

**Coastal Counties Workforce Investment Area**

**CCWI Board of Directors Meeting Minutes 11-14-14  
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); Secretary/Treasurer Commissioner Betty Johnson (Waldo County, via conference call); Bob Schmidt (CCWB Chair); Lydia Sy (CCWB Vice Chair); Commissioner Mary Trescot (Lincoln County)

**Board of Directors Absent:** Commissioner Rick Parent (Knox County); Commissioner Jim Cloutier (Cumberland County)

**Others in Attendance:** Executive Director Michael Bourret; Deputy Director Antoinette Mancusi; Executive Assistant Kristen Perkins; Arnold Chandler

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

Commissioner Charlie Crosby welcomed everyone and called the meeting to order at 9:06 a.m.

**II. Review/Approve Draft Minutes of September 19, 2014**

**VOTED:** To approve the draft minutes of September 19, 2014, as written. (A copy is included in the board member packets today and is attached to the official minutes.)

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

**III. CLEO Elections**

President: Commissioner Charles Crosby, III

Motion to Close Nominations: Betty Johnson

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

Vice President: Commissioner Sallie Chandler

Motion to Close Nominations: Betty Johnson

Motion: Mary Trescot      Second: Charlie Crosby      Vote: All CLEO in Favor

Secretary/Treasurer: Commissioner Betty Johnson

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

**IV. CCWI Administrative Financial Report July 1, 2014 – September 30, 2014**

The Administrative Report for July 1, 2014 – September 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:

- Lines 66110 and 61000: There was a change to the budget pertinent to Mike's salary and benefits. His son is no longer on the health insurance so this reduces the overall cost. The additional funds were moved to Line 61000 Administrative.
- Line 70130: Miscellaneous Training & Services. Originally, the \$3000.00 was to pay for EMSI (Labor Market Information). An amount of \$1478.75 in the Aggregate Expenses represents money that was paid to Jade to train CCWI staff after she left. It wasn't anticipated, so there may be some funds pulled from Admin to cover this expense so the EMSI contract amount of \$3000.00 remains intact.

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

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

**V. CCWB Board Membership Update – CCWI Executive Director Mike Bourret**

CCWI has been very busy with board membership since the last Board of Directors meeting. There are 4 potential members whose resumes were included in today's meeting packets for consideration.

**Background:**

The new Act has some changes with respect to membership requirements. With WIOA, there is a 20% Labor requirement. It makes sense to begin aligning board membership now so we are ready to meet those new requirements when they take effect July 1, 2015. In addition to Labor organizations, community-based organizations can also represent workers. We looked at the existing board members to see who represents CBOs in addition to the Labor reps that we currently have through AFL-CIO (IBEW and 767) and determined that, in order to reach the 20% Labor requirement, we need to have 7 Labor reps. Currently, we have 7 employer reps for each subregion, for a total of 21 out of 33 members. As time goes on and business reps leave the board, we may not want to replace all of them so we can adhere to the 20% minimum Labor requirement.

To meet the 20% Labor requirement at this time, we need to add two CBOs, one of which is Coastal Enterprises, Inc. In addition, we need to remove three members from the board to balance the membership ratio as follows:

- We currently have two reps from Adult Ed, so Brenda Gagne will be stepping down.
- Unemployment Compensation and Elder Services are no longer required partners under WIOA so Josh Atkinson (UC) and David Collins (Elder Services) will be stepping down.

Mike recommended that the CLEO members vote for removal of the above-named board members effective January 1, 2015. That way, the exiting members can come to the December meeting. Antoinette and Mike will speak to the exiting board members prior to the December

meeting so they are aware that they will no longer be on the board after the December meeting and that this change is because of the way the new law is written and not a reflection on their board membership. They will be invited to continue attending meetings and stay connected with the board.

**DISCUSSION:** Charlie asked about recognizing their service at the meeting in December. Lydia expressed concern that the individuals may not want recognition openly at the board meeting; recognition is appropriate but maybe not in front of the large group. Mike suggested announcing the change at the meeting and just stating that the individuals who will be leaving have been made aware of the change. Antoinette suggested that the exiting board members be given the opportunity to decide how they want it handled in case they want to say goodbye to board members at the meeting. Bob recommended that it be left up to the discretion of CCWI staff based on their conversation with each of the three exiting board members. However, everyone was in agreement that it needs to be discussed at the December meeting.

**CLEO VOTED:** To move forward with Mike's recommendation to downsize the board and remove David Collins, Josh Atkinson, and Brenda Gagne from the Coastal Counties Workforce Board effective January 1, 2015, as a result of the regulatory changes that take effect with WIOA legislation.

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

Potential New Board Members are as follows (resumes were included in today's packets):

**1. Yvonne McAllister, Senior Director of HR, Southern Maine Health Care**

- Sallie reached out to Patsy Aprile at SMHC, who provided Mike with Yvonne's contact information to discuss board membership.
- Lengthy HR background, excited to join the board

**CLEO VOTED:** To approve the appointment of Yvonne McAllister to the Coastal Counties Workforce Board.

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

**2. Tammy Combs, Human Resources Manager, Front Street Shipyard**

- Rick Parent contacted Front Street Shipyard, and Mike met with Tammy to discuss board membership.
- Member of SHRM
- After speaking with Tammy, Mike reached out to business reps in the Rockland/Belfast area and they have followed up with her.
- Training needs are similar to those of Hodgdon Yachts.

**CLEO VOTED:** To approve the appointment of Tammy Combs to the Coastal Counties Workforce Board.

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

**3. Christa Baade, Program Developer, CEI**

- Has worked in the workforce system for many years
- Big supporter of CCWI – has served on Youth Council since its inception
- Approval of Christa’s membership would address Labor and community-based organization (CBO) requirements
- She is looking forward to serving on the board.

**CLEO VOTED:** To approve the appointment of Christa Baade to the Coastal Counties Workforce Board.

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

**4. Michelle Wyman, Manager – Organizational & Employee Development, General Dynamics Bath Iron Works**

- Resume not available – this lead developed quickly prior to CLEO meeting
- Mike met with Jon Mason, who expressed concern that he would not have time to attend meetings. Jon provided Mike with contact information for their Training Coordinator, Michelle Wyman.
- Her membership is pending because Mike will not be meeting with her until November 20<sup>th</sup> but, if approved, this keeps BIW representation on the board.
- Mike is presenting her to the board today for contingent approval until he meets with her and her resume can be emailed to the Board of Directors for further review.

**CLEO VOTED:** To approve the appointment of Michelle Wyman to the Coastal Counties Workforce Board contingent upon Mike meeting with her and Kristen forwarding Michelle’s resume to the Board of Directors for review.

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

With the approval of the four members as outlined above, this leaves the board with one opening for a CBO representative. Antoinette is working on this and trying to find a representative from a veterans’ organization. She attended the Hiring Maine’s Heroes event on November 12<sup>th</sup> and is in touch with a few people. A CBO does not necessarily have to be a union organization – representation can be from a veterans organization, an organization which services people with disabilities, a partner in the community serving a disadvantaged population. However, it must be a nonprofit organization – not state or public. Looking for a private, nonprofit organization that works with veterans.

Commissioner Charles Crosby, III had to leave the meeting at 9:49 a.m.

**VI. Executive Director’s Report**

Mr. Bourret reported on the following:

**1. NAWB Update**

- Because of cost factors, we begin making reservations in the fall

- Early Bird registration discount
- Good price on flights
- The reservations are made with some assumptions:
  - That Lydia and Denise will be elected Chair and Vice Chair, respectively, at the CCWB meeting on December 11<sup>th</sup> – the Nominations Committee has accepted the nominations that came in from CCWB members (Lydia for Chair and Denise for Vice Chair)
  - That Michelle Love will be appointed as Youth Council Chair (1<sup>st</sup> order of business for Chair is to approve the Youth Council Chair). Jaime Grover spoke with Michelle to see if she was interested and she said yes. She is excited to attend the NAWB Conference this year. She has a lot of energy about the Youth program and is a good fit.

## **2. WIOA Update**

- Mike, Antoinette, and Sarah attended a Town Hall Meeting in Boston on Monday, October 27<sup>th</sup>
- Federal reps were looking for feedback from the workforce system on the changes in the law so they can have what they need to write the rules.
- CCWI was the only LWIB out of hundreds of attendees who prepared comments on the new WIOA legislation to submit at the Town Hall Meeting.
- The initial rules will be made public in January followed by another comment period.
- There is a meeting scheduled at CCWI on Tuesday, November 25<sup>th</sup>, to bring together the Executive Directors of the 4 LWIBs and Ginny Carroll from MDOL to discuss WIOA and begin aligning things as a state in preparation for WIOA legislation that takes effect July 1, 2015.
- MDOL is in the process of hiring a WIOA person to implement the new Act.

## **3. Industry Partnership Grant Program**

- The state obtained \$860,000 of incentive money. They were going to develop criteria for a grant program for which the LWIBs and other entities could apply.
- They held a meeting and invited input into the process. Mike was unable to attend but drafted a letter (included in today's packets) with recommendations and feedback.
- There is about \$150,000 per LWIB region and CCWI has not applied. There are too many requirements and we do not have sufficient time to devote to this program.
- We need to think about developing career pathways – pre-work, planning, and developing the right industry partnerships. We did an RFP to invite entities to come forward that could help us work on the career pathways agenda. We have two entities who have responded – CAEL and BW Research.
- Mike went to a meeting hosted by Garret Oswald where discussion centered on putting together a manufacturing academy. CCWI has begun working with York County Community College to put together a manufacturing course in order to provide training for people with no background in manufacturing. Seeing what we did in York County, MDOL would like to use our program as a pilot for the rest of the state. However, they may need to change some of their criteria in order to fund some of the things they would like to do.

- There are attrition issues going on with the state's aging population. There will be a real need, particularly in manufacturing. The schools are not producing enough people to fill the positions that will be vacated.
- In the short term, we can put together a class here and there. Long term, this is a much bigger problem and it will require a governor and a legislature who understand that the educational system needs to recognize that not everybody will pursue a 4-year college degree. There is clearly value in the manufacturing and blue collar work and we need to be supporting that in some way.
- The LMI information (which is typically 1 to 2 years behind "real time") indicates that manufacturing is on the decline but we have a choice as to what to do with that information.
- Manufacturing companies are struggling to fill their positions. Demographics is the biggest issue we face. We need to attract workers but we are losing the workforce. There simply are not enough people to fill the vacant jobs.

**4. Summary of Workforce Board Strategies**

- Integrated into staff work plans
- Action steps, dates

**VII. Executive Session**

None needed.

**VIII. Other Items**

- Betty Johnson invited those in attendance to watch a 35-minute You Tube video that she made – "How County Government Works." She is interested in receiving feedback and/or comments.
- Mike advised the Board that work has begun on the CCWI web site and we are hopeful that it will be ready to launch in January.

**IX. Adjourn**

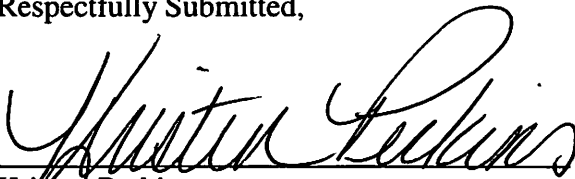
**VOTED:** To adjourn the meeting at 10:20 a.m.

Motion: Mary Trescot

Second: Denise Griffin

Vote: All in Favor

Respectfully Submitted,



Kristen Perkins  
Executive Assistant

Approved: 1-6-15

**2014 – 2015 CCWI Board of Directors' Meetings**

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**

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.

**2015 CCWI Annual Meeting**

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