

**Coastal Counties Workforce Investment Area  
CCWI Board of Directors Meeting Minutes 3-17-17  
CCWI Administrative Office**

---

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

**Board of Directors Absent:** Chair & Commissioner Charles Crosby, III (Sagadahoc County); Commissioner Stephen Gorden (Cumberland County)

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

---

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

Vice Chair & Commissioner Sallie Chandler called the meeting to order at 8:47 a.m. CCWI Executive Director Mike Bourret welcomed everyone.

**II. Review/Approve Draft Minutes of January 20, 2017**

Minutes were reviewed for the January 20<sup>th</sup> meeting.

**VOTED: To approve the draft minutes of January 20, 2017, 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 & Budget Report – *CCWI Executive Director Mike Bourret***

Review of CCWI Financial Report ending 2/28/17

**VOTE: Consideration of Action to Review and File the Financial Report Dated February 28, 2017**

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

**VOTE: Consideration of Action to Review and Approve the Budget for Program Year 2017**

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

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

1. Renewals are due for approval for Joni Boissonneault, Julie Chase, & Samantha Fenderson.
2. All three have completed and submitted their renewal nomination form.

**VOTE: Consideration of Action to Approve renewal appointments to Workforce Board**

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

**v. Executive Director’s Report – CCWI Executive Director Mike Bourret**

**1. Status of Letter to State on Financial Monitoring**

- i) On Nov 29<sup>th</sup>, a letter was sent from Betty Johnson to the State regarding the lack of closure to the Jan 27-28, 2016 Monitoring.
- ii) A letter was received by Carla Jupiter dated March 1<sup>st</sup>, stating that the issues were still not resolved
- iii) The majority of the money questioned (\$39k) is explained by a missing signature on invoice and backup RFP documentation -- fixed internally.
- iv) The remaining issue is for \$528 spent on meals at NAWB and at a Boston conference; the difference between \$81/day (based on DC rates in 2000 when CCWI put in our Financial Policy) vs. current GSA rates (changed annually) of \$69/day.
- v) Because of this, the state wants CCWI to redo two years of audits
- vi) Antoinette and Mike met with our auditor, Ron Smith, who advised CCWI to fight this.
- vii) A letter addressed to Katharine Wiltuck was brought to the CEO to let them know how we plan to respond.
- viii) CEO reviewed letter and agreed it was appropriate to send.

**2. TechHire Update**

- a) Contracts are in place with the other two workforce boards, WFS, Adult Ed, UNE
- b) Educate Maine will take on the Career Coach component after no response to 2 RFPs
  - 1) Coach will provide training to staff/educators
  - 2) Will teach counselors how to assess people and determine skills needed
  - 3) Will oversee outside vendor who will be an on-call life line to the system

3. CCWI is applying for 2 small grants with the Gorman Foundation (\$25k) & United Way (\$50k) to develop intensive language classes for immigrants.

**VI. Adjourn**

**VOTED:** To adjourn the meeting at 9:59 a.m.

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

Respectfully Submitted,

*Valerie Odams*

Valerie Odams, CCWI Administrative Assistant

Approved: \_\_\_\_\_ 5/19/17 \_\_\_\_\_

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

September 29, 2017

November 17, 2017

**Annual Meeting**

Friday, June 9, 2017

*10:00am to 1:00pm*

Hilton Garden Inn

5 Park Street, Freeport