

COASTAL COUNTIES WORKFORCE, INC.

DRAFT

Minutes of Coastal Counties Workforce, Inc. Annual Meeting Hilton Garden Inn, Freeport, ME May 29, 2015

CCWI Board of Directors in Attendance: President Charles Crosby III, Sagadahoc County Commissioner; Vice President Sallie Chandler, York County Commissioner; Secretary/Treasurer Betty Johnson, Waldo County Commissioner; Mary Trescot, Lincoln County Commissioner; CCWB Chair Lydia Sy; CCWB Vice Chair Denise Griffin, SPHR, SCP; Past CCWB Chair Bob Schmidt;

CCWB Board Members in Attendance: Christa Baade, Craig Burgess, Julie Chase, Tammy Combs, Carolyn Farkas-Noe, Samatha Fenderson, Kelly Flag, Justin Holmes, Kelly Osborn, Leon Ouimet, Tricia Richardson, Peter Russell, Neal Williamson, Linda Winton, Michelle Wyman

CCWI Board of Directors Absent: Rick Parent, Knox County Commissioner; Steve Gorden, Cumberland County Commissioner; Youth Standing Committee Chair Michelle Love, SPHR, CEBS

CCWB Board Members Absent: Jennifer Andrews, Mary Ellen Barnes, Joni Boissonneault, Debbie Chipperfield, Brian Hodges, Yvonne McAllister, Jennifer McKenna, Jill Moody, Erika Stone, Chris Trider

Staff in Attendance: Mike Bourret, CCWI Executive Director; Antoinette Mancusi, CCWI Deputy Director; Donald Marino, CCWI Program Manager; Sarah O'Connell, CCWI Program Manager; Kristen Perkins, CCWI Executive Assistant

2015 OFFICERS FOR CCWI

President: Sagadahoc County Commissioner Charles Crosby III
Vice President: York County Commissioner Sallie Chandler
Secretary/Treasurer: Waldo County Commissioner Betty Johnson

I. CALL TO ORDER – Charles Crosby III, President, CCWI Board of Directors

- A. **Welcome:** President Charles Crosby welcomed everyone and called the meeting to order at 10:06 a.m.
- B. **Quorum:** CCWI Executive Director Mike Bourret confirmed that a quorum was present.

II. MINUTES OF MAY 15, 2014, CCWI ANNUAL BUSINESS MEETING

VOTED: To accept the minutes of the May 15, 2014, CCWI Annual Business Meeting.

Motion: Sallie Chandler Second: Lydia Sy Vote: All in Favor

III. SECRETARY/TREASURER'S REPORT – Waldo County Commissioner Betty Johnson Commissioner Betty Johnson read a summary of the Audit Statement by RHR Smith & Company, Certified Public Accounts, which reads as follows:

“We have audited the financial statements of Coastal Counties Workforce, Inc. as of June 30, 2014, and the related statements of activities, functional expenses, and the year-end cash flows. In our opinion, the financial statements referred to in the report present fairly in all material respects, the financial position of Coastal Counties Workforce, Inc. on June 30, 2014, and the results of its changes in net assets and its cash flows for the year then ended are in conformity with accounting principles generally accepted in the United States of America.”

VOTED: To accept and file the Treasurer’s Report as presented.

Motion: Sallie Chandler

Second: Mary Trescot

Vote: All in Favor

III. MINUTES OF MARCH 12, 2015, CCWB QUARTERLY MEETING

VOTED: To accept the minutes of the March 12, 2015, CCWB Quarterly Meeting.

Motion: Mary Trescot

Second: Denise Griffin

Vote: All in Favor

IV. SUMMARY OF WORKFORCE BOARD ACTIVITIES – CCWB Chair Lydia Sy

CCWB Chair Lydia Sy reported on the following:

- A. WIA (Workforce Investment Act) Reauthorization – WIOA (Workforce Innovation and Opportunity Act) was signed by President Barack Obama on July 22, 2014.
- B. New OMB (Office of Management and Budget) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule – CCWI staff are taking proactive measures to ensure compliance with the new federal law.
- C. MIIA (Make It in America) and TOPS (Technology Occupations through Pathway Strategies) grants continue to provide significant opportunities.
- D. CCWI has contracted with CAEL (Council for Adult and Experiential Learning) to analyze and isolate industry sectors that would be well suited for career pathway models in our region.
- E. CCWI staff will begin working on the Local Plan in August.
- F. Board members are encouraged to share their expertise and participate in projects or tasks when asked.

V. THE YEAR AHEAD – CCWI Executive Director Mike Bourret

CCWI Executive Director Mike Bourret reported on the following:

- A. Upcoming challenges and opportunities
- B. WIOA Implementation – timeline of activities
 - a. December 2014 – began process of board composition compliance
 - b. March 2015 – contracted with CAEL for development of career pathway models within industry sectors that we will be focusing on in next couple of years
 - c. Partnership meetings coming up in June – Adult Ed Directors, CAEL, and MDOL (WIOA Steering Committee, Performance Standards Subcommittee, One-Stop Committee, Unified Plan Subcommittee)
 - d. Governance Agreement has been updated.
- C. OMB Guidance – consolidating financial rules and regulations to make things easier. We will need to review existing contracts/agreements to ensure compliance. We have put out an

RFP for help with reviewing existing financial manuals and policies and amending them to ensure compliance. Hoping to have this work completed by September 2015.

- D. WIOA comment period. CCWI has comments to submit. These have been shared with board members, MDOL and USDOL. Board members are encouraged to submit comments as well. There may be one or two areas that the delegation may want to weigh in on. Discussions were held with delegation staffers in DC – a specific point of concern is for the ability of the new Act to allow the system to do incumbent worker training without the layoff requirement.
- E. From time to time, board members will be asked for their feedback and to participate in ad hoc committees.

VI. ADJOURNMENT – *Charles Crosby III, President, CCWI Board of Directors*

Of note, upcoming meetings of the Coastal Counties Workforce Board are scheduled for Thursday, September 10, 2015, and Thursday, December 10, 2015, at Southern New Hampshire University in Brunswick.

VOTED: To adjourn the annual meeting at 10:28 a.m.

Motion: Sallie Chandler

Second: Lydia Sy

Vote: All in Favor

Respectfully Submitted,



Kristen Perkins
CCWI Executive Assistant

Approved: _____ 6/10/16

HIGHLIGHTS OF CCWI'S 2015 EVENT

Charlie Crosby, President of the Board for CCWI and a Sagadahoc County Commissioner, welcomed board members and guests. Commissioner Crosby remarked, "This is a very special event for us all. It is always great when the County Commissioners, the Workforce Board, state partners, regional employers, education providers, CareerCenter and Workforce Solutions staff, customers and our many other partners come together for a time of celebration and recognition."

Special guests included Gail Kezer from Senator Angus King's office; Catherine Goodwin and Kate Norfleet from Senator Susan Collins' office; Bethany Beausang from Congresswoman Chellie Pingree's office; Carmen Rodriguez from the USDOL Employment and Training Administration, Region 1; MDOL Commissioner Jeanne Paquette; Steve Levesque, Jeff Jordan and Kristine Schuman from the Midcoast Regional Redevelopment Authority; Linda Smith, Business Development Manager for the Town of Brunswick; Jaime Logan from the Department of Economic & Community Development; Christa Baade and Paul Scalzone from CEI; Dr. Ron Cantor, President of Southern Maine Community College, with a contingent of SMCC staff; Dr. Barbara Finkelstein and Paulette Millette from York County Community College; Diane Dostie from Central Maine Community College; Dr. Kurt Klappenbach from Kennebec Valley Community College; Jade Arn from the Council for Adult & Experiential Learning; Leon Ouimet, Tim Griffin, Peaches Bass and Auta Main from MDOL Bureau of Employment Services; Samantha Fenderson from the Division for the Blind and Visually Impaired; Kelly Osborn and Heather Stott from Goodwill Industries of Northern New England with a number of their staff; Kim Moore from the Portland Workforce Initiative; Mariah Cunningham from the Maine Manufacturing Extension Partnership; and a number of directors and staff from the Adult Ed community.

Workforce Board Chair Lydia Sy of Manpower mentioned the new Workforce Innovation and Opportunity Act (WIOA) and the preparation that board partners and staff will need to undertake in the coming months. A summary of workforce board activities also included reference to the new OMB rules, MIIA and TOPS grants opportunities, the contract between CCWI and CAEL for development of career pathways, and upcoming work to be done on the Local Plan.

CCWI Executive Director Mike Bourret provided an overview on the year ahead to include upcoming challenges and opportunities, WIOA implementation, OMB guidance, and the WIOA comment period. He also encouraged board members to provide feedback and participate in ad hoc committees when asked.

The following guests were recognized during the Awards Ceremony:

- Make It in America Participant of the Year – Trinh Nguyen
- Workforce Investment Act Youth Participant of the Year – Tangie Ripley
- Employer of the Year – R.W. Gillespie & Associates, Inc.
- Outstanding Service Award Recipient – Bob Schmidt, HR Business Lead for L.L. Bean and Past Chair of Coastal Counties Workforce Board
- Workforce Scholarship Fund Youth Award Recipient – Elisabeth York
- Workforce Scholarship Fund Adult Award Recipient – Pamela Vasso

WIA (Workforce Investment Act) Youth Participant of the Year
Tangie Ripley



(Left to Right) Betty Johnson, Waldo County Commissioner; Denise Griffin, SPHR, SCP, Vice Chair, Coastal Counties Workforce Board (AVP, Human Resources, The First, N.A.); Charles Crosby III, Sagadahoc County Commissioner and CCWI President; Mike Bourret, CCWI Executive Director; Tangie Ripley, WIA Youth Participant of the Year; Dr. Ronald Cantor, President, Southern Maine Community College; Sheila Muldoon, Supervisor, Goodwill Workforce Solutions

MIIA (Make It in America) Participant of the Year

Trinh Nguyen



(Left to Right) Joan Gordon, MT (ASCP), President, Maine Molecular Quality Controls, Inc.; Charles Crosby III, Sagadahoc County Commissioner and CCWI President; Trinh Nguyen, MIIA Participant of the Year and Scientist at Maine Molecular Quality Controls, Inc.; Ryan Anderson, Career Navigator, Make It in America, Goodwill Industries of Northern New England; Mike Bourret, CCWI Executive Director; Bob Schmidt, Outstanding Service Award Recipient and Past Chair of Coastal Counties Workforce Board (HR Business Lead, L.L. Bean); Dr. Ronald Cantor, President, Southern Maine Community College

Employer of the Year
R.W. Gillespie & Associates, Inc.



(Left to Right) Denise Griffin, SPHR, SCP, Vice Chair, Coastal Counties Workforce Board (AVP, Human Resources, The First, N.A.); Matthew Grady P.E., Associate, Materials Engineer, and Materials Testing Manager, R.W. Gillespie & Associates, Inc.; Charles Crosby III, Sagadahoc County Commissioner and CCWI President; Jean A. Graunke, Business Manager, R.W. Gillespie & Associates, Inc.; Mike Bourret, CCWI Executive Director; Elaine Palmitessa, Business Service Representative, Goodwill Workforce Solutions; Dr. Ronald Cantor, President, Southern Maine Community College; Lydia Sy, Chair, Coastal Counties Workforce Board (Managing Director, Manpower)

Outstanding Service Award

Bob Schmidt



(Left to Right) Mike Bourret, CCWI Executive Director; Denise Griffin, SPHR, SCP, Vice Chair, Coastal Counties Workforce Board (AVP, Human Resources, The First, N.A.); Bob Schmidt, Outstanding Service Award Recipient and Past Chair of Coastal Counties Workforce Board (HR Business Lead, L.L. Bean); Charles Crosby III, Sagadahoc County Commissioner and CCWI President; Lydia Sy, Chair, Coastal Counties Workforce Board (Managing Director, Manpower); Dr. Ronald Cantor, President, Southern Maine Community College

Workforce Scholarship Fund – Youth Award Recipient

Elisabeth York



(Left to Right) Betty Johnson, Waldo County Commissioner; Denise Griffin, SPHR, SCP, Vice Chair, Coastal Counties Workforce Board (AVP, Human Resources, The First, N.A.); Charles Crosby III, Sagadahoc County Commissioner and CCWI President; Elisabeth York, Workforce Scholarship Fund Youth Award Recipient; Mike Bourret, CCWI Executive Director; Sheila Muldoon, Supervisor, Goodwill Workforce Solutions; Dr. Ronald Cantor, President, Southern Maine Community College

Workforce Scholarship Fund – Adult Award Recipient

Pamela Vasso



(Left to Right) Betty Johnson, Waldo County Commissioner; Denise Griffin, SPHR, SCP, Vice Chair, Coastal Counties Workforce Board (AVP, Human Resources, The First, N.A.); Charles Crosby III, Sagadahoc County Commissioner and CCWI President; Pamela Vasso, Workforce Scholarship Fund Adult Award Recipient; Mike Bourret, CCWI Executive Director; Kari Suderley, Workforce Representative, Goodwill Workforce Solutions; Dr. Ronald Cantor, President, Southern Maine Community College; Lydia Sy, Chair, Coastal Counties Workforce Board (Managing Director, Manpower)