

**Coastal Counties Workforce Investment Area
CCWI Board of Directors Meeting Minutes 5-19-17
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 by phone (CCWB Vice Chair); Michelle Love, SPHR, CEBS, (YSC Chair); Bob Schmidt (Past CCWB Chair); Commissioner Stephen Gorden (Cumberland County); Commissioner Rick Parent (Knox County)

Board of Directors Absent: Chair & Commissioner Charles Crosby, III (Sagadahoc County); Commissioner Mary Trescot (Lincoln 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 8:44 a.m. CCWI Executive Director Mike Bourret welcomed everyone.

II. Review/Approve Draft Minutes of March 17, 2017

Minutes were reviewed for the March 17th meeting.

VOTED: To approve the draft minutes of March 17, 2017, as written. (A copy is included in the board member packets today and is attached to the official minutes.)

Motion: Rick Parent

Second: Betty Johnson

Vote: All in Favor

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

Review of CCWI Financial Report ending 3/31/17

1. Revised a couple of administrative line items

- a. Copier maintenance includes a per copy rate for color copies above allotted 1000/mo and above 5000 for black & white.
- b. Renegotiated contract to make this amount less.
- c. Set all machine defaults to B&W.
- d. CCWI is printing a lot more outreach materials in-house.

VOTE: Consideration of Action to Review and File the Financial Report Dated March 31, 2017

Motion: Betty Johnson

Second: Steve Gorden

Vote: All in Favor

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

1. Kelly Flagg has changed employers to The Body Architect. A new nomination form from the Portland Chamber of Commerce was submitted in compliance with WIOA rules.
2. Because of changes to the process under WIOA, CCWI needs to keep a close eye on the membership and may suggest new members to keep in WIOA compliance.
3. Moving forward, the next new nomination will within the Adult Ed sector. The state’s Adult Ed Director will submit 3 candidates for the CEO to vote on in the July meeting.
4. Will be looking for suggestions for another business employer in the Lincoln/Sagadahoc area.
5. Comm. Gorden suggested we look toward the Law Enforcement/Corrections sector. We would need an opening on the board in the Public Sector before we could begin the process.
6. Commissioners Gorden & Parent will make contacts with county law enforcement to recommend a candidate for the Board when a space becomes available.
7. Antoinette will begin the conversation with reps from Local, State, & Federal law enforcement and will report on potential candidates in the July CEO meeting.

No vote needed to accept nomination form from Ms. Flagg.

V. Executive Director’s Report – CCWI Executive Director Mike Bourret

1. Status of Annual Meeting, Friday, June 9th
 - a) Board meeting will be from 10 – 10:30am
 - b) Holly O’Brien from USDOL Region 1 will be the guest speaker
 - c) Attendance response is on track at this point at around 80 attending with 3 weeks to go
2. Portland One-Stop Location Update
 - a) When MDOL moved office locations with DHHS to the Portland Jetport, they expected that the One-Stop would follow.
 - b) CCWI maintained the CEO and Local Board policy position that the One-Stop would stay on the Portland peninsula.
 - 1) Retroactively applying WIOA regulations to our longstanding Portland One Stop, MDOL stated we did not use the correct process to establish the One-Stop.
 - 2) MDOL then made the approval of CCWI’s Local Plan contingent upon re-deciding the location of the One-Stop.
 - 3) In the past few months MDOL went to Region 1 regarding the establishment of our One Stop and Region 1, determined that the One-Stop was properly established.
 - 4) MDOL did not accept Region 1’s interpretation and requested that the question be moved to the Solicitor’s office to judge the legality.
3. Status of Monitoring
 - a) Financial –

- 1) Antoinette had begun a good conversation with Katharine Wiltuck, Director of the Division of Financial and Personnel Services at the Security and Employment Services Center, regarding the findings and resolution process of our PY14 fiscal monitoring. Mike & Antoinette then met with Katharine, discussed all 7 findings and all were resolved.
- 2) In this process, CCWI has made some adjustments to the Financial & Personnel Manuals to address concerns the monitor had regarding some policies.
- 3) Further checks have been put into place to ensure that travel reimbursement requests charges will match that employee's PARs..

VOTED: To approve changes to the Financial Manual.

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

b) Program

- 1) The State did their annual Program Monitoring which review governance, board, policies, local plan, etc. They also went into the field to the service provider and interview participants.
- 2) The exit interview on 5/18/17 went very well, with only a few minor issues which were in the field, related to the new Maine Job Link.

VI. NAWB Takeaways

1. Have a private sector board member speak about their company for 10 minutes during the quarterly board meetings.
2. Establishing an ongoing nomination committee that monitors membership issues such as term expirations, creating a pool of potential candidates, training and orientations, and create a "buddy system" for new board members.

VII. CEO Meeting Breaks for an Executive Session

VOTED: To grant a 5% salary increase to CCWI's Executive Director, Michael Bourret, as allowed in his contract, effective July 1, 2017.

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

VIII. Adjourn

VOTED: To adjourn the meeting at 10:37 a.m.

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

Respectfully Submitted,

Valerie Odams

Valerie Odams, CCWI Administrative Assistant

Approved: 7/21/17

**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