

**Coastal Counties Workforce Investment Area
CCWI Board of Directors Meeting Minutes 5-22-15
CCWI Administrative Office**

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

Board of Directors Absent: Commissioner Steve Gorden (Cumberland County)

Others in Attendance: CCWI Executive Director Michael Bourret; CCWI Executive Assistant Kristen Perkins, Arnold Chandler

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

Sagadahoc County Commissioner and CCWI President Charles Crosby III welcomed everyone and called the meeting to order at 8:52 a.m.

II. Review/Approve Draft Minutes of March 20, 2015

VOTED: To approve the draft minutes of March 20, 2015, as written. (A copy is included in the board member packets today and is attached to the official minutes.)

Motion: Betty Johnson

Vote: All in Favor

Second: Mary Trescot

Abstain: Sallie Chandler (not at 3/20/15 meeting)

III. CCWI Administrative Financial Report July 1, 2014 – April 30, 2015

The Administrative Report for July 1, 2014 – April 30, 2015 was reviewed by those in attendance. (A copy is included in the board member packets today and is attached to the official minutes.)

CCWI Executive Director Mike Bourret reported on the following:

- The financial reports in today's packet reflect expenses through April 30, 2015. We are at 78% of total budget expended through April.
- Mike reviewed his capacity to transfer funds from the Administrative line down to line items that require adjustments accordingly. At the start of the year, the Admin line was close to \$15,000 and it is now approximately \$2000.00.

- The grant breakdown outlines the different sources of funding. We have expended PY13 funds and will be starting the PY14 Admin budget July 1, 2015. There are also a couple of grants currently in the works.
- Lydia mentioned the November 2015 grant end date for TOPS. Mike advised that we are going to request a one-year extension – no additional funds but it will give us more time to use the money. The last modification added 70 OJTs to the original 300 for a new total of 370. Goodwill is doing very well with this grant but some of the cohort training did not take place – a lot of the training is happening with OJTs instead, so money was shifted from classroom training to OJTs.
- The proposed PY15 Budget (7/1/15 – 6/30/16) is presented for review/approval by the Board of Directors today. It shows the increases and decreases from PY14 to PY15. Discussion ensued and questions were addressed.

VOTED: To approve the Proposed PY15 Budget as presented.

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

VOTED: To review and file the Administrative Financial Report for 7/1/2014 – 4/30/2015.

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

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

- Membership is static. We are currently not recruiting so as to keep the board membership at 30 or less. We are getting ready to submit our membership list to the state for approval.
- There are some items that will be addressed with WIOA legislation:
 - New Members – if someone wants to come on the board, we will provide them with a Nomination Form (which was approved at the last meeting).
 - Membership Renewals – this will become more of a formality and there will be improved tracking of anniversary dates and term expiration dates. Current memberships up for renewal are Charlie Crosby, Brian Hodges, Jennifer McKenna, Leon Ouimet and Lydia Sy (all of whom were contacted and expressed interest in renewing their membership).

VOTED: To approve 3-year extensions of board memberships for Charlie Crosby, Brian Hodges, Jennifer McKenna, Leon Ouimet and Lydia Sy.

Motion: Betty Johnson Vote: All in Favor
 Second: Denise Griffin Abstain: Charlie Crosby, Lydia Sy

V. **Letter of Designation** – *CCWI Executive Director Mike Bourret*

- Required under WIOA law to address “initial” designation. (Designation occurred in 2000 under the state plan.)
- The CLEO applies for initial Local Area designation. If approved, it provides 2 years of designation status.
- If you meet your performance for the two prior years (which we did) – no issues with fiscal accountability – then the governor must approve our initial designation. He has no reason to deny our request at this time.
- If the governor does not act on this letter within 60 days, we can appeal to USDOL.

VOTED: To approve sending the letter with President Charles Crosby III’s signature requesting initial designation under WIOA for Local Area 4 to Governor Paul LePage.

Motion: Betty Johnson

Second: Mary Trescot

Vote: All in Favor

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

Mr. Bourret reported on the following:

1. **Performance Standards** – *refers to letters included in packets*

- We questioned the data integrity of OSOS. Jaime Grover from Goodwill discovered this error. She went through all of the termination files to locate this issue. The state was counting people in the denominator who were not even in our region. This is not a data entry issue – it is a data **integrity** issue. The state’s initial reaction was to not change the report. Mike advised the state that we would be forced to grieve the matter to USDOL if we did not obtain resolution. We got positive resolution which resulted in us meeting our performance measures – which is key to our request to the governor for initial designation.
- The feds want to roll over the standards from last year into the first year of WIOA. Mike wrote a letter advising that we want to negotiate standards specific to our region. He quoted the training guidance put out by USDOL that gives us the ability to negotiate the standard based on our population.
- CCWI asked for (a) the state to drop the standard from 33% to 25%, (b) a waiver for this prior year, and (c) the standard to be dropped for next year.

2. **NAWB Report Out/Feedback**

- Mike: Workshop content was weak – possibly waiting on WIOA rules? There were a lot of questions but not many answers.
- Denise: There was a workshop where the people from Vermont talked about their success with hiring and training CNAs and other sectors. They got a lot of employers together and hired/trained in large groups, putting applicants through multiple interviews. The hospitals should be working together to hire the lab techs they need, for example. Mike mentioned working with Joan Dolan to talk about the hospitals.

- Lydia: Businesses are struggling to find people. The things we struggle with here in Maine are being faced all over. Concerns include demographics and goals include increasing the population of Maine. The reality is that there are not enough people here to work – vacationers, retirees.

3. WIOA

- Mike is on two different committees at the state level, Heather is on one, and Antoinette is on one. Lydia, Betty, Heather and Mike recently attended another meeting. Trying to get vision, goals, etc. in place.
- Timeline of upcoming Local Area actions pertaining to WIOA implementation.
- Mike travels to Augusta 2 or 3 times a week to stay involved in the process.
- Antoinette and Mike have been working on the rules. They have been reading and pinpointing things they want to make comments on. A copy of a letter that was sent to Holly O'Brien at USDOL ETA Region 1 outlining concerns and comments was included in today's packets.
- When Senator Collins' office called Mike, he asked for their help with the incumbent worker training portion of the rules.
- Lydia said when she was in DC for NAWB that the Assistant Secretary mentioned that they are writing the rules as they go and the rules are open to interpretation and revision.
- CCWI put out an RFP for assistance with compliance with the new OMB (Office of Management and Budget) guidance. There are huge changes coming with OMB guidance but it wasn't even on the NAWB agenda. There has been inconsistency between different entities so a committee was formed to take all of the OMB regulations and combine them into single guidance. Contracts and financial manuals will need to change to be in compliance. There was a presentation at NAWB by a law firm who can consult on the changes being made to the OMB guidance, and they responded to our RFP. Late summer/September timeframe, Mike and Antoinette will be working with the firm on getting the CCWI financial manual in compliance with the new OMB. There is also a meeting scheduled with the auditor in June to address changes to the financial manual. More information on this topic can be found by Googling "OMB Guidance COFARS" – uniform guidance. Changes are coming in policy pertaining to indirect cost as well.

4. Grants

- Juvenile Justice Grant: Sally worked on this. \$500,000 – Goodwill would do service delivery. Not sure when we are supposed to hear back on this – maybe late June or early July?
- The feds are putting out a National Emergency Grant to help long-term unemployed, dislocated workers, regional partnerships, enhance services, etc. MDOL needs to apply. Mike offered Sally's services to MDOL to write the grant for them. The application is due at the end of this week. This could be close to \$4 million statewide and would give the system capacity money to get WIOA moving forward.

NOTE: Bob Schmidt left the meeting at 9:59 a.m.

VII. Executive Session – *Personnel Matter*

VOTED: For the Board of Directors to go into Executive Session.

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

Following the vote, Mike Bourret, Kristen Perkins and Arnold Chandler exited the conference room. The meeting entered into Executive Session at 10:03 a.m.

VIII. Executive Director Evaluation

The Executive Session ended at 10:19 a.m. Mike Bourret, Kristen Perkins and Arnold Chandler reentered the conference room.

Lydia Sy provided Kristen Perkins with the completed Executive Director's evaluation. Lydia reported that the Board of Directors unanimously recommended the maximum increase of 5% which is represented by a 2% salary increase and a 3% retirement contribution.

VOTED: To approve a 5% increase in CCWI Executive Director Michael Bourret's compensation, represented by a 2% salary increase and a 3% retirement contribution.

Motion: Lydia Sy Second: Michelle Love Vote: All in Favor

DISCUSSION: During the Executive Session, Lydia received feedback recommending that the current Executive Director Evaluation process include more involvement from the Executive Director and more interaction throughout the process. Employee health insurance was also discussed as well as succession planning. The Board would like to form an ad hoc committee chaired by Denise Griffin to review the Executive Director Evaluation form and process, health insurance benefits, and any other HR processes pertinent to the Board of Directors.

IX. Adjourn

VOTED: To adjourn the meeting at 10:41 a.m.

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

Respectfully Submitted,

Kristen Perkins, CCWI Executive Assistant

Approved: 9/18/17

2015 CCWI Board of Directors' Meetings

July 17, 2015	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.
September 18, 2015	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.
November 13, 2015	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.

2015 Coastal Counties Workforce Board Quarterly Meetings

September 10, 2015	Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.
December 10, 2015	Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.

2015 CCWI Annual Meeting

Friday May 29, 2015 at 10:00 a.m. – Hilton Garden Inn, Freeport