

Coastal Counties Workforce Investment Area

**CCWI Board of Directors Meeting Minutes 01-16-15
CCWI Administrative Office**

Board of Directors in Attendance: Commissioner Sallie Chandler (York County); Commissioner Charles Crosby, III (Sagadahoc County – 8:59 a.m.); Commissioner Steve Gorden (Cumberland County); Denise Griffin, (CCWB Vice Chair); Secretary/Treasurer Commissioner Betty Johnson (Waldo County); Michelle Love (Youth Council Chair); Commissioner Rick Parent (Knox County); Bob Schmidt (Past CCWB Chair); Lydia Sy (CCWB Chair); Commissioner Mary Trescot (Lincoln County)

Board of Directors Absent: n/a

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

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

Commissioner Sallie Chandler welcomed everyone and called the meeting to order at 8:51 a.m.

II. Review/Approve Draft Minutes of November 14, 2014

VOTED: To approve the draft minutes of November 14, 2014, as written. (A copy is included in the board member packets today and is attached to the official minutes.)

Motion: Mary Trescot

Second: Betty Johnson

Vote: All in Favor

III. CCWI Administrative Financial Report July 1, 2014 – December 31, 2014

The Administrative Report for July 1, 2014 – December 31, 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:

- We are currently at the mid-year point.
- The financial reports in today's packet reflect expenses through December 31, 2014.
- Adjustments will be made as follows:
 - Line 62300 – Fees/Conferences/Meetings/Workshops (117.16%)
We are over on this line by one additional attendee for the NAWB Conference. In addition, the expenses associated with this conference (hotel, flight, registration) were paid in advance.
 - Line 64200 – Conference Calls for Meetings (380.84%)
The use of conference calls for meetings has increased in an effort to cut down on mileage expenses. It is cheaper to host a conference call than it is to pay for mileage. In the future, the budget will call for increased funds allotted to this line item and less funds for travel/mileage.

- Line 67300 – Fiscal Monitoring (460.00%)
Funds of \$4500.00 that should have been categorized to Line 67200 – Fiscal Audit were mistakenly applied to Line 67300 – Fiscal Monitoring. Theresa Pinkham and Kristen Perkins will be correcting this error to accurately reflect the spending.
- Line 69200 – In-State Mileage (97.82%)
Expenses for in-state mileage are higher than what was originally anticipated when the budget was approved. This stems from hiring Sarah O’Connell and Don Marino. The budget was not adjusted to reflect the travel associated with the hiring of new employees.

VOTED: To review and file the Administrative Financial Report for July 1, 2014 – December 31, 2014.

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

CCWI President Commissioner Charles Crosby, III arrived at 8:59 a.m. and resumed facilitation of the meeting.

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

Due to WIOA legislation taking effect July 1, 2015, and our need to be in compliance, there was a significant membership adjustment done at the last Board of Directors meeting in November 2014. Three CCWB members from the non-profit sector were asked to step down from the board, and membership for Christa Baade from CEI (Coastal Enterprises, Inc.) was approved.

In the past, Chamber representatives could be considered business representatives. At this time, Carolyn Farkas-Noe represents the Southern Midcoast Maine Chamber on CCWB, and Staci Coomer represents the Penobscot Bay Regional Chamber of Commerce on CCWB. This may change under the new rules of the WIOA legislation as the Chambers might not be considered business/employers anymore. We are in a good position as we approach July 1st because we tend to have more people on our board from the business community. Through future attrition, we may decide not to replace some members.

Sallie Chandler inquired about Cindy Talbot’s resignation and asked if we should think about bringing someone else from Hussey Seating on the board. Mike advised that he spoke with Cindy and she said it is very hard for her to attend meetings; however, she wants to stay involved. There is not a viable replacement for her as she is the HR Director for Hussey. The number of board members is in a good place right now so we should be all set without finding a replacement. Sallie said that if we need anyone from York County to let her know.

Commissioner Gorden asked about membership, requirements, and size of the board. Mike explained the 20% Labor requirement and 50% employer requirement – if you add more members to one or the other, it can skew the percentages. Commissioner Gorden recommended a couple of the larger companies in southern Maine (Fairchild, UNUM) as possible sources for board members if we need to increase membership in the future. Mike is open to Commissioner Gorden reaching out to employers to break the ice and then providing contact information so Mike can follow up with them to see if they are interested in board membership.

V. New CCWI Web Site Demonstration

The current web site was built in 2007 so it was time to update it. The new web site gives us more control over what we can upload and provides flexibility to make changes. We put out an RFP and chose two people who are in Fort Andross to provide the services. The new site is on a WordPress format for which the designers will provide training.

VI. Executive Director's Report

Mr. Bourret reported on the following:

1. Layoffs – Verso / Little River Apparel (Bucksport)

- Affects 570 employees, 140 of whom are in Waldo County
- EMDC operates a center in Orland which can help address this
- Mike, Sarah, and Jaime Grover (Goodwill) went up to the Orland center to discuss a reciprocity approach so that Waldo County residents can receive services even though they are not in EMDC's geographic area.
- An agreement between CCWI and TCWIB was put in place so that the Waldo County workers have access to services.

2. Layoffs – Belfast Manufacturer Plans to Lay Off 60 Workers in March

- Combat gear manufacturer
- With cuts to the defense budget, there is less of a need
- Many of these workers are disabled workers and will need assistance

The JD-NEG grant is primarily for the long-term unemployed and/or dislocated workers. Both of these situations can significantly benefit from the JD-NEG grant. We have the training money – we just need the referrals. Denise inquired as to how our counterparts are helping residents in Hancock and Penobscot counties who were affected by the Verso layoffs. Mike advised that many of the workers are going to the Orland center for services, but services are available in Orland, Belfast and Bangor to let the worker determine where he or she will receive services.

Mike mentioned that there is a transition team in Orland/Bucksport. Sheila Muldoon is the manager in Waldo and is working with the transition team. Mike is also talking with the job developers about doing a job fair in the spring in Waldo County.

We have also heard that the DOL is putting money out for apprenticeship. It does not make sense for us to attempt to secure funding on our own because Maine has a state apprenticeship council. CCWI is talking with DOL about our interest in training staff in our region to do apprenticeships because Pratt & Whitney, Portsmouth Naval Shipyard and GDBIW all have large numbers of employees who could benefit. The feds are pushing apprenticeship as an intervention strategy to tie it more closely to WIOA legislation.

3. WIOA Update

In October, CCWI staff attended a Town Hall meeting held by the regional office in Boston on the new WIOA legislation. The message was that they need everyone working together to get the law implemented July 1, 2015. However, nothing has happened since that Town Hall meeting. Rulemaking was supposed to be done in late January so that LWIBs are in compliance when the law takes effect July 1, 2015. Mike sent letters to

Jeanne Paquette and the regional administrator in Boston, Holly O'Brien, expressing his concerns with the lack of technical assistance from the feds and that there have not been any meetings with the state on the new Act. Mike has been meeting with other LWIB directors monthly in preparation for July 1st.

Mike sent a letter to Jeanne Paquette asking if they can use the incentive money to install a new OSOS system – this will be critical for our compliance under the new ACT as the current system does not support WIOA measurement requirements. The state is moving forward with this plan. Instead of going to a vendor, this is a group of 14 states coming together to make the transition to a new system happen. Mike provided a flow chart to help guide the WIOA Statewide Steering Committee.

The latest news out of Washington, DC, is that the rulemaking is not going to be done at the end of January but the states and LWIBs will still be expected to be in compliance on July 1st. If we don't know what the rules are going to be, it is difficult to put policies in place to become compliant.

4. MDOL Move to South Portland

MDOL and DHS are moving from Lancaster Street to a new jetport location in South Portland on January 26, 2015. A concern we have is that there are no plans in place to help people who will be looking for services at the Lancaster Street location other than a sign on the door letting people know that MDOL and DHS have moved. They have agreed to leave a staff member behind for the remainder of that week to direct people to the new location. Goodwill will also have someone available in the new South Portland location. Goodwill is moving in April but the new location is across the street so it will have much less of an impact on people who will be looking for Goodwill services in the current location. The new act requires co-location so MDOL and DHS will have space available at the new Lancaster Street location, which is still going to be the comprehensive One Stop and the new Act says that they have to co-locate wherever we establish the One Stop.

Bob Schmidt had to leave the meeting early at 10:06 a.m.

5. Manufacturing 101 Courses

A manufacturing course began January 5th at York County Community College. Pratt & Whitney is very interested in the project. The curriculum was developed with the employers in precision manufacturing. Another class may be offered at Southern Maine Community College, but the timing of that course is such that it probably would not begin for another month or two. The course is about 12 weeks long and teaches manufacturing basics to students so that employers can train them specific to their business needs afterwards.

6. EMSI – Labor Market Information

We had a contract last year with Economic Modeling Specialists International. They do a lot of work with workforce boards and have the capability to provide accurate, pertinent, and up-to-date labor market information. We have 10 licenses and Goodwill staff will be trained via a webinar later this month.

7. CAEL – Career Pathway Development

We provided CAEL with an EMSI account to access labor market information. CAEL will identify sectors we should concentrate on and develop career pathways within those sectors.

8. Board Member Training

A training class is scheduled for Thursday, February 5, 2015. Commissioner Steve Gorden and eight board members have confirmed they are able to attend. Commissioner Betty Johnson expressed interest in attending as well if she does not have jury duty.

VII. Executive Session

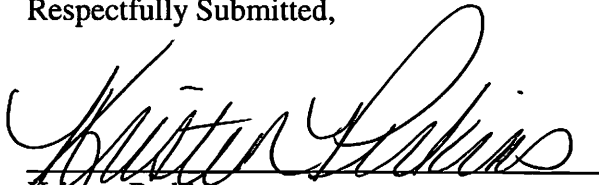
None needed.

VIII. Adjourn

VOTED: To adjourn the meeting at 10:15 a.m.

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

Respectfully Submitted,



Kristen Perkins
Executive Assistant

Approved: 3-20-15

2014 – 2015 CCWI Board of Directors’ Meetings

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

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