

COASTAL COUNTIES WORKFORCE, INC.
DRAFT
Minutes of Coastal Counties Workforce, Inc. Annual Meeting
Hilton Garden Inn, Freeport, ME
June 10, 2016

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; Steve Gorden, Cumberland County Commissioner; Youth Standing Committee Chair Michelle Love, SPHR, CEBS

CCWB Board Members in Attendance: Jennifer Andrews, Mary Ellen Barnes, Joni Boissonneault, Christa Baade, Craig Burgess, Tammy Combs, Carolyn Farkas-Noe, Samatha Fenderson, Kelly Flagg, Brian Hodges, Justin Holmes, Kelly Osborn, Tricia Richardson, Peter Russell, Chris Trider, Neal Williamson, Linda Winton, Michelle Wyman

CCWI Board of Directors Absent: Rick Parent, Knox County Commissioner;

CCWB Board Members Absent: Julie Chase, Debbie Chipperfield, Jennifer McKenna, Jill Moody, Leon Ouimet, Erika Stone

Staff in Attendance: Mike Bourret, CCWI Executive Director; Antoinette Mancusi, CCWI Deputy Director; Donald Marino, CCWI Program Manager; Sarah O'Connell, CCWI Program Manager; Joy Gould, CCWI Project Manager; Valerie Odams, 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 10:04 a.m.
- B. **Quorum:** CCWI Executive Director Mike Bourret confirmed that a quorum was present.

II. MINUTES OF MAY 29, 2015, CCWI ANNUAL BUSINESS MEETING

VOTED: To accept the minutes of the May 29, 2015, CCWI Annual Business Meeting.

Motion: Lydia Sy Second: Neil Williamson 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, 2015, 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: Denise Griffin Vote: All in Favor

IV. MINUTES OF MARCH 10, 2016, CCWB QUARTERLY MEETING – Denise Griffin, CCWB Vice Chair,

VOTED: To accept the minutes of the March 10, 2016, CCWB Quarterly Meeting.

Motion: Craig Burgess Second: Neal Williamson Vote: All in Favor

V. PROPOSED CHANGE IN BY-LAWS – Mike Bourret, CCWI Executive Director

Proposed § 679.320(g) explains the nomination criteria for board members as follows:

When there is more than one local area provider of adult education and literacy activities under title II, or multiple institutions of higher education providing workforce investment activities as described in WIOA 107(b)(2)(C)(i) or (ii), the CEO must solicit nominations from those particular entities. This requirement provides for a representative selection process for these membership categories.

If the local area includes multiple providers of adult education and literacy programs and multiple institutions of higher education, each representative (described in a) and b) above) shall be appointed from among individuals nominated by each respective group. (Sec. 107(b)(6))

The new language is stated as such:

Representatives of the education community i.e., adult education and community colleges, will be nominated by their corresponding educational agencies. Educational agencies include the Community College System Office and State Director of Adult Education. Educational agencies will provide (3) names (nominations) from which the CEO shall select a representative for each system, I.E., community College and adult education.

VOTED: To approve the changes to the By-Laws as indicated.

Motion: Betty Johnson Second: Kelly Flagg Vote: All in Favor

VI. CCWI UPDATES – Lydia Sy, Chair, CCWB

1. Review of items CCWI needed to accomplish for WIOA Implementation All of the tasks have been completed.

- B. Economic Analysis of the Region has been conducted
 - 1. Council on Adult & Experiential Learning (CAEL) furthered our Career Pathways work
 - 2. CCWI hired Joy Gould to work on both the sector strategies and career pathways
- C. WIA Policies have been updated
 - 1. Financial Manual updated
 - 2. CCWI By-Laws revised, changing board membership & OSO Consortium
 - 3. Regional Plan drafted
- 2. CCWI continues to provide oversight on two National Emergency Grants, WIOA formula funds, the Disability Employment Initiative and three separate discretionary grants.
- 3. Antoinette is working with New Mainers in the Portland Area to bring them into the labor market.
- 4. Waiting to hear on the TechHire Grant, a \$4 million grant to recruit, assess, train, and place 500 individuals in well-paying, middle- and high-skilled occupations in Maine's IT industry.

VII. REGIONAL PLAN HIGHLIGHTS – CCWI Executive Director Mike Bourret

CCWI Executive Director Mike Bourret reported on the following:

- A. The proposed Regional Plan has been completed and up on the CCWI Website for the Public Comment Period, May 5, 2016 to June 5, 2016
- B. We received one comment from Goodwill Workforce Solutions suggesting that we remove the 30% requirement of the OJT, as working with percentages can become a logistical, tracking nightmare.
- C. There is a one-page summary of the Regional Plan in everyone's packet.
- D. CCWI did a comprehensive labor market analysis.
 - a. Maine's labor pool is shrinking due to the aging population and lack of youth staying in or coming to the area.
 - b. Need to create more realistic career pathways

VOTED: To approve the 2016-2020 Coastal Counties Regional Plan.

Motion: Neal Williamson Second: Denise Griffin Vote: All in Favor

ADJOURNMENT – Charles Crosby III, President, CCWI Board of Directors

Of note, upcoming meetings of the Coastal Counties Workforce Board are scheduled for Thursday, September 8, 2016, and Thursday, December 8, 2016, at Southern New Hampshire University in Brunswick.

VOTED: To adjourn the annual meeting at 10:30 a.m.

Motion: Neal Williamson Second: Betty Johnson Vote: All in Favor

Respectfully Submitted,



Valerie Odams, Executive Assistant
Coastal Counties Workforce, Inc.

Approved: 9/8/2016

Coastal Counties Workforce, Inc. (CCWI), this region's local workforce development board, held its 14th Annual Meeting on June 10, 2016 at the Hilton Garden Inn in Freeport, Maine.

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 special when our many partners come together for an evening of celebration and recognition." Special guests included Ethan Strimling, Mayor of Portland and Holly O'Brien, USDOL Regional Administrator for Employment & Training.

"The shifting demographics in our city and state is having an impact on our workforce, and we must work to bridge the gap for our citizens who face barriers to employment," said Mayor Ethan Strimling. "I want to thank CCWI's board, staff, and volunteers for their dedication to developing and piloting new strategies that will work to ensure our citizens have the skills they need to attain employment and for encouraging our employers to be more open to hiring non-traditional job seekers."

Ms. O'Brien provided the federal perspective and indicated satisfaction with the Workforce Board's efforts on implementing the new federal workforce legislation. Ms. O'Brien explained, "We are encouraged by Coastal Counties Workforce, Inc.'s ongoing collaborative efforts with employers, service providers and partner workforce agencies such as the Maine Department of Labor, to ensure successful implementation of the Workforce Innovation and Opportunity Act."

Mike Bourret, Executive Director of CCWI, summarized the Coastal Counties Regional Plan and emphasized the workforce challenges that lie ahead for the Workforce Board and its' partners. Bourret stated, "Without a steady increase of workers migrating to the region, the labor pool will continue to shrink." He continued, "This means we need to double down on working with special populations like New Mainers, ex-offenders, veterans, the disabled, out-of-school youth, and older workers. This work requires more intensive intervention and it takes longer, but it is exactly what we are about."

Lydia Sy of Manpower, Coastal Counties Workforce Board's Chair, spoke to the many grant initiatives that CCWI staff have obtained and are operating. "These grant initiatives continue to provide businesses with significant opportunities to obtain skilled workers and, conversely, to equip workers with the knowledge they need to be competitive in the job market while raising their standard of living."

A Participant of the Year Award was presented to Joan Parent, who is pursuing the field of accounting and bookkeeping. Ms. Parent explained that she was thrilled with her new career and thanked both CCWI and Goodwill Workforce Solutions for the training program. Additionally, The Youth Participant of the Year Award went to Parastoo Seddiqi for her work ethic and determination in completing her associate's degree.

Finally, the Employer of the Year Award was presented to Claudia & Ken Raessler, owners of Saco River Dyehouse, in Biddeford. Ms. Raessler remarked, "We are honored that CCWI has recognized Saco River Dyehouse as the 'Employer of the Year.' Both CCWI and Goodwill Workforce Solutions offer services that have been extremely beneficial for our company and the

state of Maine. We appreciate their assistance in helping us build the strong workforce we have today."

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Coastal Counties Workforce, Inc. (CCWI) is a non-profit entity responsible for administrative oversight of the federal Workforce Innovation & Opportunity Act (WIOA) in the six counties of Waldo, Knox, Lincoln, Sagadahoc, Cumberland, and York. CCWI acts as the fiduciary agent for the counties and provides the commissioners and the workforce board with administrative and management services as they pertain to WIOA and regional workforce development.

If you would like more information regarding CCWI and its regional workforce development efforts or event details, please contact:

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WIOA (Workforce Innovation and Opportunity Act) Employer of the Year
Maine Textiles International, LLC (d.b.a. Saco River Dyehouse)



(Left to Right) Lydia Sy, Chair, Coastal Counties Workforce Board (Managing Director, Manpower); Mike Bourret, CCWI Executive Director; Charles Crosby III, Sagadahoc County Commissioner and CCWI President; Claudia Raessler, Managing Member, Saco River Dyehouse; Elaine Palmitessa, GCDF, Business Service Representative, Workforce Solutions; Sallie Chandler, York County Commissioner; Dr. Ronald Cantor, President, Southern Maine Community College; Michelle Wyman, SPHR, Manager, Organizational & Employee Development, General Dynamics/Bath Iron Works

WIOA (Workforce Innovation and Opportunity Act)
Adult Participant of the Year – Joan Parent



(Left to Right) Mike Bourret, CCWI Executive Director; Charles Crosby III, Sagadahoc County Commissioner and CCWI President; Joan Parent, Paper Trails Bookkeeping & Payroll Service; Dr. Ronald Cantor, President, Southern Maine Community College; Linda Rice, Goodwill Workforce Solutions; Michelle Wyman, SPHR, Manager, Organizational & Employee Development, General Dynamics/Bath Iron Works; Denise Griffin, Denise Griffin, SPHR, SCP, Vice Chair, Coastal Counties Workforce Board (AVP, Human Resources, The First, N.A.); Sallie Chandler, York County Commissioner; Mary Trescott, Lincoln County Commissioner

WIOA (Workforce Innovation and Opportunity Act)
Youth Participant of the Year – Parastoo Seddigi



(Left to Right) Rebekah Bossie, Goodwill Workforce Solutions; Parastoo Seddigi, Sales Associate, TJ Maxx; Charles Crosby III, Sagadahoc County Commissioner and CCWI President; Mike Bourret, CCWI Executive Director; Dr. Ronald Cantor, President, Southern Maine Community College; Michelle Wyman, SPHR, Manager, Organizational & Employee Development, General Dynamics/Bath Iron Works; Steve Gorden, Cumberland County Commissioner

Coastal Counties Workforce Annual Meeting 2016



(Left to Right) Edward Upham, Director, MDOL; Lydia Sy, Chair, Coastal Counties Workforce Board (Managing Director, Manpower); Charles Crosby III, Sagadahoc County Commissioner and CCWI President; Mike Bourret, CCWI Executive Director; Holly O'Brien, Regional Administrator, USDOL/ETA – Region 1; Carmen Rodriguez, Federal Project Manager, USDOL/ETA; Fred Webber, Chair, State Workforce Development Board