

Coastal Counties Workforce Investment Area
DRAFT
CCWI Board of Directors Meeting Minutes 1-15-2016
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); Commissioner Mary Trescot (Lincoln County); Commissioner Stephen Gordon (Cumberland County); Lydia Sy (CCWB Chair); Bob Schmidt (Past CCWB Chair)

Board of Directors Absent: Denise Griffin, SPHR, SCP (CCWB Vice Chair); Commissioner Rick Parent (Knox County); Michelle Love, SPHR, CEBS (Youth Standing Committee 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

Sagadahoc County Commissioner and CCWI President Charles Crosby III called the meeting to order at 8:46 a.m.

II. Review/Approve Draft Minutes of November 13, 2015

VOTED: To approve the draft minutes of November 13, 2015, as written. (A copy is included in the board member packets today and is attached to the official minutes.)

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

III. CCWI Administrative Budget Proposed

Hiring of a new project manager, upgrading the printer and three desktop PCs required an adjustment in the budget. Conferences/meetings also increased because of the addition of new staff.

VOTED: To approve and file the Administrative Budget dated January 15, 2016 (A copy is included in the board member packets today and is attached to the official minutes.)

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

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

VOTED: To accept and file the Financial Statement dated November 13, 2015 (A copy is included in the board member packets today and is attached to the official minutes.)

Motion: Mary Trescot

Second: Betty Johnson

Vote: All in Favor

V. CCWB Board Membership Update

- a. We are working to fill the opening left by Yvonne McAllister of Southern Maine Healthcare. Sallie provided the name of Deb Tillotson, RN, MPH who is the Director of the Education Department at Southern Maine Healthcare. Mike is currently awaiting a response regarding an invitation to meet with him. She sounds really interested.
- b. Several other members are coming to the end of their terms soon. CCWI will reach out to them to see if they want to renew their board membership. Nomination forms will be prepared for the next CEO meeting.

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

- a) We have our overall goals and strategies for the Regional Plan. Now working on the Regional Plan itself.
- b) Meeting Dates for 2016 was handed out. It was noted that CLEO is now referred to as the CEO. “Local” was taken out of WIOA. State is coming to monitor our finances on Jan 27.
- c) Where we are and what we're doing
 - i) Goal was to draft our Local Plan by December 2015. However, we need to stay behind the State's progress with their plan so we can keep our plan in alignment
 - ii) Currently we have Draft Goals and Strategies.
 - iii) We are using Sally DelGreco to write the TechHire Grant in addition to the Regional Plan. She is focusing on the Grant first, which is due in March. Afterward she will finish Regional Plan for June 2016.
 - iv) Financial Manual has been updated for Compliance with OMB & WIOA.
 - v) Done – Comments on WIOA rules, OMB Guidance Compliance, Partnership Meetings
 - vi) Underway – Sector Strategies & Career Pathways, WIOA workgroups, Development of Local/Regional Plan (WIOA)
 - vii) Working on CCWI's bi-annual publication for the Cryer. Will be in hand in time for NAWB
- d) TechHire Grant
 - i) Working with Educate Maine (Ed Cervone & Jay Collier)
 - ii) Statewide – working with the other workforce boards
 - iii) Primarily working with the IT sector – getting low income, offenders, disabled on path to IT.
 - iv) Competency-based, boot camp like training – not like college classes
 - v) Forming the training based on employers skill needs.
 - vi) Interviewing national providers that will help create a model for training that will sustain past the grant period.

- e) Financial Monitoring coming up, Developing the invite list for the Annual Meeting, Begun working on Annual Report, Working with OSO for WIOA, Congressional Pitch – TechHire Grant, MIIA Grant – Extension ends Oct 2016, there is still \$\$ left over,
- f) Working Family Grant is due at the same time as the other grant. It would be a great grant because it introduces a child care component we’ve never had. The timing is just bad for the completion date.
- g) Indirect Cost Rate Proposal has been submitted to the feds.

VII. Career Pathways vs. Pipeline – CCWI Deputy Director Antoinette Mancusi

- a) **Pipeline** provides immediate training for specific jobs. The hope is that once in a stable job, Career Pathways will enable advancement within a specific career.
- b) **Career Pathways** provides occupational advancement within a career ladder over a longer term; WIOA and NEG’s require Career Pathway work
 - i) 5 Career Pathway sectors after CAEL analysis:
 - (1) CCWI started on our own:
 - (a) Logistics / Transportation
 - (b) Banking / Finance –
 - (i) Younger demographic disinterested
 - (ii) Commercial lending dying, most are over 50 years old
 - (iii) Universal Bankers – as many banking jobs become automated and staff is cut, the need for people with multiple skills increases
 - (2) Result of statewide NEG’s: Health Care, IT and Precision Manufacturing
 - ii) Skills assessments need to be well defined to determine different entry points depending on the job
 - iii) Need to focus on the youth who didn’t go to college and are stuck in a job to make a paycheck instead of being focused on a pathway to a career
- c) Pipeline involves skills training that leads to initial placement in a specific vocation
 - i) Example: Logistics / Transportation: Immediate need is for CDL drivers. Develop training specifically for CDL certification.

VIII Financial Audit Statement

Audit is completed. The Commissioners wanted it noted that the Board has accepted the Financial Audit. In particular:

- i) According to the independent auditor’s report done by RHR Smith, CCWI complied in all material respects with compliance requirements on each of the federal programs operated for the year reviewed (2015)
- ii) The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards

Adjourn

VOTED: To adjourn the meeting at 10:17 a.m.

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

Respectfully Submitted,

Valerie Odams

Valerie Odams, CCWI Administrative Assistant

Approved: May 20, 2016

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

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

2015/2016 Coastal Counties Workforce Board Quarterly Meetings
Southern NH University (Brunswick)
9:00 a.m. – 11:45 a.m.

March 10, 2016

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

September 8, 2016

December 8, 2016