manage some of their potential challenges, such as English Proficiency.</p>	

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
	<p>Economic Development, New Ventures Maine, New Mainers' Resource Center:</p> <p><i>Immigrant Entrepreneurs: How to Start a Business in Maine</i></p>	<p>Economic Development and OEO have worked closely together to identify the current gaps faced by the common population they serve. After several considerations, both parties secured funding from a bank and a credit union to support an introductory workshop. Ec Dev experience secured the partnership with New Ventures Maine. Portland Adult Ed was the best possible venue as a great portion of the population is safe and comfortable in that space already.</p>	<p>Workshop has been scheduled for June 4. See flyer attached.</p>	<p>Participants will learn: the pros and cons of owning your own business, the steps needed for start-up, the basics of a business plan, marketing, cash planning and the many resources available to help small business owners in Maine succeed.</p>
	<p>Cultural Orientation for foreign-born population at the family shelter</p>	<p>OEO and Social Services engaged early on to learn of the most notable challenges facing the immigrant population when accessing their services. In addition, In their Shoes Training – held in September, 2017 with a high number of City staff across Departments – revealed ongoing “cultural related”</p>	<p>OEO coordinates agenda with CCharities and Social Services to enhance learning, adapt speakers and topics and improve the overall experience.</p> <p>OEO attends part of the Cultural Orientations each month to monitor its</p>	<p>OEO is working with CCharities to improve its evaluation methods to substantiate the effectiveness of the initiative.</p>

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
		<p>challenges faced by other Departments.</p> <p>OEO approached Catholic Charities to learn if they would offer a similar Cultural Orientation to the one offered to the Refugee Population for the GA foreign born population.</p> <p>The low number of refugees since 2017, allowed CCharities to have the staff and secure alternative funding to provide an all day monthly training for up to 20 participants.</p>	<p>effectiveness and relevance.</p>	
<p>Outreach and Civic Engagement</p>	<p>Portland Media Center Monthly TV Show TV Program The challenges integrating the immigrant population into the workforce also affect their integration into the community.</p>	<p>Best practices across the country demonstrate that intentional opportunities where receiving communities and new comers congregate, have a leverage effect in other initiatives.</p> <p>The key is that these initiatives represent a mix. Not only instances where</p>	<p>The interviews conducted for GPHires, sparked the idea to develop a monthly tv show where OEO Director would interview two immigrants a month. OEO has already met with Portland Media Center</p>	<p>OEO Director has selected a couple of immigrants and the questions have already been generated.</p> <p>An increased understanding of the diversity within Portland’s global community and the value added they represent for our economy and community.</p>

Initiatives	Items	Why does it exist?	Essential Elements of the Work	Projected Outcome(s)
		the receiving community commemorates World Refugee Day but also other platforms where the broader community learns about our newest neighbors “by chance”/without having to attend a specific event.	and identified a June start date.	
	City Services and Global Parade to commemorate Welcoming Week 2018 (September 21-28, 2018)	Currently being developed	Currently being developed	Currently being developed

COMMUNITY OUTREACH COORDINATOR

OFFICE OF ECONOMIC OPPORTUNITY
CITY OF PORTLAND

Summary of the position

The Community Outreach Coordinator is responsible for cultivating strategic partnerships through community outreach activities, ensuring that the Office of Economic Opportunity's (OEO) vision, mission and endorsed strategies are embraced and known by its target population. This position develops relationships with stakeholders (target population/community members, businesses, individuals, schools and other organizations)to support the mission and expected outcomes and results of the OEO. In addition, this position may interface with City of Portland leadership and reports to the OEO Director.

Key Functions and Responsibilities

- Work with OEO stakeholders (target population, businesses, employers, service providers and other partners) to identify unique barriers and opportunities, and develop strategies to address those concerns.
- Represent OEO in various community-based meetings to promote the office's initiatives, share promising practices, collect information relevant to scope of the OEO, and advocate as needed.
- Lead or participate in various presentations, forums, and events to advance the mission of the OEO and obtain cross-sector buy in.
- Work with OEO's Director and Community Impact and Data Specialist to map out existing services to meet target population's needs and analyze further efficiencies and gaps in service.
- Establish and maintain relationships with community leaders, government/law enforcement partners, and elected officials.
- Support OEO's Director in the design and implementation of a comprehensive stakeholder feedback process to inform OEO's strategic plan and priorities.
- Plan and help organize community events as determined by OEO Director.
- Engage and inform stakeholders of the various initiatives, resources, and services endorsed by the OEO using multiple media outlets including by not limited to: OEO's website, social media and local outlets.
- Build, maintain and enhance OEO's website in conjunction with the City of Portland's Communication's Director and OEO Director.
- Serve as liaison and point of contact for stakeholders, as determined by OEO Director.

- Support the efforts by OEO and the City of Portland at large to reach and inform all City residents, including linguistically diverse populations.
- Perform other related and necessary tasks as needed.

COMMUNITY IMPACT AND DATA ANALYST SPECIALIST

OFFICE OF ECONOMIC OPPORTUNITY
CITY OF PORTLAND

Summary of the Position

The Community Impact and Data Analyst is an integral part of the Office of Economic Opportunity (OEO), identifying further efficiencies and effective approaches to the complex needs of the target population. The position is a key liaison among OEO's cross-sector stakeholders and partners, reporting directly to the OEO's Director.

Key Functions and Responsibilities

- Design a data collection structure to improve collective efforts to address common needs, avoid inefficiencies and improve more effective systematic approached.
- Design and implement data collection, data analysis and data presentation processes to ensure data collection and analysis is accurate, relevant and efficient.
- Use data to monitor and evaluate impact of OEO and collective strategies.
- Plan and outline statistical procedures necessary in compilation of data.
- Conduct assessments and make recommendations for program enhancements and improvements.
- In conjunction with OEO Director and Community Outreach Coordinator, map out existing services to meet population's needs and analyze further efficiencies and gaps in service in selected areas.
- Assist community partners with performance improvement plans, as determined by OEO Director.
- Train and support technical and non-technical stakeholders in the value of data collection and data decision-making.
- Utilize Excel, Access or other similar digital tools to further OEO's vision and City wide impact.
- Convert complex numerical data findings into a variety of representations to reach multiple audiences, including but not limited to: Tableau or other pictogram software OR Adapt language and strategies in order to respond to diverse groups.
- Conduct studies and analyze available data about the focus population from various data bases and sources in order to develop reports, summaries, recommendations and visual representations to guide and inform approaches to persistent barriers.
- Lead data collection and analysis to inform OEO's strategic planning process and its ongoing implementation.
- In tandem with OEO's Director and Community Outreach Coordinator, provide technical assistance and support OEO's stakeholders in order to improve collective results.
- Develop innovative strategies and methods to seek, track, collect and respond to constituent and stakeholder feedback.

- Participate and represent OEO in local or regional workshops, meetings or initiatives that aim to improve data collection systems for common populations, as needed.
- Work closely with OEO Community Outreach Coordinator to develop, maintain and enhance a communication strategy that encompasses multiple pathways to share relevant information with stakeholders and the public at large.
- Establish new partner relationships and maintain effective working relationships in order to reach common mutual goals.
- Perform other related and necessary tasks as needed.

MEMORANDUM

TO: Economic Development Committee

FROM: Anita M. St. Onge
Executive Director, Portland Adult Education

DATE: July 12, 2018

SUBJECT: Portland Adult Education

Background

Portland Adult Education welcomes over 4,000 adult learners each year. From the native Mainer who needs his High School Diploma, to the engineer from another country who needs to improve her English, to the professional hoping to advance in his career... we can help them to reach their goals.

PAE offers affordable courses to the community, and it represents less than 2% of the Portland Public School budget. The Enrichment program sustains itself with student fees and Job Skill course fees provide 35% of the revenue needed to run that program. Grants, contracts and state/federal funding comprise 60% of PAE's budget.

PAE offers programs that are designed to prepare Greater Portland area residents for a better, more fulfilling life. PAE is a wide-ranging community program that brings people and resources together for academic, English for speakers of other languages, job skills training or personal enrichment courses. Classes are held throughout the city at different times.

Programs

The **Academic program** at PAE includes classes in English, Language Arts, Math, Science and Social Studies. Academic classes at PAE can help students increase their English language fluency; earn credits for a High School diploma; improve their skills for college or career; or prepare for the HiSet or Accuplacer test. The **College Transitions** program advises students who are striving to enter college. PAE's **learning lab** serves ESOL (English for Speakers of Other Languages) students who are unable to attend classes or who wish to extend their language study beyond the classroom; students who are

looking for additional support to pass their HiSET or Accuplacer tests; or students who are looking for assistance with resume writing or job searches.

On June 28, 2018, 34 students received a High School Diploma and 84 students received a High School Equivalency Diploma.

Our **ESOL (English for Speakers of Other Languages) Program** provides English classes from literacy to advanced English to over 2,000 immigrants and refugees from over 82 countries.

Our **Job Skills courses** prepare individuals for a more fulfilling career. Whether the student wants to gain skills for an entry level job, improve their skills for a promotion or reenter the workplace, PAE has classes to address those needs.

Our **Enrichment courses**, ranging from foreign language acquisition to exercise, art or computer basics, take place in various Portland schools and centers throughout the City.

PAE's **Street Academy**, located at the Preble Street Teen Center, offers a program assuring that homeless youth have free access to an appropriate public education.

The **New Mainers Resource Center (NMRC)** was created in 2013 by the Maine State Legislature to develop and execute a strategy to integrate and better utilize the skills of foreign trained immigrants living in Maine. Established as a pilot project at Portland Adult Education (PAE), NMRC's mission is to support Maine's economic development by meeting employers' demands for a skilled and culturally diverse workforce. PAE has been supporting members of Maine's immigrant communities to find success and build financial stability since its inception. For over 10 years, PAE has provided workforce development programs designed specifically for new Mainers. The addition of the NMRC allows PAE to develop targeted programming focused on the unique needs of those who come to the U.S. with an advanced degree and experience in a professional field. In 2017, The New Mainers Resource Center served 438 foreign-trained professionals. 90 students received Job Class certificates and 70% of those students found employment (some students were not work authorized by the end of the class).

Mission

Portland Adult Education's mission is "To inspire lifelong learning in a culturally diverse environment." As part of Portland Public Schools, our programs incorporate PPS' Vision and Mission:

Vision

All Learners will be fully prepared to participate and succeed in a diverse and ever-changing world.

Mission

The Portland Public Schools are responsible for ensuring a challenging, relevant, and joyful education that empowers every learner to make a difference in the world. We build relationships among families, educators and the community to promote the healthy development and academic achievement of every learner.

Staffing and Budget

2016-2017 Expenditures

Program	FTE	Budget	Students
Academic	7.67	\$319,674.00	444
ESOL	14.59	\$608,760.00	2036
Job Skills	6.23	\$287,636.00	534
NMRC	4	\$212,837.00	438
Street Academy	2	\$136,693.00	140
Administration/Operations	8	\$755,459.00	N/A
Enrichment	N/A	\$107,518.00	1486
Total:	42.49	\$2,428,577.00	

	Contracted
Staff (FTE)	27.55

Funding Sources	Local	State/Federal	Private
Academic	81%	15%	4%
ESOL	51%	19%	30%
Job Skills	62%	0%	38%
NMRC	0%	36%	64%
Street Academy	38%	37%	26%
Administration/Operations	95%	2%	3%
Enrichment	100%	0%	0%

PORTLAND
ADULT EDUCATION



2017

NEW MAINERS
RESOURCE CENTER
ANNUAL REPORT



New Mainers Resource Center 2017 Annual Report Executive Summary

NMRC's Mission

NMRC's mission is to support Maine's economic development by meeting employers' demands for a skilled and culturally diverse workforce.

Serving over 4,000 students in 2106-2017, PAE has been supporting members of Maine's immigrant communities to find success and build financial stability through workforce development programs designed specifically for new Mainers, for over 10 years. The addition of the NMRC allows PAE to develop targeted programming focused on the unique needs of those who come to the U.S. with an advanced degree and experience in a professional field.

Need

Maine's population has begun to decline. For the state to have a vibrant economy it will need to attract more foreign-born workers as well as retain and support the nearly 20,000 refugees and immigrants living in Southern Maine alone, in order to combat Maine's 'demographic winter'.

Barriers to Employment

Foreign trained skilled professionals face many barriers as they seek to enter the Maine workforce. In addition to requiring an adequate level of English competency, these barriers include lack of information about: career pathways, transferring credentials, US standards for resumes, interviews, and American workplace culture.

NMRC 2017 Program Data and Impact

- 438 people received services; 261 were new in 2017; 171 continued from previous years
- 317 people received case management/career advising
- 81% of those eligible to work and receiving case management/career advising services found jobs
- Job class students report higher wages than area minimum wages, receiving an average of \$12.84
- NMRC program participants are successful at getting jobs in all sectors
- In 2017 NMRC programmatic offerings designed to help immigrants overcome barriers and engage with employers had 566 participants
- A majority of new Mainers served by NMRC have a bachelor's degree or higher

Conclusion

Maine's economy is changing; we are seeing record low rates of unemployment and an increased interest from employers to recruit and hire candidates from immigrant communities. This has led NMRC to forge new employer partnerships this year, create innovative approaches to training, and has allowed NMRC participants an easier path to employment. However, many new Mainers can get 'stuck' in these low-paying, low-skilled jobs. In the coming year it will be NMRC's role to reach out to these individuals and create opportunities for advancement through networking, exposure to appropriate job openings, engagement with employers, training and other strategies to assist with career advancement.

Due to both a lack of understanding of this issue and a lack of financial support for those who need assistance there continues to be a need for greater facilitation and recognition of foreign degrees and credentials and support for individuals pursuing further education and/or a path to professional licensing.



New Mainers Resource Center 2017 Annual Report

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New Mainers Resource Center 2017 Annual Report

OVERVIEW

NMRC's Mission

The New Mainers Resource Center (NMRC) was created in 2013 by the Maine State Legislature to develop and execute a strategy to integrate and better utilize the skills of foreign trained immigrants living in Maine. Established as a pilot project at Portland Adult Education (PAE), **NMRC's mission is to support Maine's economic development by meeting employers' demands for a skilled and culturally diverse workforce.**

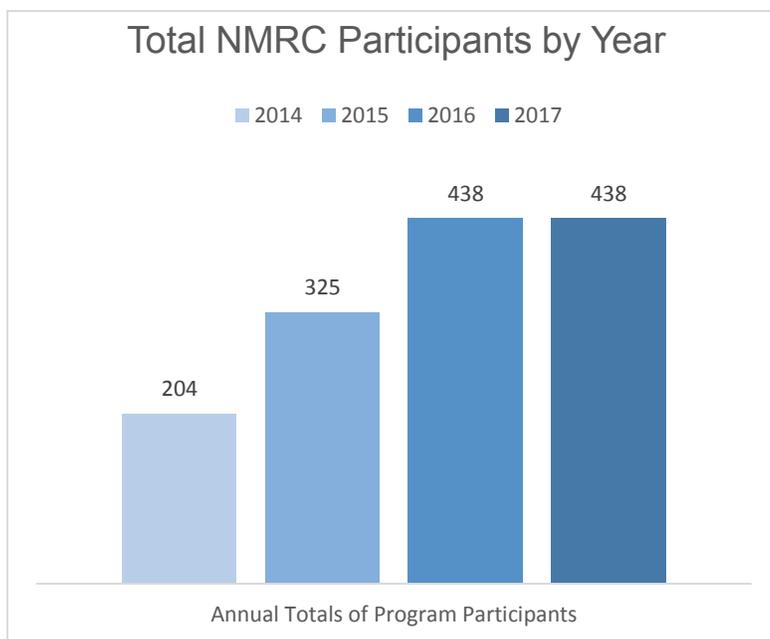
PAE has been supporting members of Maine's immigrant communities to find success and build financial stability through workforce development programs designed specifically for new Mainers, for over 10 years. The addition of the NMRC allows PAE to develop targeted programming focused on the unique needs of those who come to the U.S. with an advanced degree and experience in a professional field.

Need

Maine's population has begun to decline. This has a direct link to labor shortages and the ability for economic growth in the state. Natural population growth (births) and in-migration from other states will not provide enough people to meet the current labor demands, let alone address the need for economic growth in the state. Maine needs to attract more foreign-born workers as well as retain and support the current immigrant population in order to combat Maine's 'demographic winter'.

Demographic Information

Southern Maine is home to nearly 20,000 refugees and immigrants, with Portland being a major resettlement city for primary and secondary immigrants. Students at PAE come from all over Maine and more than 82 different countries and range in age from 18 – 80+ with over 2,036 English language students in the 2016-2017 school year. Economic need is also a defining trait of most PAE students with many receiving some type of public assistance. Most English language students and their families are refugees or asylum seekers, attempting to restart their lives after fleeing war or government persecution. See *Appendix A. PAE Immigrant Enrollment Chart 2017* for more specific PAE demographic data.



Barriers to Employment

Foreign trained skilled professionals face many barriers as they seek to enter the Maine workforce. In addition to requiring an adequate level of English competency, these barriers include lack of information about career pathways, transferring foreign earned credentials, and US standards for resumes, interviews, and American workplace culture. In addition, they must navigate the complicated vocational licensing system and educational systems as well as combat employer misperception, discrimination and the loss of professional networks. NMRC strives to help remove these barriers for our students through a variety of classes and services.

NMRC 2017 PROGRAM IMPACT

Overall Program Results

Completing its fourth year, the demand for services remains consistent:

- **438 people received services**
 - 261 were new program participants in 2017
 - 171 previous students continued to receive services
- **317 people received case management/career advising**

Employment Results

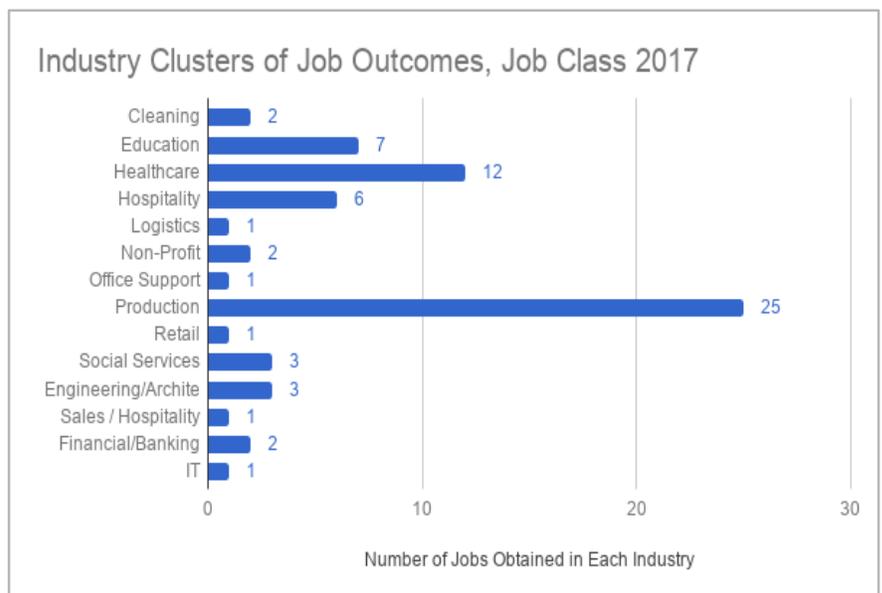
Maine's low unemployment rate has been a benefit to new Mainers as they look for work. New Mainers receiving case management services from NMRC in 2017 were very successful at finding jobs:

- 317 of the 346 people eligible to work received case management/career advising services
- **81% or 256 of those eligible to work and receiving case management/career advising services found jobs**

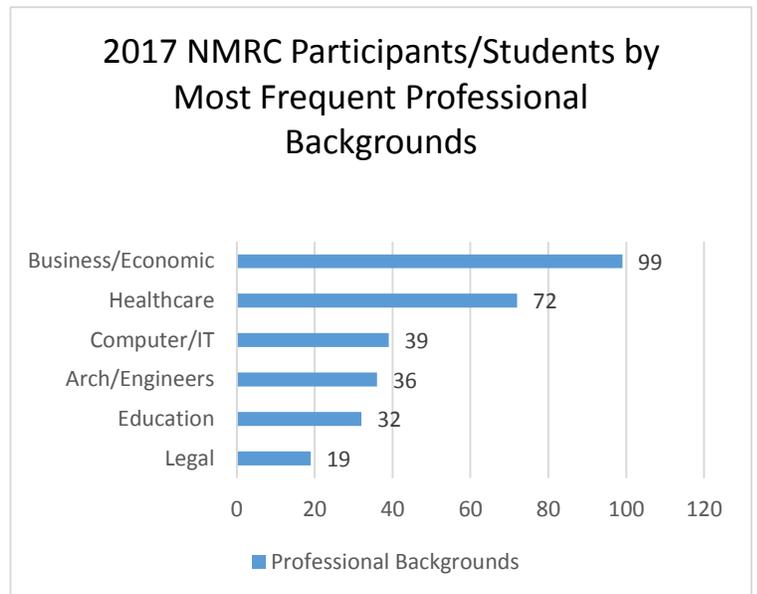
Job Class Highlights

Job Class A (ESOL 3 and 4) and Job Class B (ESOL 5 +) have been offered at PAE for over 10 years. These classes, which are offered 3 times a year, provide the foundation for NMRC programming. Offering an

intensive experience, these classes include: job search strategies, networking with employers, ESOL for those students at a lower English level, connection to other NMRC and PAE resources, and career advising after the end of the class. Community Financial Literacy (CFL) is a partner in offering the financial literacy component as part of class.



These classes are incredibly diverse in many ways. In a single Job Class, students might represent 8 different countries and collectively speak over a dozen different languages. Their educational and professional backgrounds vary just as widely. The same class can consist of students who began their careers directly after high school to those who have decades of experience as doctors, engineers, and judges. Despite these differences, they have each enrolled in the Job Classes because they share a strong desire to put their skills and experience to use in Maine, their new home. **Of the 88 job seekers who took these classes in FY 2017, 78.4% have found employment across a wide range of industry sectors.**



Job Class Students Have Higher Wages



Job class students also report wages that are higher minimum wage:

- \$12.84 - average reported wage of Job Class students
- 93% of Job Class students who reported wages were paid over the Portland minimum wage of \$10.68 (2017 minimum)
- 78% of Job Class students who reported wages were paid at least 25% above the Maine minimum of \$9.00 (2017 minimum)
- 78.4% of Job Class graduates obtained jobs.

SUCCESS STORIES

The successes of NMRC program participants also cut across sectors.

Musonda M. - Architect

Fleeing for safety from a xenophobic South Africa, Musonda, a Congolese architect landed in Portland in 2016 and found his way to Portland Adult Ed. (PAE). PAE offered free English language classes that equipped him with a solid command of English. Working with NMRC he took Job Class A and learned to navigate the job market. Within two months of his Job Class graduation, and only six months in the U.S., Musonda was able to secure a position as an Architectural Designer at an international engineering firm located in Portland. He will continue to work with the New Mainers Resource Center as he settles into his new position, and as he makes steps towards becoming credentialed as an architect in Maine.



Michel T. - Healthcare – Lab Technician

“Like most immigrants arriving in Maine I faced so many challenges and uncertainty about the future of my career and as a result, driven to despair to just do any kind of job just to survive and pay bills. My hopelessness faded away when I first went to NMRC and I found a new hope.

Considering my experience in laboratory science I was advised to do the following:

- Enroll in a phlebotomy course which will open up opportunities to work in the health care field and eventually will make a way to get back into my profession.
- Enroll in Job Class B at NMRC so that I could learn about the job search process in the USA. This class did a wonderful job of providing the tools that made me a success in my job search. I was offered 3 positions at the same time by three great organizations in (Red Cross, Mercy Hospital and MaineHealth).
- I was encouraged to have my credentials evaluated by an accredited organization acceptable to my employer. My transcripts and diploma were authenticated and I was given an equivalent of a US bachelor’s degree, with Medical Technology as major area. With this evaluation I was eligible to submit an internal application for a Lab Technician position.

I was hired in November 2017 and have been in an intense 2 months of on the job training in the chemistry department. I have recently been approved to work by myself.

I am very excited for the opportunity that I now have to contribute to my employer, Nordx, and the economy of the State of Maine. The counsel and training I received from NMRC has greatly contributed to my progress.” Michel T.

Sam K. – Electro Mechanical Engineer

“I’m originally from the Democratic Republic of Congo.

I’m grateful to Portland Adult Education for contributing to the success of my career.



Before coming to the U.S., I studied and worked as an Electro Mechanical Engineer. When I arrived in Maine, I was feeling discouraged because I knew it was not going to be easy for me to return to my career. I had a foreign degree, and even though I had years of experience, without the help of PAE, finding work was not going to be easy.

In June 2016, I registered at PAE to improve my English fluency and vocabulary skills. Earlier this year, I enrolled in the NMRC Job Class Program. This program not only helped me to gain more confidence in job interviews, but it also gave me a better understanding of how to market myself more effectively to employers. These are things I wasn’t quite sure about before.

I knew little about the American culture, such as body language and other gestures. Pursuing my career, which seemed very challenging at the beginning, is now much easier. Right now I am pleased to say I am hired since last July by On Semiconductor, formerly known as Fairchild

Semiconductor as a full time Maintenance Technician. I really enjoy my job now and my new company!

Thank you to the Portland Adult Education team, instructors, administrators, and partners for your support!" Sam K.

More Success Stories

Tam T., from Viet Nam, is a former PAE/NMRC student and PAE Computer Lab Summer Coordinator. She works for the City of Portland as a Computer Programmer Analyst. She continues to stay involved at PAE by helping in whichever way she can.

Innocent B., a former NMRC/PAE student from the Democratic Republic of Congo, was recently hired by Chewonki Foundation as IT Help Desk.



Steve B., a former NMRC/PAE student from Burundi now works as a Teller at Key Bank. In 2017, representing NMRC/PAE on behalf of the Maine Adult Education Association, he gave a presentation at an event at the Statehouse in Augusta.

Abdul Q., a physician who worked as an interpreter for the US army in Afghanistan was one of NMRC's earliest students. In June 2017 he graduated from UNE's Physician Assistant program. He is now working as a Physician Assistant in the Urology Department at MaineMed.

Olesya S., a former NMRC/PAE student from Russia now works as a HR Generalist at Growers Express. She continues to look to NMRC as a recruitment source and assists Job Classes with mock interviews.

NMRC PROGRAMMATIC OFFERINGS

The New Mainers Resource Center provides a range of services to meet the individual needs of each student. This is necessary because immigration status affects a person's eligibility to work. Many of the people receiving services from NMRC are asylum seekers who are required by federal immigration law to wait 150 days from the filing of their asylum application before they can apply for work authorization. They then may need to wait several months before they get their work authorization and Social Security numbers. NMRC services are designed to meet each person's needs taking into consideration their English level, prior training and experience and where they are in the work authorization process so that they may benefit as much as possible from the services that are available. See *Appendix B. NMRC 2017 Programmatic Offerings* for a complete list with descriptions of these offerings.

- **In 2017 NMRC programmatic offerings had 566 participants.**

These offerings, which were open to NMRC program participants, PAE students and the general public included, amongst others:

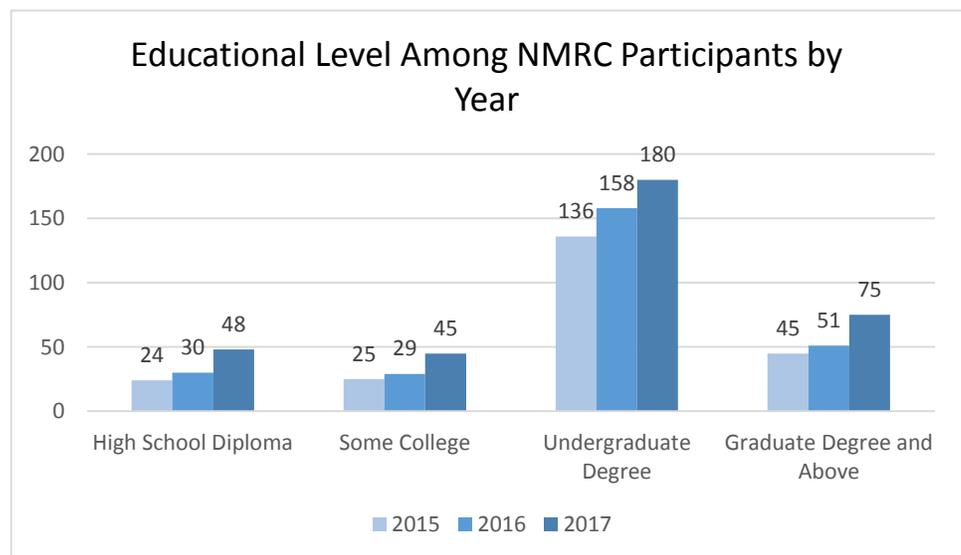
- A series of workshops offered throughout the year focused on job search strategies

- Specific courses to help people take tests such as: TOEFL Prep course, court interpreter course and commercial drivers' license (CDL)
- Contextualized English courses for health professionals, computer/IT professionals, accounting and finance professionals and education professionals
- Professional networking groups for health professionals, finance people, electrical engineers and IT professionals and education professionals
- Job fairs or employer networking opportunities for employers in the hospitality sector, health sector, and public sector
- Summer communication classes – pronunciation and interviewing
- One-on-one engagement opportunities with employers such as job shadowing, mentorships, attending sector related conferences, internships

Career Guidance Advice and Case Management

One important component of NMRC programming is the individualized career guidance, advice and case management that program participants receive. This is important particularly as they try to understand and maneuver professional licensing requirements and take steps to move up the career ladder in their chosen field. The initial goal for many people is to help them find employment in a job that utilizes as much of their previous training and experience as possible and that will provide opportunities for career growth. Career advising and case management takes into consideration:

- English level
- previous training and experience, need for additional training or education
- availability of training resources or scholarships
- job search skills and familiarity with US work culture
- access to college transcripts and diplomas
- work authorization status, i.e., when will they be able to work
- family commitments both in the US and in country of origin
- office and computer skills
- need for specific credential or license in their professional field, an understanding of that process and likelihood of successful completion
- access to transportation, need for child care, etc.



Many people are pursuing more than just the short-term goal of finding their first job. NMRC staff is available to work with people who may have been here for several years, are working and are looking to advance their careers. A majority of new Mainers served by NMRC have bachelors' degrees or higher and come with years of experience. They may be pursuing longer term goals that require a professional

license or credential that may take additional years of experience and study and involve a complicated and costly path to licensure that requires expert guidance to understand, maneuver and weigh the various available options.

LEVERAGED RESOURCES

Portland Adult Education Resources

One great advantage of having NMRC provide services through PAE is the ability to take advantage of and leverage other PAE programming. The vast majority of NMRC program participants are either current or former PAE students. Being a program within PAE provides easy accessibility to NMRC services for PAE students and allows NMRC to take advantage of the support provided by PAE and Portland Public Schools.

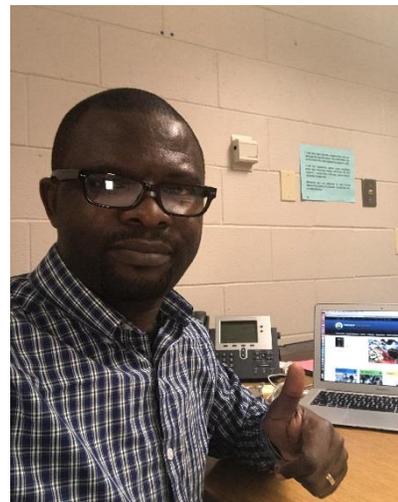
PAE served more than 4,000 students in the 2016/2017 school year and offered 6 levels of ESOL classes. Students who are in the higher level of these classes focus on reading, writing and grammar in an academic context to prepare for employment and continuing education. For those students whose English is beyond ESOL classes there are Language Arts classes. These prepare students who are pursuing a high school diploma or a college education. PAE also offers a wide range of Job Skills courses. These courses and certificate programs require a higher level of English proficiency, but for many new Mainers provide an opportunity to refresh or learn new skills that will enhance their ability to find employment. Courses include: office and computer skills, accounting and finance related courses, medical office skills and CNA. The English Language Computer Learning Lab provides a flexible, supported learning environment for NMRC students as they work to improve their English or job search skills and actively pursue employment. See *Appendix C. Portland Adult Education 2016-2017 Summary* for more detail regarding PAE offerings, utilization and student demographics.

New Mainers Resource Center Funding Sources

NMRC has been successful at raising funds from a range of funding sources including:

- State Appropriation
- JT Gorman Foundation
- Bank of America
- New Mainers Fund
- Portland Jobs Alliance
- Integrated Education and Training Grant
- UNE New Mainer Health Pipeline Grant
- Friends of Portland Adult Education
- Maine Community Foundation - People of Color Fund
- Betterment Fund
- Rines Thompson Fund

NMRC works cooperatively with Friends of Portland Adult Education (FPAE) which also raises funds on behalf of NMRC. Total Support for NMRC in FY 2017 - \$270,597.



Community Collaborations and Partnerships

To the greatest extent possible, NMRC and PAE seek to partner with other educational and training providers, employers, and other community agencies to leverage as many resources as possible for our students. NMRC and PAE work in close partnerships with: Catholic Charities, the City of Portland Office of Economic Opportunity, Goodwill Workforce Solutions, Fedcap, City of Portland General Assistance, CEI, CareerCenter, Community Financial Literacy and Immigrant Welcome Center of Greater Portland.

We also participate in a number of coalitions:

- Greater Portland Workforce Initiative
- Welcoming Immigrant Network
- Maine Immigrant Rights Coalition
- Asylum Seekers Working Group
- Teach Portland
- Diversity Hiring Coalition
- Maine Health Workforce Forum
- Greater Portland Refugee and Immigrant Healthcare Collaborative
- Maine Adult Education Association
- Cumberland County Adult Education and Career Development Hub

EMPLOYER PARTNERS

The New Mainers' Resource Center supports the development of Maine's economy by helping to meet employers' demands for a skilled and diverse workforce. It provides individualized services and builds long lasting partnerships with local companies who want to hire talented, internationally trained professionals. A partial listing of employers who have hired NMRC students in 2017 is provided in *Appendix D. Sampling of Employers that Hired NMRC Program Participants in 2017*. Below are highlights of the services provided to employers:

- Recruitment Events - PAE has close to 1,000 students come to its building each day. By partnering with NMRC, employers can access this wide range of candidates. Types of events include:
 - Company interviews at PAE
 - Industry focused job fairs
 - Employer networking opportunities
 - Reverse job fairs (focus on applicant vs. employer)
 - Company tabling or informational sessions
 - Classroom presentations
 - Referrals for specific job openings
- NMRC works directly with employers to determine the skills and experience needed for the positions they are striving to fill and will match those positions with candidates from our qualified and vetted talent pool.
- Tailored training and industry focused classes - Employers play an important

role in NMRC programming. Receiving their input about their workforce needs, potential job openings, and job applicant requirements helps us make sure our program participants are qualified candidates and prepared for the jobs for which they are applying.

CONCLUSION

Given the high employment level of students (80% who received case management/career advising have jobs) and the number and range of employers from across all sectors who have partnered with NMRC and hired NMRC students, it appears that NMRC is meeting its overall goals of helping employers hire a qualified, skilled and diverse workforce and helping Maine's immigrant and refugees overcome barriers to employment. But, there are other factors that impacted our programming in 2017 and that need to be taken into consideration as we plan for the future.

Maine's economy is changing; we are seeing record low rates of unemployment and an increased interest from employers to recruit and hire candidates from immigrant communities. This has led NMRC to forge new employer partnerships this year, create innovative approaches to training, and has allowed NMRC participants an easier path to employment.

The low unemployment rate brings challenges to our participants as well. An abundance of entry level positions makes it easy for foreign trained professionals to take a job which has no relation to their educational and career background, thus diverting them from their ultimate goal of re-entry into their career.

With these new developments came a new opportunity in 2017 for NMRC to more deeply engage with our mission. In a competitive economy, immigrant candidates have to work even harder than the Maine-born population in order to obtain the same positions, even entry level positions. In times of low-unemployment, obtaining their first position is easier for all candidates, including new Mainers. This first job is a vital step on their path back to their careers, however many new Mainers can get 'stuck' in these low-paying, low-skilled jobs. NMRC's role is to create opportunities for advancement through networking, exposure to appropriate job openings, and training.

With this in mind, NMRC added several new industry-specific classes in 2017, has more consistently offered its professional networking groups, and set-up some specific opportunities such as job shadowing, mentoring and internships as a way to help move new Mainers into a career path that will provide a chance to move up a career ladder. It has also tried to work closely with employers, vetting potential job applicants before making referrals for openings.

Some examples of the ways that NMRC plans to be able to help move people forward include our initiative around professional licensing. With support from the Betterment Fund we are undertaking a research project to make information about professional licensing easier to understand and more accessible. Another initiative is our focus on the education sector in which we are working on the development of an education certificate program that will better prepare people for pursuing careers in the education field by familiarizing them with the US education system, teaching methods, etc., assist them with evaluations of their degrees and certification requirements to become teachers, and also prepare them for the college level courses and tests they will need to take to become fully certified.

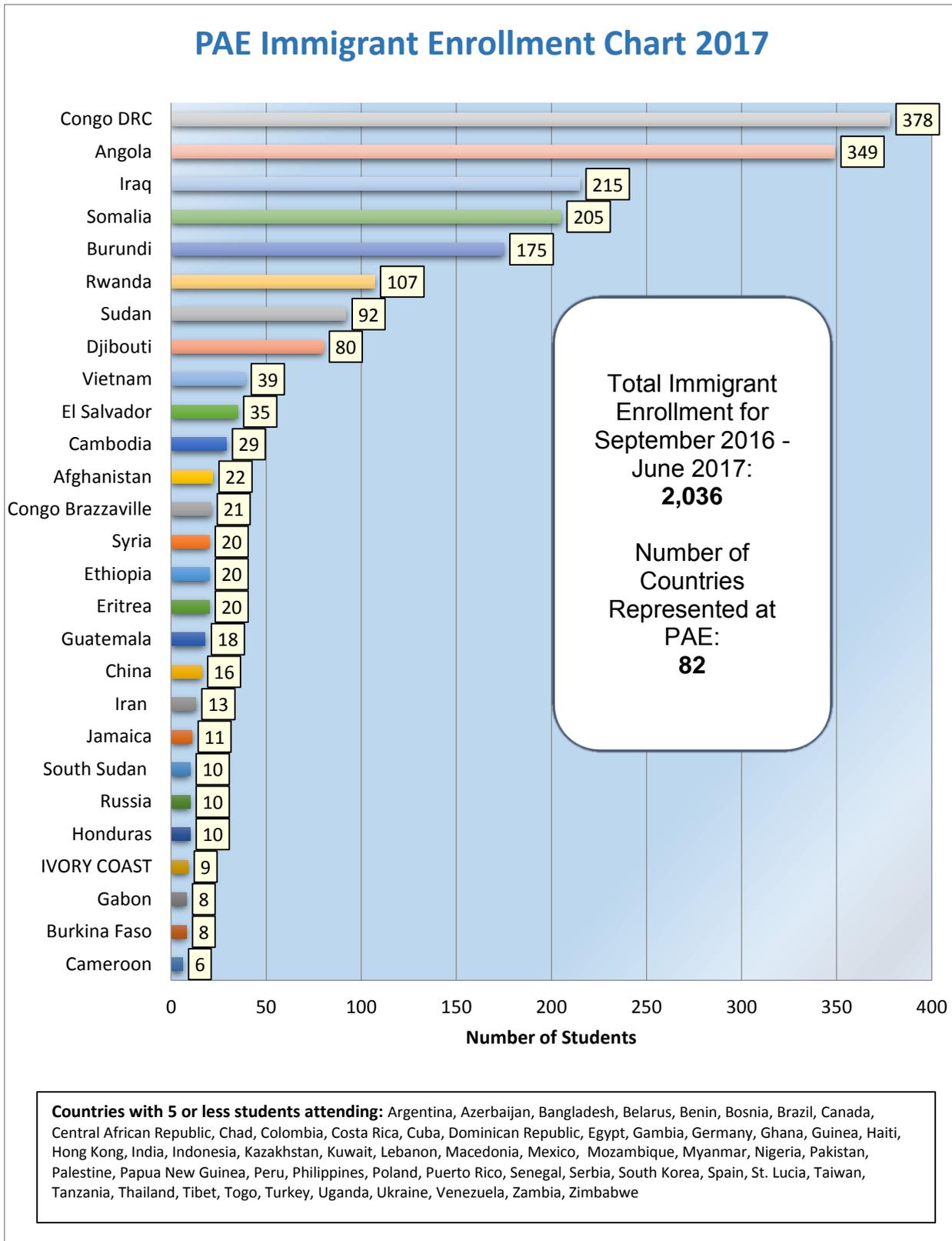
2018 GOALS

In its 2016 report NMRC laid out some specific steps it needed to take. Progress has been made on many of these but there is much more that could be done, so several of these goals will be carried forward to 2018.

1. We have worked on trying to improve our communication with PAE staff and students and members of the immigrant community through a greater effort with our social media (email blast, NMRC website and Facebook) and internal PAE communications and will adopt a communication plan in 2018 that will help systematize these efforts.
2. As is demonstrated by our programmatic activities across a range of sectors we have worked to provide more opportunities for our students to engage with employers. We will continue with these efforts and are looking at some additional industries such as construction and education to meet the needs we have heard from employers.
3. We continue to try to refine our data collection methods and are moving toward an approach that will allow more in-depth analysis for measures of success.
4. Stabilizing our funding at a sufficient level to meet demand continues to be a primary objective. In 2017 efforts were initiated to diversify our sources. This will continue in a more significant manner in 2018 by adapting our programs to qualify for existing training resources and reaching out for more engagement with the business community.
5. While we have attempted to expand and systematize employer engagement and outreach to community groups and other service providers, it has generally not been necessary to reach either individuals or employers looking for our assistance as we have been working at our capacity to meet their needs. However, going forward, if our goal is to reach those new Mainers who have been here for several years, and essentially “stuck” in positions that do not provide a path for career growth or opportunities, we will need to find ways to reach out to these people to let them know of our services. We will also need their input about what they need to move forward which will likely require a wider range of strategies to match them with and engage the employers in their chosen field.
6. Looking back to an issue raised in our 2015 report, there needs to be greater facilitation and recognition of foreign degrees and credentials and support for individuals pursuing further education and/or a path to professional licensing. There continues to be both a lack of understanding of this issue and a lack of financial support for those who need this assistance. NMRC has been able to devote some resources to this and has developed a level of expertise on this issue. In 2018, with support from the Betterment Fund, it will develop information around some specific professional licensing pathways with a goal of providing greater transparency and understanding for not only individuals in those professions, but other service providers as well. NMRC will continue to advocate for greater understanding of this complex issues and for funding in this area.

APPENDICES

Appendix A. PAE Immigrant Enrollment Chart 2017



Appendix B. NMRC 2017 Programmatic Offerings – Total Participants – 566

Offering	Description	Date	Number of Participants
Winter, Spring and Fall 2017 Workshop Series	<p>Workshop topics included:</p> <ul style="list-style-type: none"> ● Overview of the Job Search Process ● Using Online Resources ● Matching Your Skills to the Job Description ● Resume Writing ● Cover Letter ● Filling out Application ● Interviewing Overview and Practice 	A series of workshops offered 2-3 times each year, once in the Fall, and the other divided between Winter / Spring Semesters	25
Job Class A	<p>This is a 7-week intensive training designed for immigrants with low-intermediate (ESOL levels 3-4) English language skills who are looking for their first jobs in the U.S. It includes: job search skills, English for work, U.S. workplace culture, financial literacy, and basic computer skills. Area employers are actively involved in the program, visiting the classroom to share information about their companies, providing mock interview practice as well as hiring graduates.</p> <p>Graduates of the program receive a certificate detailing their attendance hours and competency achieved in 12 employability standards. They also participate in one-on-one job search support with their teachers.</p>	<p>Winter- 1/17/17-3/2017</p> <p>Spring- 5/1/17-6/12/17</p> <p>Fall- 9/18/17-11/06/17</p>	54
Job Class B	<p>Similar to Job Class A, this class is geared for higher English proficiency students placed at ESOL level 5 and higher who will be looking to either advance their work situations or apply for work in entry-level career fields where students can begin to apply their professional, transferable skills. Focus of the class is on navigating resources within students' particular fields of interest. This course will run on Tuesday, Wednesday and Thursday mornings.</p> <p>Students in both courses can participate in computer tutorials and receive assistance with online job search tools and meet with their teachers one-on-one. Prior to enrolling in either of the above classes, students must participate in an intake session scheduled prior to the start of each course.</p>	<p>Winter 1/17/17 - 3/2017</p> <p>Spring 5/1/17 - 6/12/17</p> <p>Fall 9/18/17 - 11/06/17</p>	34
Engineer/IT Professional Group Meeting	This is a professional support group for those who have worked as an electrical engineer or in the electrical field or computer/IT field with an interest in electrical and technical professions.	Ongoing	47

TOEFL Preparation Courses	The TOEFL Prep Course is for individuals who are preparing to take the Test of English as a Foreign Language. The ongoing group is open to ESOL 5 or above.	Winter: 1/11-2/8/17 Spring: 3/1/17-6/7/17 Fall: 9/19-11/1/17	24
English for Accounting and Finance	This course was offered to foreign trained professionals with training and experience in the fields of accounting, finance and economics who want to become familiar with the US finance system, learn the terminology of the field, and improve their Excel skills. Students should be ESOL level 5 and above. It covered such topics as: <ul style="list-style-type: none"> • Common accounting and finance jobs • How to evaluate a company's performance Financial markets and instruments • Accounting and finance in the government and non-profit sector. Additional focus was put on: <ul style="list-style-type: none"> • Using Microsoft Excel • English and communication skills 	Winter 2017	5
English for Computer/IT Professionals	This course was offered to foreign trained computer/IT professionals or ESOL students who are working in the computer/IT or related field. The course: <ul style="list-style-type: none"> • Explored career goals and jobs in computer/IT field • Included an overview of job search skills, workplace communication and computer/IT terminology • Focused on pronunciation • Provided opportunities to meet and network with employers 	Winter 2017	8
Health Professional and Doctor Groups	These group are for health professionals or doctors or for those who are interested in careers in the healthcare field	Ongoing	23
Accounting, Finance Professionals Group	This meeting will provide a chance to share resources and information with others and to participate in discussions about topics of finance related to the interests of the group	Ongoing	61

Educational Professional Group	This group is for anyone interested in working in the public schools and is not just for people who want to teach.	Ongoing	19
Maine Medical Center Employer Panel	Representatives from MaineMed came to PAE to share information about employment opportunities in: CNA, Pharmacy, IT and EVS (cleaning).	2/9/17	35
Maine State Job Fair	Six departments from the State of Maine came to present their job openings: - Department of Transportation - Department of Corrections - Department of Motor Vehicles - Department of Administrative and Financial Services - Department of Health and Human Services - Natural Resource Service Center	3/2/17	61
English for Health Professionals	This course was offered to foreign trained health professionals or ESOL students who are currently working in a healthcare related field. The course explored career goals in healthcare including an overview of job search skills, communicating with patients and other healthcare professionals, medical terminology, the US healthcare system and cultural sensitivity. Additional focus will be put on pronunciation. Students for this course should be ESOL 5 or higher or ESOL 4 with a teacher recommendation	4/10/17- 6/14/17	5
Hospitality Job Fair	Participating Employers Courtyard Marriott The Press Hotel Inn at Diamond Cove Portland Harbor Hotel Westin Portland Harborview Hotel	4/25/17	34
Court Interpreter Prep Course	This is a new offering for those people who might be interested in getting information about and preparing for the court interpreter test.	Spring 2017	12
Summer Interviewing Class	The course focused on the job search process; resume writing; reading & understanding job descriptions; selling yourself & interviewing, ending with mock interviews.	7/11-8/10/17	13
Summer Pronunciation Class	In this class students improve pronunciation and learn how to speak with a clearer American accent. The speech therapy trained teacher uses fun exercises to help students learn how to be understood while conversing in English.	7/11-8/10/17	32
Gaining a Better	The purpose of this course is to educate students on the background and the importance of income taxes. It will explain and define key terms and concepts. The tax class will	10/12 – 12/14/17	6

Understanding of Taxes	be helpful for new Mainers who have just started or will soon be working and may be filing taxes for the first time. It will provide a basic understanding of taxes in the US.		
CDL Tutoring	<p>We recruited 8 volunteers who are tutoring students in either a group setting or one-on-one for the CDL (Commercial Driving License) permit exam. We have free study guides available for tutees.</p> <p>Students who pass the CDL permit test are eligible to apply for METRO driving positions which will be available this winter. METRO will hire qualified candidates and provide practical training for the driving portion of the exam. Many school districts are also hiring candidates with CDL permits.</p>	11/19/2017- Present	17
Education in the United States: A Guide for New Mainers	This course is geared toward new Mainers who were teachers in their home countries or those who are interested in working in the school system in the United States. It helps students understand how the US and Maine educational systems work and what it takes to get a job in a school system. It is also helpful for parents of have children in the school system and who just want to have a better understanding of the schools in their new country. This course is for ESOL Level 5 and above, or ESOL 4 with a teacher recommendation.	9/19 – 12/12/17	6
Networking/ Mentoring/Job Shadowing/ Internships	Throughout the year, students are presented different opportunities to network and connect with employers and other professionals in their field. These opportunities are based on the students interests and needs and could include job shadowing, mentorships, a paid or unpaid internship or volunteering and job shadowing.	Throughout the year	27
Outreach and Orientation Events	Examples of efforts in inform new Mainers of our services include participating in the UNE Health Fair at the Portland Public Library and orientation sessions for new PAE students	Fall 2017	18
Total Programmatic Participants 2017			566

PORTLAND ADULT EDUCATION

2016-2017 SUMMARY

PAE served over 4,000 students in 2016 - 2017.

Academic Programs

We teach Math, Language Arts, Science and Social Studies to prepare students to receive a diploma or enter college.

- 444 students took academic classes.
- 98 students passed the high school equivalency exam or HISET (formerly GED) and 40 received a High School Diploma.
- 26 students from PAE's College Transitions program were awarded \$3-5,000 James & Marilyn Rockefeller Transition Scholarships, and 15 alumni achieved placement on the Dean's List at SMCC and 4 at USM.



ESOL Program: English Language and Literacy

We teach English to immigrants from the literacy level through advanced English.

- 2,036 immigrants from 82 countries took English classes.
- 705 new ESOL students came to intakes.
- More than 50 classes were taught by 25 ESOL teachers.

Job Readiness: Job Skills Program

We prepare students for better jobs through technology, office skills, and occupational training.

- 534 students took job skills courses.
- 129 students earned CNA credentials.



New Mainers Resource Center

We help foreign-trained professionals get jobs in their fields.

- 438 foreign-trained professionals were served: 299 received career advising; 285 participated in offerings (calendar year 2016)
- 90 job seekers took Job Class, with 70% of participants finding employment. Work authorizations were still pending for many students at the end of class.



Lifelong Learning: Enrichment Program

We offer courses in fitness, fine arts, home and life skills, languages, personal finance, and wellness.

- 1,486 community members took classes.
- \$103,169 in revenue contributed to PAE programming.

English Language Learning Lab

- 274 ESOL waitlist students were able to begin their language study directly following their intake test.
- 221 ESOL students extended their language study beyond the classroom by completing hours in the lab
- 46 New Mainers Resource Center clients used lab resources to navigate their pathway to employment
- 84 Students continued their English language acquisition in the lab's supportive environment during a 4-week summer session funded by the John T. Gorman Foundation.



Street Academy: Serving Homeless Youth

We ensure that homeless youth in Maine have free access to appropriate public education and workforce training.

- 140 homeless youth received job training and academic preparation.

Appendix D. Sampling of Employers that Hired NMRC Program Participants in 2017

Company	Industry
Alere	Manufacturing
Amec, Foster, and Wheeler	Architecture
American Red Cross	Healthcare
Americorp	Education
Antoine's	Textile Production
Auto Europe	Account/Tourism
Barber Foods	Food Production
Bernstein Shur	Legal
Biodiversity Research Institute	Environmental
Black and Decker	Mechanical
Bowdoin College	Education
Boys and Girls Club	Education
BSC Cleaning	Custodial
Bujabelle African Restaurant	Restaurant
City of Portland	Government
Computer Solutions	IT
Dielectric, LLC	Manufacturing
FedCap	Social Services
Francis Hotel	Hospitality
Gateway Community Services	Social Services
H&R Block	Financial/Banking
Hampton Inn	Hospitality
Infinity Federal Credit Union	Financial/Banking
Kerry	Temp Staffing Agency
Key Bank	Finance/Banking
Key Bank	Finance/Banking
Learning Works	Education
Little Red School House	Education
Maine Health	Healthcare
Maine Today Media	Production

On Semiconductor	Manufacturing
Oxford Street Shelter, City of Portland	Social Services
Piedmont Airlines	Aviation
Port City Architecture	Architecture / Design
Portland Adult Ed	Education
Portland Museum of Art	Non-Profit
Portland Public Schools	Education
Pratt Abbott	Production
Quality Containers	Production
RCSS	Social Services
Residence Inn Marriott	Hospitality
Taco Bell	Restaurant
Tyco	Food Production
Union Bagel	Restaurant
Westin Hotel	Hospitality
WEX	Finance/IT
Woodlands Senior Living	Healthcare
YMCA	Non-profit



Report prepared by NMRC staff March 2018

New Mainers Resource Center
Maine's Welcome Back Center
Portland Adult Education
14 Locust St.
Portland, Maine 04101
207 874-8155
www.nmrcmaine.org
nmrcmaine@gmail.com

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Economic Development Department
Gregory A. Mitchell, Director

MEMORANDUM

TO: Economic Development Committee

FROM: Greg Mitchell

DATE: July 12, 2018

SUBJECT: Possible Municipal Funding Options to Support Workforce Development

This memorandum seeks EDC discussion and general direction related to two new possible City of Portland funding options to support increased capacity of the Portland Office of Economic Opportunity and new City workforce development programs.

The two new possible City of Portland funding sources include:

ORDER 224-17/18 REFERRING (TO THE EDC) A PROPOSAL TO INCREASE FEES TO ADVANCE WORKFORCE DEVELOPMENT AND OFFICE OF ECONOMIC OPPORTUNITY.

Copy of the City Council Order is attached.

TAX INCREMENT FINANCING (TIF) DISTRICT FUNDS.

State of Maine Law supporting TIF districts allow for TIF funds to be invested in workforce training programs.

The State TIF Law citation MRSA Title 30-A, Chapter 206: DEVELOPMENT Districts 5225, Project costs, C. “(4) *Costs of services and equipment to provide skills development and training, including scholarships to in-state educational institutions or to online learning entities when in-state options are not available, for jobs created or retained in the municipality or plantation. These costs must be designated as training funds in the development program;*”

To date, Portland has not included investment in workforce training programs in any City Council approved TIF Districts. As a reminder, the City has three large City Council approved area-wide TIF Districts which include the Waterfront, Downtown/Transit Oriented, and Bayside TIF Districts. See attached TIF District map. *I note that one unique aspect related to use of TIF workforce investment funds is that they can be invested city-wide.* This means that use of TIF funds, for workforce training, is not restricted to in District investments. Also, I note TIF District funds are utilized to cover a portion of the annual administrative staff costs for the Economic Development Department.

Also, the City Manager has asked staff to review the three City Council approved existing area-wide TIF Districts (Waterfront, Downtown/Transit Oriented, and Bayside) to recommend possible amendments which could include investment in workforce training, increasing the TIF capture rate for the Downtown/Transit Oriented District, and geographic expansion options for the Waterfront TIF District. I note that it is always beneficial to add state allowable TIF district investment options to locally approved TIF districts. Adding options does not obligate the City to make TIF district approved investments, but it does allow the City the option to do so. I am planning to present staff recommendations for possible area-wide TIF District amendments this September/October.

NEXT STEPS

Receive EDC general direction to instruct staff to propose detailed proposals, at future EDC meetings, related to the two above municipal funding sources.

Order 224-17/18
Passage: 8-0 on 5/21/2018

Effective 5/31/2018

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
BRIAN E. BATSON (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

KIMBERLY COOK (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

**ORDER REFERRING A PROPOSAL TO INCREASE FEES TO ADVANCE
WORKFORCE DEVELOPMENT AND OFFICE OF ECONOMIC OPPORTUNITY**

ORDERED, that the City Council hereby refers a proposal to increase commercial building permits and licensing fees to create a total increase of up to \$500,000 to be allocated to workforce development programs and the office of economic opportunity to the Economic Development Committee; and

BE IT FURTHER ORDERED, that the Economic Development Committee; review the issue and provide its final recommendation to the City Council.

Tax Increment Financing Districts on Peninsula February 2018

Legend

- Proposed WTIF
 - Deering Place AH
 - 58 Boyd St AH
 - 17 Carleton St AH
 - Bramhal/Holt Hall
 - 409 Cumberland Ave Affordable Housing
 - 134 Washington Ave Affordable Housing
 - Baxter Library
 - Bayside TIF
 - Downtown TOD
 - Pearl Place
 - Power Pay
 - Riverwalk
 - Waterfront
- Waterfront Capital Improvement**
- Waterfront Capital Impro

