

**Coastal Counties Workforce Investment Area
CCWI Board of Directors Meeting Minutes 7-21-17
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); Lydia Sy (CCWB Chair); Denise Griffin, SPHR, SCP by phone (CCWB Vice Chair); Bob Schmidt (Past CCWB Chair); Commissioner Stephen Gorden (Cumberland County); Commissioner Rick Parent (Knox County)

Board of Directors Absent: Michelle Love, SPHR, CEBS, (YSC Chair); 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

Chair & Commissioner Charlie Crosby called the meeting to order at 8:48 a.m. CCWI Executive Director Mike Bourret welcomed everyone.

II. Review/Approve Draft Minutes of May 19, 2017

Minutes were reviewed for the May 19th 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: Sallie Chandler Second: Betty Johnson Vote: All in Favor

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

Review of CCWI Financial Report ending 6/30/17

1. A few lines of “budget vs. actual” show overages
 - a. Two bills for PY17 were paid in PY16 for NAWB membership and Fiscal Audit. This resulted in an overage in the budget.
 - b. NAWB fees were more due to 5 people attending vs. 4 in the budgeted amount
 - c. Salaries are off due to accrued vacation time
 - d. Fiscal Agent amount is higher because original budget was written for 10 months of services vs. 12.
 - e. Other Services line item was higher due to a Ransomware attack
 - f. Cleaning the office chairs led to an increase in the Cleaning line item
 - g. Conference calls and Travel Reimbursements are up due to increased outreach in Sector Partnership advances. Zoom is now being utilized as a new, less expensive way to hold meetings.

VOTE: Consideration of Action to Review and File the Financial Report Dated June 30, 2017

Motion: Lydia Sy

Second: Sallie Chandler

Vote: All in Favor

Revisit the approved PY17 budget for changes

1. Revised a couple of administrative line items to cut costs
 - a. Due to the ending of some grants, adjustments needed to be made in the PY17 budget
 - b. CCWI has renegotiated the lease of office space and moved to a smaller storage unit to save on rent
 - c. Number of attendees at NAWB has been cut to allow for one person
 - d. Expenses for board meetings has been cut in both supplies and facility costs

VOTE: Consideration of Action to Approve the adjustments to the PY17 Budget

Motion: Betty Johnson

Second: Rick Parent

Vote: All in Favor

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

1. With Linda Winton's term ending in July 2017, the board requested 3 nominations from Gail Senese to fill the Adult Ed seat on the board. Gail sent two names. The BOD put forth that they would wait until 3 nominations were submitted to choose from.

VOTE: Consideration of Action to table the membership vote until 3 nominations are submitted.

Motion: Steve Gorden

Second: Betty Johnson

Vote: All in Favor

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

1. Status of State Program Monitoring
 - a) Ginny Carroll and Peaches Bass came to CCWI in May for Program Monitoring
 - b) Based on the Exit Interview, the report was very favorable
 - c) CCWI is still awaiting the final report for this monitoring
2. Status of State Fiscal Monitoring
 - a) Carla Jupiter came to CCWI on June 28-29 for the PY15 Fiscal Monitoring
 - b) After a brief meeting with Carla, the air was cleared regarding the complications of the prior PY14 Financial Monitoring
 - c) After leaving the onsite portion of the monitoring, Carla followed up with three questions, which were answered promptly.
 - d) While still awaiting the official report, the impression was given that the results were very favorable.
 - e) Next monitoring is in October which will better align with our schedule.
3. Membership Development Committee
 - a) The idea of this Committee is a result from the NAWB conference

- b) Will be comprised of Neal Williamson, Shannon Kashinsky, and Julie Chase.
 - c) Meets 6x/yr, one month before the Exec Committee meeting
 - d) Committee orientation will be August 22nd with Executive Committee
 - e) Duties will include:
 - 1) proactively monitoring Board membership;
 - 2) developing a pool of potential future Board members;
 - 3) make sure the composition of Board is WIOA compliant;
 - 4) addresses attendance issues; and
 - 5) working closely with Exec. Comm & CCWI staff on membership matters
4. ORR (Office of Refugee Resettlement) Grant Application
- a) Federal grant offered through the Office of Maine Refugee Services (Catholic Charities)
 - b) \$250,000/year for 3 years.
 - c) For intensive career focuses for the immigrant population including strong focus on Career Pathways
 - d) Would cover the Portland, Lewiston & Augusta areas
5. Governor's Waiver Request
- a) Annual allocations, normally received in full by April, had not been received nor has CCWI's recertification
 - b) MDOL has only released CCWI's allocations for the first quarter of the fiscal year, citing a request by the governor for a waiver of some WIOA requirements
 - c) On 7/18/17, Commissioner Gorden requested of Julie Rabinowitz CCWI's full year allocations and the letter from the governor regarding the waiver.
 - d) Next steps in this process will include:
 - i. Request a FOAA follow-up of Julie Rabinowitz in 10 business days (8/7/17)
 - ii. Contact Ed Upham and clearly state the ramifications of not receiving the full year's allocation and requesting confirmation by 7/28/17 that CCWI will receive our full allocation.

VI. Adjourn

VOTED: To adjourn the meeting at 10:55 a.m.

Motion: Sallie Chandler Second: Denise Griffin Vote: All in Favor

Respectfully Submitted,



Valerie Odams, CCWI Executive Assistant

Approved: _____ 9/29/17

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

September 29, 2017

November 17, 2017

January 19, 2018

March 16, 2018

May 18, 2018

Annual Meeting

Friday, June 8, 2018

10:00am to 1:00pm

Hilton Garden Inn

5 Park Street, Freeport