

**Coastal Counties Workforce Investment Area
DRAFT
CCWI Board of Directors Meeting Minutes 11-18-16
CCWI Administrative Office**

Board of Directors in Attendance: Vice Chair & Commissioner Sallie Chandler (York County); Secretary/Treasurer Commissioner Betty Johnson (Waldo County); Denise Griffin, SPHR, SCP (CCWB Vice Chair); Michelle Love, SPHR, CEBS, (YSC Chair); Commissioner Rick Parent (Knox County); Bob Schmidt (Past CCWB Chair); Commissioner Mary Trescot (Lincoln County);

Board of Directors Absent: Chair & Commissioner Charles Crosby, III (Sagadahoc County); Lydia Sy (CCWB Chair); Commissioner Stephen Gordon (Cumberland County)

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

Vice Chair & York County Commissioner Sallie Chandler called the meeting to order at 8:51 a.m. CCWI Executive Director Mike Bourret welcomed everyone.

II. Review/Approve Draft Minutes of September 16, 2016

Minutes were reviewed for the September 16th meeting.

VOTED: To approve the draft minutes of September 16, 2016, as written. (A copy is included in the board member packets today and is attached to the official minutes.)

Motion: Betty Johnson Second: Mary Trescot Vote: All in Favor
Abstained: Sally Chandler & Denise Griffin

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

Review of CCWI Financial Report ending 9/30/16

1. PY15 money is mostly done. Some admin money is left.
2. \$50k contract with Maine Access Immigrant Network (MAIN). They will do referrals from the New Mainer community to Workforce Solutions
3. TechHire contracts are being put in place. Central/Western, Northeastern, Educate Maine, Workforce Solutions are in place. Working on the Adult Ed contract. Working on finalizing the RFP for the Bootcamp.
4. TOPS grant is winding down – will be finished at the end of November. Very successful grant over the past 5 years. Served 450 people who have been put to work.

VOTE: Consideration of Action to Review and File the Financial Report Dated Sept 2016

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

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

1. Chris Trider, labor rep from IBEW #1253, has retired and is resigning from the board. He has recommended Nick Paquet to take his place. Nick is the Director of Business Development with IBEW #1253, a 15 year member, and acting President of the local. His nomination form is in the works from the AFL/CIO. Particularly interested in the Youth Council
2. Michelle Wyman has left BIW and stepped down from the CCWB. Cynthia Lobikis has already been working closely with Workforce Solutions, has done a number of OJTs at BIW, and has been working with SMCC for training. Very interested in keeping the relationship going. Her Nomination Form and resume is in the packet.
3. Antoinette has a meeting Monday with Shannon Kashinsky of Peoples Choice FCU in York County to possibly join the board.

VOTE: Consideration of Action to Approve changes to the CCWB as recommended

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

V. Maine Job Link Cost Update – CCWI Executive Director, Mike Bourret

1. Vote taken at last board meeting regarding the IT costs for the Maine Job Link. The proposal from the state was for \$110+ annually. Prior year was around \$35k. The CCWB allowed Mike to negotiate up to a 10% increase (up to \$38.5k). Anything more than that, he would need to go back to the board for approval.
2. Mike spoke with Ed Upham regarding the concern for the cost increase. A final agreement was made to lower the cost to \$41,558.12, with no cost to the local boards until July 2017.
3. OIT Budget is \$115,609.41 annually (pays staffers at Office of Information Technology paid by MDOL to work on the MJL system). Mike confirmed that these costs would not be passed to the local boards if something happens with the Reed Act money.
4. State cannot guarantee that costs won't go up due to the ambiguity around the OIT costs.
5. CCWB will agree to ONE year contract, to be renegotiated annually as the costs are projected to increase.

VOTE: Consideration of Action to Approve PY17 MJL Cost Increase to \$41,558.12

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

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

- 1) Update on January 2016 State Financial Monitoring
 - a) Letter from Carla Jupiter with findings from monitoring was not received by CCWB until September 12, 2016.
 - b) CCWI responded on September 20, 2016 with answers to each finding. There has been no response from the state yet.
 - c) Findings included:

- i) Travel Policy: questioned per diem allowable amounts. The only time this is utilized by CCWI is for the NAWB conference in Washington DC. CCWI determined that per diem amount is \$81/day. State said costs should not exceed \$69/day.
 - ii) Business Meals: questioned lunch in Boston on an all-day conference trip because there was no overnight.
 - iii) Inaccurate Drawdowns: CCWI was under on a drawdown request by \$316
 - iv) Late Quarterly Reports: all quarterly reports should be in to the State by the 25th of each month. Used to be on the 30th of the month, but State wanted more time to disseminate the reports. We negotiated to the 25th, providing time for some back and forth to make sure all is accurate. Now State is saying because the reports are in but not correct by the 25th, they're late.
 - v) Inconsistent Payroll & Travel Cost Allocation: travel reimbursement sometimes didn't match the grant charged on the time allocation sheet. Checks have been put in place to prevent this in the future.
 - vi) Payroll Cost Allocation: timesheets reviewed indicate that the payroll hours didn't match actual hours worked. Personnel policy has been amended to clarify that nuance on the timesheets between exempt & non-exempt employees
 - vii) Inadequate Controls over Expenditures: (1.) a vendor invoice was processed for payment without the Executive Director's approval signature. Mike went back and signed it. (2.) Coding numbers were transposed when submitting for payment. The error was fixed before the invoice was paid.
- d) Betty Johnson, as Treasurer, will draft a letter on behalf of the commissioners to be sent to the State expressing concern at the time this has taken and asking for closure to this monitoring.

VOTE: Consideration of Action to draft a letter to the State on behalf of the commissioners asking for closure to this monitoring.

Motion: Mary Trescot

Second: Sallie Chandler

Vote: All in Favor

2. PATH Grant

- 1. CCWI submitted an application for the America's Promise (health care) grant this summer, but it was not granted. This was on the heels of CCWI getting the \$4mil TechHire grant.

3. Career Pathways Update

- 1. Joy Gould, CCWI Project Manager, has been working on building relationships with employers in the 5 sectors (Banking/Finance, Health Care, Information Technology, Transportation/Logistics, Advanced Manufacturing)
- 2. Fact Sheets (included in packet) have been designed to help guide prospective employees to a career versus a job. Describes the paths that different careers can lead to and pertinent LMI information.

4. Status on TechHire Grant

1. Contracts have been signed with Workforce Solutions, Educate Maine, Central/Western Workforce Development Board, and Northeastern Workforce Development Board. Still working on the fine print with the Adult Education contract with MDOE.
2. Two RFPs have been submitted for TechHire Bootcamps and Career Coaches.
 - i) We have had responses to the Bootcamp and are in process of making a decision on the provider. Just waiting on some answers to follow-up questions. We hope to have this in place by January.
 - ii) The Career Coach RFP did not have any responses, but we are continuing to pursue interested parties.

VI. Adjourn

VOTED: To adjourn the meeting at 10:20 a.m.

Motion: Betty Johnson

Second: Mary Trescot

Vote: All in Favor

Respectfully Submitted,



Valerie Odams, CCWI Administrative Assistant

Approved: 1/20/17

**2017 CCWI Board of Directors' Meetings –
CCWI Conference Room 8:45 a.m. – 10:30 a.m.**

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