

**Coastal Counties Workforce Investment Area
DRAFT
CCWI Board of Directors Meeting Minutes 5-20-16
CCWI Administrative Office**

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

Board of Directors Absent: Bob Schmidt (Past CCWB Chair)

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

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

Sagadahoc County Commissioner and CCWI President Charles Crosby III called the meeting to order at 8:48 a.m.

II. Review/Approve Draft Minutes of January 15, 2016

Minutes were reviewed for both January and March 2016 meetings. Only January was voted to approve, as there was no quorum for the March meeting.

VOTED: To approve the draft minutes of January 15, 2016, as written. (A copy is included in the board member packets today and is attached to the official minutes.)

Motion: Betty Johnson

Second: Lydia Sy

Vote: All in Favor

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

- We are at 71% of expenditures well under the target of 75%
- Items in red need shift in money. Out of state travel (NAWB) was less than budgeted due to less people attending this year. Public notices were up due to Regional Plan. Fiscal Agent expenses are up due to Kristen leaving and on-boarding and training Valerie. Legal services up due to consulting with a law firm due to changes Obama made to the overtime rule and how it affected us. Grant writing is up because Sally DelGreco did a lot of work helping set up our Regional Plan.
- New proposed budget is up due to the addition of staff
- Question was raised about how the grant/program money is reflected. In the future, a summary of contractual money will be brought to meeting.

- A request to Transfer Funds from Dislocated Worker to Adult program was presented by Mike Bourret. He spoke about the change in the current customer population. He also explained that when working under WIA, up to 30% could transfer back and forth between Adult, Youth and Dislocated Worker. Under WIOA, up to 100% can transfer in either direction, but we do need to get the governor to sign off on that.

VOTED: Action to review and File the Financial Report dated March 31, 2016

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

VOTED: Action to approve 2016-2017 Administrative Budget

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

VOTED: Action to approve the Transfer of PY15 Dislocated Worker Funds to Adult Program as reflected on attached form. (\$200,000)

Motion: Mary Trescot Second: Betty Johnson Vote: All in Favor

IV. CCWB Board Membership Update – *County Commissioners*

Two new nominations for the CCWB were presented. Nomination forms are enclosed.

- Claudia Raessler, owner of the Saco River Dyehouse met with Mike recently about coming onto the board. She has put 18 people to work through Workforce Solutions, ¾ of whom are New Mainers. Saco River Dyehouse is Workforce Solutions Employer of the Year.
- Russell Chaput was recommended by Debbie Chipperfield. He is new to Maine after being transferred from CT where he was assisting the HR Director of all the employees company-wide. Will bring a lot of fresh energy to the board.
- Carolyn Farkas-Noe is retiring. New person, Cory King, has been hired. Waiting on asking him to the board - evaluating the membership criteria (chambers do not count as business category)
- Tammy Combs thought she was taking a job in Waterville, but is now staying in our region and will continue on the board.

VOTED: Action to approve the addition of the presented nominees to the CCWB
Commissioner Vote only

Motion: Betty Johnson Second: Mary Trescot Vote: All in Favor

Antoinette and Mike discussed the changes to the nomination process for board members in the WIOA Law and NPRM. As a result, they are recommending a change to CCWI By-Laws. The recommended change would require the Adult Eds and Community Colleges to now send 3 nominees to the CEO for consideration when there is a vacancy. The CEO will still have the final say among the nominees.

VOTED: Action to approve the change to the By-Laws

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

This change to by-laws also needs to be approved by the Workforce Board.

V. One-Stop Operator Modification

MOTION TO MODIFY THE ONE-STOP OPERATOR DESIGNATION

Pursuant to the Workforce Innovation & Opportunity Act (WIOA) *Section 107 (d) (10) A i, the Area 4 Chief Elected Officials (CEO) hereby concur with the Coastal Counties Workforce Board and ratify the modification the designation of the consortium of partners of the Area 4 One-Stop Operator (OSO) to include Maine Adult Education.

VOTED: Action to include Adult Ed as one of the 4 core partners in the One-Stop Operator.

Motion: Sallie Chandler Second: Mary Trescott Vote: All in Favor

This action was approved by Workforce Board at March 10, 2016 meeting.

VI. CEO Quorum Issue & Governance Agreement

Antoinette investigated what constituted a quorum and how voting could be conducted (in person vs. electronic). The results of her finding is that, though the law is extremely outdated, we are not able to legally take votes through telephone, email or video conferencing. LD1586 that would have allowed voting electronically did not pass. Bottom line is 4 out of 6 is still needed for a quorum of the CEO. A new Governance Agreement was circulated to be signed which includes Maine Statute 30-A stating a majority of the commissioners constitutes a quorum.

VOTED: Action to accept new Governance Agreement to be signed.

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

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

1. State Designation Letter

- a. A year ago, the CLEO agreed to send a letter on May 22nd from Charlie to the governor stating that CCWI met the criteria under WIOA to receive official designation to service Area 4.
- b) In response, the state said we need the Workforce Board to endorse that.
- c) Then Lydia wrote a follow-up letter on June 2nd confirming Charlie's letter. We heard nothing back.
- d) In September, we sent another letter to Jeanne with cc to the regional office.
- e) In another letter drafted from Charlie to go out, if approved, a deadline was given to have approval by July 1, 2016.
- f) If no action is taken, we appeal to the State Board and then to the Feds.

VOTED: Action to send new Designation Request letter with deadline.

Motion: Betty Johnson Second: Steve Gorden Vote: All in Favor

2. Update on Local Monitoring

- a. Antoinette monitored the One-Stop in March. She had a few Areas of Concern & Findings. A little background first:
 - i) When the state decided to move DHHS to the airport, they moved MDOL, too. This decision was independent of the wishes of the CLEO, the CCWB and the recommendations of the One-Stop core group. The core group wanted the One-Stop to remain on the peninsula and on the bus route. Both of these criteria were not met. Unfortunately MDOL moved to South Portland in spite of these recommendations.
 - ii) Subsequently, Goodwill moved from 185 Lancaster to 190 Lancaster above the city offices. MDOL had agreed at the time that as traffic picked up, they would have someone resident in the Goodwill One-Stop and we would have someone represent at the jetport. At the time of the monitoring this had not occurred yet.
 - iii) When CCWI went down to do the monitoring, MDOL and Voc Rehab were not present for the monitoring. We raised that in our report.
 - iv) Dawn Mealey wrote a response to the Areas of Concern and Findings. Antoinette responded to that (included in packet). We are unhappy with their lack of acknowledging our authority under WIOA.
 - v) Under WIOA, if you are part of a One-Stop, there needs to be a monetary contribution. Incidentally, they do not recognize the location on Lancaster St as a One-Stop.
 - vi) They have 30 days from May 12th to comply.

3. Update on Financial Monitoring

- a. The person who monitored us this year has been here 3 times. The previous two times, she found nothing. However she has been reviewing files since January and based on conversations with her we do expect a couple of findings. Mike will keep the board of directors informed.

VII. Executive Session

- a. CEO has determined to give the Executive Director the maximum raise allowable of 5%.

VOTED: To approve the raise.

Motion: Sallie Chandler Second: Denise Griffin Vote: All in Favor

VIII. Adjourn

VOTED: To adjourn the meeting at 11:06 a.m.

Motion: Steven Gorden Second: Denise Griffin Vote: All in Favor

Respectfully Submitted,



Valerie Odams, CCWI Administrative Assistant

Approved: _____ 7/15/16

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

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

September 8, 2016
December 8, 2016