

**Coastal Counties Workforce Investment Area
CCWI Board of Directors Meeting Minutes 9-18-2015
CCWI Administrative Office**

Board of Directors in Attendance: Commissioner Sallie Chandler (York County); Commissioner Charles Crosby, III (Sagadahoc County); Denise Griffin, SPHR, SCP (CCWB Vice Chair); Secretary/Treasurer Commissioner Betty Johnson (Waldo County); Commissioner Rick Parent (Knox County); Lydia Sy (CCWB Chair); Commissioner Stephen Gordon (Cumberland County)

Board of Directors Absent: Commissioner Mary Trescot (Lincoln County)

Others in Attendance: CCWI Executive Director Michael Bourret; CCWI Executive Assistant Kristen Perkins; Arnold Chandler

I. Welcome/Call to Order/Introductions – Review/Revise Agenda

Sagadahoc County Commissioner and CCWI President Charles Crosby III welcomed everyone and called the meeting to order at 8:47 a.m.

II. Review/Approve Draft Minutes of May 22, 2015

VOTED: To approve the draft minutes of May 22, 2015, as written. (A copy is included in the board member packets today and is attached to the official minutes.)

Motion: Lydia Sy

Second: Sallie Chandler

Vote: All in Favor

III. CCWI Administrative Financial Report dated July 31, 2015

The Administrative Report for July 31, 2015 was reviewed by those in attendance. (A copy is included in the board member packets today and is attached to the official minutes.)

CCWI Executive Director Mike Bourret reported on the following:

- COG meetings will be moved to SNHU in consideration of the current size of the group- this has increased the “meetings” line item.

VOTED: To accept the Administrative Financial Report as presented.

Motion: Sallie Chandler

Second: Betty Johnson

Vote: All in Favor

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

- Yvonne McAllister resignation as of 9-17-2015 – Sallie Chandler will approach her contacts in York County for a new member in health care

V. **One Stop Operator Selection** – *County Commissioners*

Although the Board voted on this last week, it is important that the Commissioners also vote on this.

The Area 4 Chief Elected Officials (CEO) hereby affirm action taken by the Coastal Counties Workforce Board and affirm the designation of the following consortium of partners as the Area 4 One-Stop Operator (OSO):

- a. WIA Service Provider: Goodwill Industries of Northern New England, Workforce Solutions
- b. Maine Department of Labor, Bureau of Employment Services: Wagner-Peyser
- c. Maine Department of Labor, Division of Vocational Rehabilitation

(The parties of this consortia come together for the purpose of operating the Area 4 Local Area which encompasses York, Cumberland, Sagadahoc, Lincoln, Waldo, and Knox counties. The Local Workforce Development Board remains responsible for the policies that govern the overall operation of the Area 4 Workforce Innovation & Opportunity Act (WIOA) service delivery system.)

- Role of board is to select the One-Stop Operator and one option is to select a consortia (BES/Goodwill/VR)

VOTED: To affirm the selection of the One-Stop Operator by the Coastal Counties Workforce Board

Motion: Sallie Chandler Second: Steve Gordon Vote: All in Favor

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

Mr. Bourret reported on the following:

1. **Credit Line:** Mike explained that due to past problems getting paid from the State – CCWI opened a \$50,000 credit line that, although never exercised, has been renewed every year. Board of Directors recommended adding language to by-laws approving the Executive Director the ability to use the line of credit as necessary.

VOTED: For the approval to allow the Executive Director to use the line of credit as necessary.

Motion: Betty Johnson Second: Sallie Chandler Vote: All in Favor

2. **Executive Director Qualifications:** put together job description as prescribed by the new law. This was sent to the Executive Committee last month.

VOTED: For the Executive Director job description as presented with the addition of “performs Chief Executive functions”.

Motion: Lydia Sy Second: Betty Johnson Vote: All in Favor

3. **Review of New By-Laws:** Mike summarized how the drafted by-laws were updated: to run current with WIOA; fiscal audit and audit committee responsibilities were added; changed constituency of workforce board; Youth Standing Committee roles were revised. Some other changes were also made, but all changes were highlighted in text sent via email.

VOTED: To accept by-laws with changes as presented.

Motion: Betty Johnson Second: Sallie Chandler Vote: All in Favor

4. **Grants and Monitoring Updates:**

- i) **Grant Overview:** PREP Grant (pre-release services for inmates in Cumberland County jails): Contract with City of Portland for housing needs, great way to break into working with pre-release population. SP-NEG: required to create sector partnerships, employer engagement activities. TOPS: grant extension for one year, now we are requesting guidance from USDOL regarding servicing the New Mainer population.

- ii) **Recent Monitoring:**

JD-NEG monitoring with Region 1 from USDOL, awaiting results;
MIIA monitoring with no findings;
State Financial monitoring with no findings

5. **WIOA:** Designation request has been in Augusta for 120 days – CCWI was able to get in writing from Region 1 that we are “designated until we are not”. Economic analysis for local plan will be done by Ryan Wallace (was RFP’d). Sally DelGreco will write our local plan (was RFP’d). Connections with Adult Ed are more prominent under the new Act and now play a stronger role with career pathway activities. Due to work load we are considering another project based position.
6. **BRUSTEIN & MANASEVIT, PLLC:** This group presented at NAWB 2015 – They are experts on federal compliance. They are reviewing our financial manual in light of the new OMB requirements. They also reviewed our contracts with Goodwill and with MDOL/BES.
7. **Mike’s Presentation to Board (handout of Power Point slides):** the slides articulate the following: designation, board certification, regional plan, compliance, selection of OSO, regional plan developments (which will be presented to MDOL in March).

8. **Regional Plan:** 5 CCWB members will work with staff to create regional plan. Goal is to submit to MDOL by March 1. Although the State Plan is due at the same time, and because we have the state goals and direction, we are able to move forward with the local plan.

VII. **Adjourn**

VOTED: To adjourn the meeting at 9:57 a.m.

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

Respectfully Submitted,



Sarah O'Connell, CCWI Program Manager

Approved: 

2015/2016 CCWI Board of Directors' Meetings – CCWI Conference Room 8:45 a.m. – 10:30 a.m.

November 13, 2015
January 15, 2016
March 18, 2016
May 20, 2016

CCWI Annual Meeting
Friday, June 10, 2016
Hilton Garden Inn, Freeport

July 15, 2016
September 16, 2016
November 18, 2016

**2015 Coastal Counties Workforce Board Quarterly Meetings – Southern NH University
(Brunswick), 9:00 a.m. – 11:45 a.m.**

December 10, 2015
March 10, 2016

CCWI Annual Meeting
Friday, June 10, 2016

September 8, 2016
December 8, 2016