

DRAFT
CCWI Board of Directors Meeting Minutes 7-15-16
CCWI Administrative Office

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

Board of Directors Absent: Commissioner Rick Parent (Knox County); Commissioner Mary Trescot (Lincoln County); Michelle Love, SPHR, CEBS, (YSC Chair); Bob Schmidt (Past CCWB Chair)

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

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

Sagadahoc County Commissioner and CCVWI President Charles Crosby III called the meeting to order at 8:58am

II. Review/Approve Draft Minutes of May 20, 2016

Minutes were reviewed for the May 20th meeting.

VOTED: To approve the draft minutes of May 20, 2016, as written. (A copy is included in the board member packets today and is attached to the official minutes.)

Motion: Betty Johnson Second: Denise Griffin Vote: All in Favor

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

- Financial report through 5/31/16. .
- Have done some recent budget realignment so everything is on track.
- Contracted money is not part of CCWI's budget. However all contracted funds are displayed on separate document now.
- There has been a recent issue of an overall decrease in dislocated workers, therefore we need to once again transfer funds to the Adult program, since there remains a high volume of eligible applicants for the Adult program.
- Request for vote made to request transfer of funds from DW to Adult, which has seen a significant increase in participation.

VOTED: Action to review and file the Financial Report dated May 31, 2016 (BOD vote)

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

VOTED: Action to approve request to transfer \$100,000 from DW to Adult program (BOD Vote)

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

- IV. MDOL Program Monitoring Update – *CCWI Executive Director, Mike Bourret***
CCWI took issue with how the monitoring exit interview was conducted and who was involved. It is inappropriate to have our subcontractor present when discussing local board governance issues etc. Identified findings were answered in a letter to Virginia Carroll (copy provided in packet)
- a) All local board private members do not meet WIOA member requirements.
 - i. To remedy, CCWI conducted a Private Sector Survey asking that board members three primary questions: 1. Does their company has a location in our region? 2. Does the company hire periodically?, and, Does the board member have say in company policy making?. Based on the survey, 15 met the criteria but 3 members did not. To resolve, two members (Justin Holmes and Brian Hodges) have been asked to leave the board (pending CEO vote) and one was moved to Public Sector (Tricia Richardson).
 - b) No evidence that the WIOA-required local board member nominations process is being utilized.
 - i. Only two new board members have been introduced since WIOA has been implemented, and both have completed their nomination forms.
 - c) The Local Area service provider contract requires the service provider to engage in activity that violates OMB and USDOL requirements.
 - i. This was not mentioned in the exit interview from the monitoring.
 - ii. The Goodwill moniker is being changed to Workforce Solutions for several reasons.
 - iii. CCWI is perfectly in its rights to make this change as it doesn't violate any terms of the WIOA service contract.

- V. CCWB Board Membership Update – *County Commissioners***
Included with the above subject, some realignment of board members is needed to remain in WIOA compliance.
Caroline Farkas-Noe (Southern Midcoast Maine Chamber Director) has retired and come off the board. Under WIOA the Chamber is no longer considered a Public Sector member. Because of this, Cory King, the new director, after meeting with Mike, is not going to be a board member but will remain very active on workforce issues in the region and a board Interested Party.

VOTED: Action to approve the removal of two non-qualifying board members from the CCWB and shifting one to Public Sector. (CEO Vote)

Motion: Steve Gorden Second: Lydia Sy Vote: All in Favor

VI. Approval of Financial Manual

Over the course of the last year, CCWI's Financial Manual has been updated. The manual was provided to board of directors for review in advance of this meeting.

VOTED: Action to approve modifications to the Financial Manual (CEO vote)

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

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

1. Feds are going to come for one day on 8/15/16 to assess how CCWI is doing on WIOA implementation.
1. CCWI received the \$4mil TechHire H-1B Grant
 - a. Have not received contract from USDOL yet. Grant will probably not be fully launched until Fall.
 - b. We are beginning our meetings with grant partners – Educate Maine, LWDB's, Adult Ed
3. CCWI is working on another H-1B Grant, America's Promise
 - a. Focus for our region will be Health Care
 - b. Working with SMCC and Hospital Associations, Maine Health Care, long term care
 - c. Looking to do CNAs +, put them on a career path instead of just training for one job

VII. Adjourn

VOTED: To adjourn the meeting at 10:19 a.m. (BOD Vote)

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

Respectfully Submitted,



Valerie Odams, CCWI Administrative Assistant

Approved: September 16, 2016

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

September 16, 2016

November 18, 2016