

Coastal Counties Workforce Investment Area

**CCWI Board of Directors Meeting Minutes 7-25-14
CCWI Administrative Office**

Board of Directors in Attendance: Commissioner Sallie Chandler (York County); Commissioner Jim Cloutier (Cumberland County); Commissioner Charles Crosby, III, 8:52 a.m. (Sagadahoc County); Denise Griffin, 8:49 a.m. (CCWB Youth Council Chair); Secretary/Treasurer Commissioner Betty Johnson (Waldo County); Commissioner Rick Parent (Knox County); Bob Schmidt (CCWB Chair); Commissioner Mary Trescot (Lincoln County)

Board of Directors Absent: Lydia Sy (CCWB Vice Chair)

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

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

Commissioner Sallie Chandler welcomed everyone and called the meeting to order at 8:47 a.m.

VOTED: To accept the meeting agenda as presented in the board member packets today.

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

II. Review/Approve Draft Minutes of May 23, 2014

VOTED: To approve the draft minutes of May 23, 2014, as written. (A copy is included in the board member packets today and is attached to the official minutes.)

Motion: Rick Parent Second: Mary Trescot Vote: All in Favor

III. CCWI Administrative Financial Report July 1, 2013 – June 30, 2014

The Administrative Report for July 1, 2013 – June 30, 2014 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:

- Today's report represents all expenses for PY13.
- There are some overages:
 - Public Notices: This was higher than anticipated due to job postings for Administrative Assistant, MIIA Program Manager, and TOPS Program Manager as well as newspaper publications pertaining to the Audit and Financial Services RFPs.
 - Salaries and Benefits: Due to the timing of when health insurance increases are communicated to employers (December 2013), it is difficult to estimate what the premiums will be for the entire fiscal year when budget

discussions take place (May 2013). However, Personnel expenditures were on target overall (98.67%).

VOTED: To review and file the Administrative Financial Report for July 1, 2013 –June 30, 2014.

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

IV. One-Stop Operator Consortium

CCWI Executive Director Mike Bourret reported on the following:

Today's packets included some background information on the One-Stop Operator and WIA requirements as well as a copy of the One-Stop Operator Agreement which will be in effect July 1, 2014, through June 30, 2016.

When WIA was first implemented in Maine, it was decided that the role of the operator and the role of the workforce board were very similar functionally so, rather than having to pay for a separate entity to serve as the One-Stop Operator, fulfilling the role of One-Stop Operator in Maine has been part of the workforce board staff's duties.

To operate in this manner, the governor must provide approval. However, we are not able to gain approval from the governor at this time so the alternatives are to either RFP or create a consortium. If we RFP and pay an Operator, we would be taking money away from training.

The CCWB approved the creation of a consortium rather than RFP via email vote in early July 2014. Antoinette has been able to gather representatives from Goodwill (Heather Stott, Director of Workforce Programs), MDOL Bureau of Employment Services (Dawn Mealey, Deputy Director), and MDOL Bureau of Rehabilitation Services (Carolyn Lockwood, Director) and create a consortium to fulfill the role of One-Stop Operator as outlined in the agreement (a copy of which is included in today's packets).

VOTED: To approve a consortium approach to One-Stop Operator for Area 4 and designate the following consortium of partners as the Area 4 One-Stop Operator:

1. WIA Service Provider: Goodwill Industries, Workforce Solutions
2. Maine Department of Labor, Bureau of Employment Services: Wagner-Peyser Partner
3. Maine Department of Labor, Division of Vocational Rehabilitation

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

V. LWIB Recertification

CCWI Executive Director Mike Bourret reported on the following:

Every two years, we are required to submit an application for board certification to the state. We submitted the initial application on time with the necessary documentation. However, we received a set of instructions following this submission requesting additional information. The

revised LWIB Recertification Application requires Charlie's signature before we can send it to the state.

VI. Selection of an Auditor

CCWI Executive Director Mike Bourret reported on the following:

There were two RFPs done – one for financial services and one for auditing services. The financial services RFP does not require a board vote.

Included in today's board member packets are the audit RFP scoring results based on a review of the proposals by Mike, Antoinette, and Denise. RHR Smith has been providing CCWI with audit services for many years so changing auditors was considered; however, RHR scored best out of all the proposals and they have extensive expertise with government auditing so it was recommended that the bid be awarded to them.

VOTED: To approve the selection of RHR Smith & Company as CCWI's audit services provider for the year ending June 30, 2014, and for the subsequent 4-year period.

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

VII. CCWB Board Membership Update

CCWI Executive Director Mike Bourret reported on the following:

1. Potential New Board Members (*resumes included in today's packets*)

- Kelly Flagg – CCB, Inc. (Cumberland)
 - Attended last CCWB meeting
 - CCB is involved with pipeline work, contract work, union contractors
 - CCB has used our system with several OJTs recently
- Linda Winton – Bonny Eagle Adult Education (Public Sector)
 - She is very interested in serving on the board
 - Antoinette has worked with her on different projects
- Carolyn Farkas-Noe – Southern Midcoast Maine Chamber (Sagadahoc)
 - Steve Wallace has left chamber
 - Trying to keep a chamber rep on CCWB
 - Carolyn is interested but very busy right now with changes at chamber

VOTED: To approve the appointment of Kelly Flagg, Linda Winton, and Carolyn Farkas-Noe to the Coastal Counties Workforce Board.

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

2. Follow-up on Existing Leads

- (*Sagadahoc*) Replacement for Pat Conley at BIW – email from Jim DeMartini to Kristen indicates he is interested in continuing BIW representation on CCWB but is very busy with many changes happening at BIW right now. Charlie will call Jim

or someone who works for him to see if they can recommend someone for board representation.

- (*Cumberland*) Fluid Imaging Technologies – Bob emailed with Kent 3 weeks ago and will follow up.

NOTE: Upon following up after the 7/25/14 board meeting, Fluid Imaging advised Bob that they do not have the capacity to serve at this time.

- (*York*) Southern Maine Health Care – Sallie will call Patsy, VP of SMHC, and Mike will follow up once we have a contact person.

DISCUSSION:

- Betty would like to see someone from Athena Health serve on the board.
- Charlie suggested Linda Bean – she has operations in Rockland, Port Clyde, and Freeport. She covers a large area and is very diverse. Charlie has known her for a long time and offered to reach out to her.

VIII. Executive Director's Report

Mr. Bourret reported on the following:

1. New TOPS Program Manager – Sarah O'Connell

- Graduate of Muskie School
- Announcement in next edition of The Cryer
- Jade will provide some training for her
- Sarah will also handle the WIA grant

2. WIOA – “the new WIA law”

- Signed by President Obama
- Posted on CCWI web site
- Next step is the rulemaking process
 - Mike met with Economic Development and they have offered to write comments of support for us.
 - Not sure when the new law will kick in, maybe July 2016?

3. Long-Term Unemployed Funding

- State received \$4.8 million to address long-term unemployed.
- CCWI's concern is actually finding the long-term unemployed and having them participate – will Department help with recruiting?
- People who are currently long-term unemployed have some significant barriers to employment and will require significant intervention.
- CCWI stayed conservative in the level of commitment and agreed to 100 people.
- This will provide more training money.
- Instead of using the WIA Dislocated Worker funds initially, we will first use money from this grant; hoping to serve more people.

4. Training and Manufacturing Association

- Mike called a meeting with partners to develop a curriculum in concert with NIMS (National Institute for Metalworking Skills) – national certification.

- York County Community College is on board with putting an academy together so people who have never been in the manufacturing sector can take this training and, in a matter of weeks, be ready for an employer to hire them. At that point, we can offer OJT and then talk about the next level.
- Creating a pathway into the manufacturing sector
- Mike will be meeting with Jim McGowan to discuss the prospects of doing something like this in Cumberland with Southern Maine Community College. Jim has the Quality Centers money – hoping he will match CCWI (about 60 people into manufacturing in Cumberland and York counties).
- Recruiting – Bob asked if we have a roster of employers who have the need and what types of jobs? Lisa Martin from Manufacturers Association of Maine has this information.
- Present special customized training efforts as a board for the region? We are in a position right now where we do have some training money because of this grant and potential incentive money.
- MDOL put out a press release about Maine Workforce System and Adult Education meeting performance goals which led to Maine receiving additional incentive funds.
DISCUSSION: How will money be spent? Ideas include industry partnerships, RFP, award money to the LWIBs, etc. We are waiting for details from MDOL before trying to get any of the money.

5. Board Strategies

- Board strategies are finalized. These will be made available to the CCWB at the next meeting.

6. Economic Development Districts

- Working closely with them statewide
- Aligning our Local Plan with EDD's CEDS plan – work has begun on this, we have strategies from the board.
- Portland/GPCOG – developing cluster; food designation, training opportunities, farming, fishing
- We have to be flexible with what's happening in ED. We want to be able to accommodate what they need from our system – there are 3 EDDs in our region with very different plans.
- The food designation in Portland via GPCOG is tying the EDDs together.

7. Portland

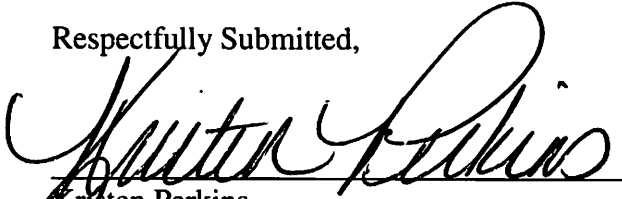
- Goodwill is looking for space in Portland – they may have found something across from their current location. Therefore, we will be staying true to the downtown area.
- Landlord paying for renovations prior to Goodwill moving in so it's not built into the cost of the square footage.
- BES is still moving out to the jetport but both parties have agreed that BES will leave a space for Goodwill in South Portland and Goodwill will leave BES a space in the location downtown.

IX. Adjourn

VOTED: To adjourn the meeting at 9:55 a.m.

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

Respectfully Submitted,



Kristen Perkins
Administrative Assistant

Approved: 9-19-14

2014 – 2015 CCWI Board of Directors’ Meetings

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.
January 16, 2015	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.
March 20, 2015	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.
May 22, 2015	CCWI Conference Room, 8:45 a.m. – 10:30 a.m.
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.

2014 – 2015 Coastal Counties Workforce Board Quarterly Meetings

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.
March 12, 2015	Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.
June 11, 2015	Southern NH University (Brunswick), 9:00 a.m. – 11:45 a.m.
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.