

**Coastal Counties Workforce Investment Area  
CCWI Board of Directors Meeting Minutes 11-13-2015  
CCWI Administrative Office**

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**Board of Directors in Attendance:** Chair & Commissioner Charles Crosby, III (Sagadahoc County); Vice Chair & Commissioner Sallie Chandler (York County); Commissioner Mary Trescot (Lincoln County); Denise Griffin, SPHR, SCP (CCWB Vice Chair); Secretary/Treasurer Commissioner Betty Johnson (Waldo County); Lydia Sy (CCWB Chair); Commissioner Stephen Gordon (Cumberland County)

**Board of Directors Absent:** Commissioner Rick Parent (Knox County)

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

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

Sagadahoc County Commissioner and CCWI President Charles Crosby III called the meeting to order at 8:45 a.m. CCWI Executive Director Mike Bourret welcomed everyone and introduced Valerie Odams, CCWI's new Executive Assistant. Federal Compliance Audit and CCWI By-Laws were passed around for review. Mention was made that the CCWI Newsletter (Fall 2015) has come out since last meeting. Members were encouraged to take some.

**II. Review/Approve Draft Minutes of September 18, 2015**

**VOTED:** To approve the draft minutes of September 18, 2015, as written. (A copy is included in the board member packets today and is attached to the official minutes.)

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

**III. CEO Officer Elections**

The CEO voted to elect the President, Vice President and Treasurer

1. **President:** Sallie Chandler nominated Charlie Crosby III

**VOTED:** To accept the nomination

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

2. **Vice President:** Mary Trescott nominated Sallie Chandler

**VOTED:** To accept the nomination

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

3. **Treasurer:** Sallie Chandler nominated Betty Johnson

**VOTED:** To accept the nomination

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

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

- Everything is on track. We are at 24% of expenditures.
- Discussion regarding the new Project Manager position for sector work, with regard to length of employment and pay scale. Position is based on availability of grant funding and as such will likely be of a 12 month duration.

**VOTED:** Accept change in financial report to reflect increase in budget for Project Manager position

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

**VOTED:** Accept the CCWI Administrative Financial Statement

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

**V. CCWB Board Membership Update – *County Commissioners***

The search is still on to fill the seat of resigned board member, Yvonne McAllister. Sallie is working to get us referrals to fill the vacancy. Although we could look to another county, we are trying to keep a balance of representation by looking in York first.

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

Antoinette reported on sector partnership with an emphasis on Career Pathways:

1. CCWI hired CAEL for Career Pathways work and Ryan Wallace for an economic analysis for a regional plan. They have identified target industries through analysis. Viable targets are precision manufacturing, logistics/transportation, IT, and healthcare. Need to identify stakeholders to help development of career pathway. Need to find the skills gaps.
2. Will be starting with Finance & Banking as a growth sector in our area. Find out what shortfalls and gaps are. Need to identify entry level positions that can graduate into higher level positions.

3. Workforce system is generally reactive to shifts in job market. WIOA helped enable us to be proactive to identify potential growth. It's hard to get companies to think about the future.
4. Younger workers are turned off by the stigma associated with manufacturing jobs. Need to find ways to end the stereotype.

Mike reported on our transition from WIA to WIOA

1. There are a lot of changes in the regulations. A lot needs to happen to be in compliance.
2. We need to make sure everything is in order before we start talking to the OSO regarding their partnerships.
3. Need to keep things at an achievable level with the OS, train staff and follow through.
4. Board needs to certify OS every 3 years. By July 1, 2016, things need to be developed to start training.

**OMB Compliance**

Contracted with a law firm to go through our financial manual. One week away from a final document. We are in good shape.

**Local Area Designation**

The state is consolidating Aroostook/Washington (Local Area 1) and Tri-Counties (Local Area 2) into one region. There will be 3 local areas moving forward, Western Maine, CCWI and the new combined area.

**Eligible Training Provider List (ETPL)**

Reviewed general ETPL requirements under WIOA.

**VII. Adjourn**

**VOTED:** To adjourn the meeting at 10:16 a.m.

Motion: Sallie Chandler      Second: Betty Johnson      Vote: All in Favor

Respectfully Submitted,

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Valerie Odams, CCWI Administrative Assistant

**Approved:** \_\_\_\_\_

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

January 15, 2016

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.**

December 10, 2015

March 10, 2016

CCWI Annual Meeting

Friday, June 10, 2016

September 8, 2016

December 8, 2016