

**Coastal Counties Workforce Investment Area  
CCWI Board of Directors Meeting Minutes 3/18/2016  
CCWI Administrative Office**

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**Board of Directors in Attendance:** Chair & Commissioner Charles Crosby, III (Sagadahoc County); Commissioner Stephen Gordon (Cumberland County); Denise Griffin, SPHR, SCP (CCWB Vice Chair); Secretary/Treasurer Commissioner Betty Johnson (Waldo County); Michelle Love, SPHR, CEBS (Youth Standing Committee Chair); Lydia Sy (CCWB Chair); Bob Schmidt (Past CCWB Chair)

**Board of Directors Absent:** Vice Chair & Commissioner Sallie Chandler (York County); Commissioner Mary Trescot (Lincoln County); Commissioner Rick Parent (Knox County);

**Others in Attendance:** CCWI Executive Director Michael Bourret; CCWI Deputy Director Antoinette Mancusi; CCWI Executive Assistant Valerie Odams

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**I. Welcome/Call to Order**

Sagadahoc County Commissioner and CCWI President Charles Crosby III called the meeting to order at 8:53 a.m. CCWI Project Manager, Joy Gould was introduced and briefly described her background and the Sector Partnership work she is doing.

**II. Review/Approve Draft Minutes of January 16, 2016**

- a) Because only 3 of the 6 county commissioners were present, there was not a quorum and no voting could take place.
- b) All voting was tabled until the next meeting on May 20, 2016. In the meantime, the by-laws will be reviewed regarding this quorum issue.

**III. CCWI Administrative Financial Report – *CCWI Executive Director Mike Bourret***

Finance report was reviewed. Fiscal agent line item will end up being over budget due to the extra time put in by Theresa after Kristen left and until Valerie was trained to take over those responsibilities. There is money in the budget to cover this overage, but it may require some shifting.

**IV. CCWI Board Membership Update – *CCWI Executive Director Mike Bourret***

- a) All membership renewals have been updated through the end of 2016.
- b) One vacancy exists in SubRegion 1 (York/Cumberland counties) after Yvonne McAllister of Southern Maine Health Care resigned last year. The intent was to replace her with a health care representative from York County, but that did not work out.
- c) Currently, another person in the textile manufacturing sector in York County is being vetted.

- d) Deborah Chipperfield's position has shifted at Pratt & Whitney and a new rep, Russ Chaput will be considered to take her place. He will be moving into the area in late April.

**V. One-Stop Operator Modification**

A modification is being made to the One-Stop Operator designation to include Maine Adult Education. This change was voted on and approved at the CCWB meeting on 3/10/16. Since the OSO designation falls under CCWB & CEO, a vote is needed from both to pass.

**VI. Executive Director's Report – CCWI Executive Director Mike Bourret**

- a) Based on the transition timeline from WIA to WIOA that was developed over a year ago, CCWI remains on track and in a good place.
- b) The work on the Regional Plan has been held back to conform with the State's progress. Summary was handed out to keep CCWB & CEO up to date -- so when the full plan comes out there are no surprises.
- c) TechHire grant application was submitted 3/7/16.
  - i) This is a \$4mil grant, of which 75% would be concentrated on youth (17-29) in IT.
  - ii) It is a state-wide proposal that will include the other 2 workforce boards.
  - iii) Employer driven grant – 11 employers have already signed on.
  - iv) Partnering with Educate Maine. Taking a different approach to IT training. This will take students where they're at based on competency testing and start training from there in boot-camp style classes in Lewiston, Bangor & Portland.
  - v) Should hear about award by June. Lots of applicants but only 30 grants to award.
- d) Conflict of Interest – we are now required to have signatures from CCWB & CEO to acknowledge receipt of policy. Form included in packet.
- e) NAWB highlights
  - i) There were a lot of WIOA workshops – other WIBs are not as ready for transition
  - ii) One criticism from group, was that there was no time for questions/conversation after the panelists spoke.
  - iii) Our group had a very engaging conversation with Senator King (½ hour). He understands what we're doing with TechHire.
  - iv) Senator Collins only had 5 min for conversation but we spent time with her staff
  - v) Met with Congresswoman Pingree's staffers

**Adjourn**

Meeting adjourned at 10:28 a.m.

Respectfully Submitted,



Valerie Odams, CCWI Administrative Assistant

Approved: \_\_\_\_\_ 5/20/16

**2016 CCWI Board of Directors' Meetings**  
**CCWI Conference Room**  
**8:45 a.m. – 10:30 a.m.**

May 20, 2016

**CCWI Annual Meeting**  
Friday, June 10, 2016  
10:00 a.m. to 1:00 p.m.  
Hilton Garden Inn, Freeport

July 15, 2016

September 16, 2016

November 18, 2016

**2016 Coastal Counties Workforce Board Quarterly Meetings**  
**Southern NH University (Brunswick)**  
**9:00 a.m. – 11:45 a.m.**

**CCWI Annual Meeting**  
Friday, June 10, 2016  
10:00 a.m. to 1:00 p.m.  
Hilton Garden Inn, Freeport

September 8, 2016

December 8, 2016