

Coastal Counties Workforce Investment Area
DRAFT
CCWI Board of Directors Meeting Minutes 1-20-16
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); Michelle Love, SPHR, CEBS, (YSC Chair); Commissioner Stephen Gorden (Cumberland County); Commissioner Rick Parent (Knox County)

Board of Directors Absent: Denise Griffin, SPHR, SCP (CCWB Vice Chair); Bob Schmidt (Past CCWB 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

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

Chair & Commissioner Charles Crosby called the meeting to order at 8:49 a.m. CCWI Executive Director Mike Bourret welcomed everyone.

II. Review/Approve Draft Minutes of November 18, 2016

Minutes were reviewed for the November 18th meeting.

VOTED: To approve the draft minutes of November 18, 2016, as written. (A copy is included in the board member packets today and is attached to the official minutes.)

Motion: Sally Chandler Second: Rick Parent Vote: All in Favor

III. Officer Elections

Nominations were provided and voted on for CEO Officers: **CEO Vote only**

Chair – Charles Crosby, III

Motion: Rick Parent Second: Steve Gorden Vote: All in Favor
(Charlie abstained)

Vice Chair – Sallie Chandler

Motion: Rick Parent Second: Steve Gorden Vote: All in Favor
(Sallie abstained)

Secretary/Treasurer – Betty Johnson

Motion: Sally Chandler Second: Steve Gorden Vote: All in Favor
(Betty abstained)

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

Review of CCWI Financial Report ending 12/31/16

1. Mid-year adjustment –

- i) Increase money for Fiscal Agent by \$3,000 due to more work than usual. Total Fiscal agent budget is still well under contract of \$30k when we started due to improvement in processes & efficiencies.
- ii) Increase money under “other services” due to a ransomware/malware computer attack that required professional services to correct.
- iii) TOPS grant is winding down – will be finished at the end of November. Very successful grant over the past 5 years. Served 450 people who have been trained and employed.

VOTE: Consideration of Action to Review and File the Financial Report Dated December 2016

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

V. Review and Approval of 2016 Audit

1. Routine audit. No findings or questions.

VOTE: To approve the 2016 Audit from RHR Smith

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

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

1. Jennifer McKenna, an apprenticeship & union rep, has changed jobs so she resigned.
2. Chris Trider, a union rep, has retired so he resigned from the Board. He recommended Nick Paquet, the Director of Business Development with IBEW 1253, as his replacement. Nick was voted in at the last meeting.
3. After reaching out to the AFL/CIO, they recommended Anthony Sirois, Business Development Manager with UA Local 716.
4. There will be a Board Training at CCWI on Thursday, February 2nd, 9am-12noon
5. Steve Gorden recommended, if the future need for union members arises, that we consider looking at law enforcement (Teamsters Union).
6. Shannon Kashinsky, professionally she has tremendous relevant experience, seems very interested, very enthusiastic about Workforce Development.

VOTE: Consideration of Action to Approve the addition of Anthony Sirois to the CCWB (contingent on face-to-face meeting with Mr. Bourret): **CEO Vote only**

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

VOTE: Consideration of Action to approve the addition of Shannon Kashinsky to the CCWB as recommended: CEO Vote only

Motion: Betty Johnson

Second: Sallie Chandler

Vote: All in Favor

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

1. Status of Letter to State on Financial Monitoring

- i) On Nov 29th, a letter was sent from Betty Johnson to the State regarding the lack of closure to the Jan 27-28, 2016 Monitoring.
- ii) To date, CCWI has received NO response.
- iii) There has been no contact from the State to schedule a 2017 Fiscal Monitoring of CCWI.
- iv) It was suggested that if they want to do the next audit, that the State agrees that 2016 is closed. Future communications should include a date for either a response or the matter will be considered final and closed.

2. Local Plan

- i) CCWI submitted our Local Plan
- ii) Received a letter back with 2 concerns raised by state – cited inadequate public hearing process and imposed retroactive One-Stop Center criteria.
- iii) The State approved the plan contingent on addressing these two issues.
- iv) We answered the issues in a September 2016 letter to Commissioner Paquette, however CCWI has not received a response yet.

3. TechHire Update

- i) Last few months filled with putting contracts in place, RFPs, hiring throughout the state, getting database set up to track participants
- ii) Brochures developed and are state-wide
- iii) Grant targets 75% Youth, 25% Other. Should be heavily targeting those with barriers to employment.
- iv) Contracts in place with:
 - a) Maine Department of Education (Adult Ed)
 - b) UNE (Bootcamp RFP) will begin in March
 - 1) 16 weeks – 2-3 courses (about 8 weeks per course)
 - 2) Certifications earned will make them highly desirable for employers
 - c) Northeastern & Central/Western Workforce Boards
 - d) Educate Maine
 - e) Workforce Solutions
 - f) New RFP out right now for a Career Coach. No response from the first attempt.

4. Immigrant Population

- i) Awarded RFP to MAIN (Maine Access Immigrant Network) based in Portland
 - a) \$50,000 contract over 6 month period, ending April 28, 2017

- b) Grass-roots outreach in their native language to immigrant population by going to mosques, etc. and speaking individually with potential participants
- c) WFS is doing the intake process to see if they are qualified to receive assistance and processing them through the workforce system under WIOA
- d) 74 new referrals to Workforce Solutions since contract inception.

5. One-Stop Operator

- i) RFP is out for a One-Stop Operator
 - a) When WIA was passed, the Operator was aligned with the Board per allowance by King Administration
 - b) Under Baldacci, MDOL wanted to separate the Operator from the Board. After some discussion, we were able to keep it with the Board.
 - c) However, when LePage came into office, MDOL would no longer seek governor's approval to allow Board to subsume Operator function any longer.
 - d) CCWI sent out RFP for OSO, locally and nationally (NAWB, newspaper, online)
 - e) Deadline is February 17, 2017

VI. Adjourn

VOTED: To adjourn the meeting at 10:09 a.m.

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

Respectfully Submitted,



Valerie Odams, CCWI Administrative Assistant

Approved: _____ 3/17/17

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

March 17, 2017	<u>Annual Meeting</u>
May 19, 2017	Friday, June 9, 2017
September 29, 2017	10:00am to 1:00pm
November 17, 2017	Hilton Garden Inn 5 Park Street, Freeport