

Coastal Counties Workforce Investment Area

CCWI Board of Directors Meeting Minutes 03-20-15

CCWI Administrative Office

Board of Directors in Attendance: Commissioner Charles Crosby, III (Sagadahoc County); Commissioner Steve Gorden (Cumberland County); Denise Griffin, (CCWB Vice Chair); Secretary/Treasurer Commissioner Betty Johnson (Waldo County); Michelle Love (Youth Standing Committee Chair); Commissioner Rick Parent (Knox County); Commissioner Mary Trescot (Lincoln County)

Board of Directors Absent: Commissioner Sallie Chandler (York County); Bob Schmidt (Past CCWB Chair); Lydia Sy (CCWB Chair)

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

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

Commissioner Charles Crosby, III welcomed everyone and called the meeting to order at 8:47 a.m.

II. Review/Approve Draft Minutes of January 16, 2015

VOTED: To approve the draft minutes of January 16, 2015, as written. (A copy is included in the board member packets today and is attached to the official minutes.)

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

III. CCWI Administrative Financial Report July 1, 2014 – January 31, 2015

The Administrative Report for July 1, 2014 – January 31, 2015 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:

- The financial reports in today's packet reflect expenses through January 31, 2015, which is a little past the halfway point for PY14. We are at 55.73% of total budget expended through January.
- The last column of the Financial Statement represents adjustments made to line items in the budget; however, the overall total budget amount has not changed.
- Line 68200 – Software/Hardware – had to replace a computer
- Line 66100 – Salaries and Benefits – health insurance decrease for an employee

VOTED: To review and file the Administrative Financial Report for July 1, 2014 – January 31, 2015.

Motion: Betty Johnson

Second: Mary Trescot

Vote: All in Favor

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

1. We have been looking at and adjusting Workforce Board membership in preparation for compliance with WIOA taking effect July 1, 2015. Handouts included the Local Workforce Investment Board Membership Roster which will be mailed to the state to provide documentation that we are in compliance with WIOA.
2. CCWB Memberships Expiring in 2015: Charles Crosby, III; Brian Hodges; Jennifer McKenna; Leon Ouimet and Lydia Sy – Kristen has received confirmation from all five members that they are interested in renewing their terms.
3. Local Workforce Investment Board Nomination Form – required with WIOA
Discussion covered compliance, the process for obtaining nominations under WIOA, and required documentation. WIOA requires that we approach business organizations (e.g., a chamber or a trade association) to ask them for names of potential businesses who might be interested in representation on the board. In the past, with WIA, we had difficulty obtaining nominations this way and, over time, it transitioned to a CLEO nomination. However, if we continue to obtain nominations this way, we will be out of compliance. Use of the Nomination Form would bring us into compliance. Group discussion recommended changes to the form. It was also suggested to post the form on the CCWI web site.

V. Governance Agreement

- The Governance Agreement was written by the original commissioners in 2000. It has served the group well with only minor changes needed in the 15 years of its existence.
- Changes need to be implemented to the existing agreement to reflect the legislative transition from WIA to WIOA. The updated agreement with tracked changes was distributed in today's packets so commissioners were given the opportunity to see what changes are being made.
- The commissioners who were present at the meeting proceeded to sign and date the amended document.

VI. Executive Director's Report – CCWI Executive Director Mike Bourret

Mr. Bourret reported on the following:

1. NAWB Conference/Message to Delegation

- Denise Griffin, Lydia Sy, Michelle Love, Charlie Crosby and Mike Bourret are traveling to Washington, DC, for the NAWB Conference March 28-31, 2015.

- During this year's conference, Congresswoman Pingree and Senators King and Collins will be on recess so the aforementioned attendees will be meeting with delegation staffers.
- Mike drafted a letter to the delegates reminding them of the new Act and that the rules should be coming out in April or May. However, it is difficult for states and locals to make progress on WIOA implementation without the rules. Attached to the letter is an overview of the top three concerns regarding WIOA rulemaking and how USDOL interprets them.

2. WIOA Implementation

- Increased reporting requirements
- Tracking of referrals between system partners
- Integration of services – what does WIOA mean by this and who is responsible for integration? We need clarification on this.
- The MDOL database needs to be replaced so that partners can enter data in one system, a requirement under WIOA. Some states have already integrated their databases.
- ETPL (Eligible Training Provider List) – unrealistic expectations placed on training providers to comply with reporting requirements

3. Grant Opportunities

- Cumberland County Jail Grant (\$500,000)
 - Letter of commitment from sheriff
 - Goodwill staff will offer pre-release assistance
 - More robust intervention strategies
 - Increase staff training to address barriers such as incarceration, mental health issues, youth with a drug background, employers' concerns about hiring participants, etc.

4. Performance Standards

- Our focus in Local Area 4 is on harder-to-serve populations but the performance standards don't take this into consideration. Out of 12 Performance Standards, we missed one – the Literacy/Numeracy Gain for Youth. (The goal is 24%.)
- Goodwill serves the hardest-to-serve youth, and it is difficult to get participants to take part in pre- and post-testing to measure their literacy/numeracy gains.
- According to Goodwill's records, 16 out of 66 youth met the pre- and post-test, which equates to 24.24%. However, MDOL is reporting 14 out of 66 youth to USDOL, which equates to 21% and falls short of goal. Failed performance standards can affect our ability to obtain local area designation from the governor.
- It was discovered that the official report MDOL submitted to USDOL contained errors that negatively affected our performance results and, in fact, that 16 out of 66 youth (24.24%) is the correct number.
- Mike wrote a letter to Richard Freund, Director of MDOL Bureau of Employment Services (a copy of which is included in today's packets), requesting that the report be corrected at both the state and federal levels. He

also requested written confirmation from MDOL within 30 days that the errors were corrected and that the accurate rate of 24.24% is on the official record. If no resolution is reached, the matter will be grieved to USDOL.

Commissioner Gorden asked Mike to send him a short overview of CCWI's accomplishments that he can share with other legislators to show them what we are doing in our Local Area.

VII. Executive Session

None needed.

VIII. Adjourn

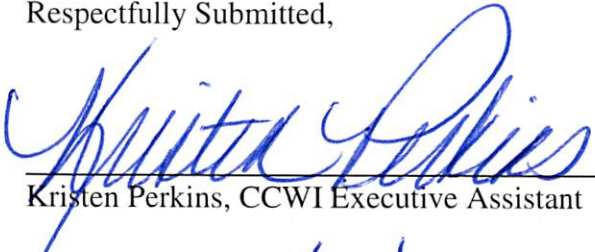
VOTED: To adjourn the meeting at 10:24 a.m.

Motion: Betty Johnson

Second: Mary Trescot

Vote: All in Favor

Respectfully Submitted,



Kristen Perkins, CCWI Executive Assistant

Approved: _____

5/22/2015

2015 CCWI Board of Directors' Meetings

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.

2015 Coastal Counties Workforce Board Quarterly Meetings

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 9:00 a.m. – Hilton Garden Inn, Freeport