

**Coastal Counties Workforce Investment Area**

**CCWI Board of Directors Meeting Minutes 1-17-14  
CCWI Administrative Office**

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**Board of Directors in Attendance:** Commissioner Sallie Chandler (York County); Commissioner Charles Crosby, III (Sagadahoc County); Denise Griffin (CCWB Youth Council Chair); Commissioner Rick Parent (Knox County); Lydia Sy (CCWB Vice Chair); Bob Schmidt (CCWB Chair); Commissioner Mary Trescot (Lincoln County)

**Board of Directors Absent:** Esther Clenott (Ex-officio member); Commissioner Jim Cloutier (Cumberland County); Secretary/Treasurer Commissioner Betty Johnson (Waldo County); Ted St. Amand (Ex-officio member)

**Others in Attendance:** Executive Director Michael Bourret; Arnold Chandler; Administrative Assistant Kristen Perkins

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**1. Welcome/Call to Order – Review/Revise Agenda**

CCWI Chair Charles Crosby welcomed everyone and called the meeting to order at 8:49 am.

**2. Review/Approve Draft Minutes of November 8, 2013**

**VOTED:** To approve the draft minutes of November 8, 2013 as written. (A copy is included in Board members' packets today and is attached to the official minutes.)

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

**3. CCWI Administrative Financial Report July 1, 2013 – December 31, 2013**

The Administrative Report for July 1, 2013 – December 31, 2013 was reviewed by those in attendance. (A copy is included in Board members' packets today and is attached to the official minutes.)

- From a spending standpoint, overall we are just under 50%.
- At the next Board of Directors meeting, the budget will reflect the following changes:
  - Hiring a Program Manager for the Make It in America Grant – salary, computer, network changes, etc.
  - Conferences – we are over spending at this time because we have already paid for NAWB but we are expecting reimbursements from business members
  - Dave Markovchick – under contract with TOPS, working on business development

**VOTED:** To review and file the Administrative Financial Report for July 1, 2013 –December 31, 2013.

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

#### **4. CCWB Board Membership Update**

A copy of the CCWB Membership for January 2014 is included in Board members' packets today and is attached to the official minutes.

Mr. Bourret reported on the following:

1. Attendance Issues
  - Pat Conley – not available but will call Mike when he returns
  - Craig Burgess – no reply yet
  - Joe Seger – will talk to his boss; hospital merger kept him too busy to attend
  - Steve Wallace – SMMC meeting dates conflict with CCWB meeting dates; looking at moving the SMMC board meetings
  - Ted St. Amand – resigning
2. Discussion took place regarding the following potential board members and vacancies:
  - Deb Chipperfield – Pratt & Whitney: Debbie is the Human Resources Manager at Pratt & Whitney. She may be assigned out of the country in April but she said she would work with us to find an appropriate replacement if that were to happen.
  - Julie Chase: She is replacing Jim Whitten with SMCC.
  - Samantha Fenderson: She is replacing Chris Littlefield from Rehab.
  - This represents two public sector and one private sector vacancies. We are still looking for someone in Knox/Waldo. Depending on what happens with Craig, Pat, and Steve, we may need someone in Lincoln. We could still use a couple of private sector Board members.
  - Mike has not given up on Athena Health. Lydia said she would get the contact information for Mike.
  - Lydia mentioned she reached out to Lisa Lutterman from Rynel/Molnlycke (Wiscasset) and is waiting to hear back. They are expanding in Wiscasset.

**CLEO VOTED:** To approve the appointment of:

- Deborah Chipperfield to the Coastal Counties Workforce Board representing SubRegion 1 – York and Cumberland Counties,
- Samantha Fenderson to the Coastal Counties Workforce Board representing the Bureau of Rehabilitation Services, and
- Julie Chase to the Coastal Counties Workforce Board representing Education.

Motion: Rick Parent

Second: Sallie Chandler

Vote: All CLEO in Favor

#### **5. Executive Director's Report**

Mr. Bourret reported on the following:

1. Local Plan Summary: The summary copy in today's packets is the same as what was distributed at the last CCWB meeting on December 12, 2013.
  - Submitted draft plan to state just prior to 12/31/13
  - Will post plan for 30-day public comment period and then address and respond to any comments

- Final vote at board meeting in March followed by submission of final version to state
  - CCWI contracted with EMSI for access to data – shared cost with other 3 boards; any leftover program money authorized by the workforce board for data capture will be returned to Goodwill for training (approved \$25,000 and we have only used \$3000 of that). That EMSI data was helpful to us in putting the plan together this year.
2. WE-CAN (Workforce & Economic Cross-Agency Networks)
- Local teams – delegated responsibility out to Goodwill in 2010 to business developers but there was difficulty implementing
  - Alignment with Economic Development Districts currently going on brings the right people to the table
  - Maine MEP is working with us (MIIA grant)
  - 1<sup>st</sup> meeting was in Portland
  - 2<sup>nd</sup> meeting was in Rockland – two groups, northern midcoast and Bath/Brunswick
  - 3<sup>rd</sup> meeting planned for Saco
  - Generally positive response – state economic developers are involved in WE-CAN and chambers have been invited to be part of this
  - Hoping to create agreement among parties, sustainable effort, eventually assign internal group leader
  - Dave Markovchick is looking at the workforce component of CCWI's local plan, Mobilize Maine's plan (CEDS plan), MEP's plan, and the City of Portland's plan and trying to find a way for all of the plans to overlap (common threads).
3. State SWIB
- In the past 2 years, the 10% state set aside has been allocated to the LWIBs due to changes in the law. The MDOL overspent the 5% funds by building capacity for SWIB support. Currently, there is no staff support for SWIB. That will likely change July 1, 2014, since the 5% increases to 8.75%.
4. Portland Space Issue
- At the last CLEO meeting (November 2013), the Board of Directors approved sending a letter to Governor LePage about this issue.
  - A copy of the letter was included in the CCWB packets for the December meeting, which Peter Pare attended.
  - Jeanne Paquette called Charlie and apologized for the lack of communication.
  - Mike invited Jeanne to meet at CCWI to talk about the issue, and he stressed that the increased infrastructure costs associated with this move are going to take training dollars away from the people we serve.
  - Mike Brennan and Justin Alford are staying on top of this issue and know our position on the matter.

5. NAWB Conference

- WIA Reauthorization
- Gail Kezer from Senator Angus King's office attended CCWB meeting. Mike is hoping to set up a meeting with Senator King's office when in DC for NAWB.
- The new bill increases restrictions placed upon the LWIBs – we would spend more time and money focusing on compliance rather than getting out in the field and doing the actual work.
- Jade was asked to present at NAWB this year on the Aging Worker Initiative. They will pay for airfare and one night of the hotel. We will pay for Jade's conference registration and the additional nights at the hotel. This will put us over on the budget for the conference but will be reflected in the new budget.

6. 457(b) Deferred Compensation Plan

- In May 2009, CCWI approved a 457(b) Deferred Compensation Plan for Mike. The signed original was sent to the plan administrator, Vanguard, without retaining a copy in the CCWI office files. Included in today's board member packets is a copy of the Board Resolution accompanied by an explanation for its inclusion as well as a request for the signature of the current CCWI Board of Directors President to serve as acknowledgement of the establishment of the 457(b).

**VOTED:** To reiterate approval of the original May 2009 Board Resolution establishing a 457(b) Deferred Compensation Plan for Executive Director Michael Bourret and authorize signature by current Board of Directors President Charles Crosby, III indicating such.

Motion: Lydia Sy      Second: Sallie Chandler      Vote: All in Favor

Immediately following the vote, CCWI Board of Directors President Charles Crosby, III signed the resolution and returned the document to CCWI Administrative Assistant Kristen Perkins.

**6. Elections**

**CLEO VOTED:** To approve the following re-appointments of County Commissioners to the CCWI Board of Directors effective January 1, 2014, through December 31, 2014:

- **President:** Commissioner Charles Crosby, III (Sagadahoc County)
- **Vice President:** Commissioner Sallie Chandler (York County)
- **Secretary/Treasurer:** Commissioner Betty Johnson (Waldo County)

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

**7. Executive Session**

None needed.

**8. Next Meeting Date:** March 21, 2014

**9. Adjourn**

**VOTED:** To adjourn the meeting at 10:11 a.m.

Motion: Charlie Crosby      Second: Sallie Chandler      Vote: All in Favor

Respectfully Submitted,

Kristen Perkins  
Administrative Assistant

**Approved:** 5-23-2014

**2014 CCWI Board of Directors' Meetings**

January 17, 2014	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.
March 21, 2014	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.
May 15, 2014	CCWI Annual Meeting Hilton Garden Inn, Freeport, 5:00 p.m. – 7:30 p.m.
May 23, 2014	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.
July 18, 2014	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.
September 19, 2014	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.
November 14, 2014	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.

**2014 Coastal Counties Workforce Board Quarterly Meetings**

March 13, 2014	Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.
May 15, 2014	CCWI Annual Meeting Hilton Garden Inn, Freeport, 5:00 p.m. – 7:30 p.m.
June 12, 2014	Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.
September 11, 2014	Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.
December 11, 2014	Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.