

**Coastal Counties Workforce Investment Area
DRAFT
CCWI Board of Directors Meeting Minutes 9-16-16
CCWI Administrative Office**

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

Board of Directors Absent: Vice Chair & Commissioner Sallie Chandler (York County); Denise Griffin, SPHR, SCP (CCWB Vice Chair)

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

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

Sagadahoc County Commissioner and CCWI President Charles Crosby III called the meeting to order at 8:46 a.m. CCWI Executive Director Mike Bourret welcomed everyone

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

Minutes were reviewed for the July 15th meeting.

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

Motion: Steve Gordon Second: Mary Trescot Vote: All in Favor

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

- First report shows completion of FY15. Ended a little under budget. Funds carry over into new fiscal year.
- Second report (as requested by the CEO at the 5/20/16 meeting is a breakout of funds by program through June 2016.
- Third report is July report for current FY.

VOTED: Action to approve and file the Financial Reports dated June 30, 2016 and current FY16 financial report through July 31, 2016.

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

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

Due to new rules under WIOA, the CCWB is not able to retain the ratio of public/private that it has had under WIA. In order to avoid quorum issues, attendance at these meetings has become much less forgiving. In addition, the requirements for private sector board members has become a bit more stringent, as well.

- The firm they work for must provide employment opportunities, from time to time, in the local area.
- Private Sector Members must have policymaking or hiring level authority.
- Must be nominated by a business organization.

Because of these changes, Brian Hodges and Justin Cotta-Holmes were asked to come off the board. Tricia Richardson has moved to the Education category.

Under WIOA, the board must be 20% workforce representatives (labor reps etc) so in order to avoid growing the board to give room for us to reach quorum, the only real option is that private sector members must be vigilant about attending quarterly meetings. Our board is in compliance. Other changes to include:

- Michelle Wyman has left BIW. We are currently pursuing another rep from BIW
- Possible rep being recruited from Midcoast Hospital.
- Chris Trider is retiring in November. CCWI is looking for another rep for labor by then.

V. Reaffirm Location of One-Stop Center – CCWI Executive Director, Mike Bourret

Three years ago, the State left the Lancaster Street One Stop location and moved their services to the area close to the Jetport. At that time, the CCWB and CLEO agreed to keep the One-Stop at Lancaster St on the peninsula to continue to serve low-income residents and those with transportation barriers. Now with One-Stop infrastructure costs needing to be negotiated between the MDOL and the board, MDOL has been stating that the decision of the One Stop location isn't solely a local board decision under WIOA. However, the Feds have since written into the regulations that in fact the decision does lie with the Local Boards and CEOs.

“...through the Local WDB for a local area and with the agreement of CEO for the local area. It is these entities that should determine the proper number and location of One-Stop Centers, by drawing on their knowledge of the area's needs. The Departments made no change to the regulatory text in response to the comment.”

VOTED: In light of the passage of WIOA and the promulgation of Final Rules, the Chief Elected Officials concur with the Coastal Counties Workforce Board and re-affirm its commitment to serve low-income individuals and those with transportation barriers by confirming its decision to establish the Area's One-Stop Center on the peninsula in Portland, Maine.

Motion: Betty Johnson

Second: Mary Trescot

Vote: All in Favor

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

A. Local Plan Approval –

- i. Plan was approved by the CCWB at the June 2016 Annual Meeting
- ii. Plan was submitted on June 16th, 2016 – State has 90 days to approve or it becomes automatic
- iii. State responded on the 88th day of those 90 days with 2 issues
 - a. Public comment process – stated CCWI public process was deficient
 - b. One-Stop location – request for process for decision be revisited.
 - c. CCWB reaffirmed the location of the One-Stop at its' 9/8/16 meeting.

B. Update on IT costs for Maine Job Link

Since its implementation, despite a few bugs, Workforce Solutions is pleased with the new software system and its capabilities.

- i. The cost to the locals was never clearly defined in the beginning
- ii. State wants an equal 4-way split of the \$450k annual cost between them and the 3 LWIBs which would increase our current software cost of the database from \$35k/yr to \$110k/yr, and rise annually.
- iii. Extra \$75k would be coming out of program money to cover infrastructure cost
- iv. Governor has stated that 40% of WIA/WIOA funds should go to programs
- v. On 9/8/16, CCWB approved a motion stating Mr. Bourret can negotiate up to 110% of the previously budgeted cost (\$38.5k), if needed.
- vi. On 9/8/16, CCWB approved a motion to authorize the Board of Directors to provide further direction to Mr. Bourret in the negotiation with MDOL.
- vii. Charlie will be in touch with the two other CEO's to work on this matter.

C. Update on TechHire and America's Promise

- i. CCWI was awarded the \$4mil TechHire grant this summer
- ii. CCWI applied for \$3mil America's Promise on Aug 23. Hope to hear Nov/Dec
 - a. Concentration would be on Health Care Sector
 - b. Upskilling current CNAs, creating new, shorter training programs for Medical Assistants, creating career paths
 - c. The plan is to pursue this action with or without the AP grant

VII. Adjourn

VOTED: To adjourn the meeting at 10:00 a.m.

Motion: Steven Gorden

Second: Betty Johnson

Vote: All in Favor

Respectfully Submitted,



Valerie Odams, CCWI Administrative Assistant

Approved: November 18, 2016

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

November 18, 2016

January 20, 2017

March 17, 2017

May 19, 2017

CCWI Annual Meeting

Friday, June 9, 2016

Hilton Garden Inn, Freeport

July 21, 2017

September 29, 2017

November 17, 2017