

**Coastal Counties Workforce Investment Area  
CCWI Executive Board of Directors  
Meeting Minutes 09/29/17  
CCWI Administrative Office**

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**Board of Directors in Attendance:** Chair & Commissioner Charles Crosby, III (Sagadahoc County); Secretary/Treasurer Commissioner Betty Johnson (Waldo County); Denise Griffin, SPHR, SCP (CCWB Vice Chair); Commissioner Stephen Gorden (Cumberland County); Commissioner Mary Trescot (Lincoln County)

**Board of Directors Absent:** Vice Chair & Commissioner Sallie Chandler (York County); Lydia Sy (CCWB Chair); Bob Schmidt (Past CCWB Chair); Commissioner Rick Parent (Knox County)

**Others in Attendance:** CCWI Executive Director, Michael Bourret; CCWI Deputy Director Antoinette Mancusi; CCWI Executive Assistant Valerie Odams

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

Chair & Commissioner Charlie Crosby called the meeting to order at 8:47 a.m.

**II. Review/Approve Draft Minutes of July 21, 2017**

Minutes were reviewed for the July 21<sup>st</sup> meeting.

**VOTE: To approve the draft minutes of July 21, 2017, 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 & Budget Report – *CCWI Executive Director Mike Bourret***

2 month report. Not much deviation. Gray areas on 2nd page represent 1 month. The numbers will be updated next month. The numbers will reflect higher spending.

**VOTE: Consideration of Action to Review and File the Financial Report dated August, 2017**

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

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

Three nominations were presented to fill the Adult Education requirement for the CCWB. These were provided through Gail Senese and SMAE group: Paulette Bonneau, Director, Biddeford Adult Education; Kate Rotroff, Director, Gorham/Westbrook Adult Education; and Tom Nash, Director, Windham/Raymond Adult Education

Based on Paulette’s background (she represents both Tech schools and Adult Eds) it was decided to vote her in.

**VOTE: Consideration of Action to vote for Paulette Bonneau to the CCWB**

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

Kim Moore of the Greater Portland Workforce Initiative was discussed as a potential board member. Given her comprehensive and very compatible background and it was decided to vote her in.

**VOTE: Consideration of Action to vote for Kim Moore to the CCWB**

Motion: Betty Johnson      Second: Steve Gorden      Vote: All in Favor

Tammy Combs’ term is coming to an end on November 14, 2017. The BOD decided to vote on her staying on the Workforce Board for another term.

**VOTE: Consideration of Action to continue Tammy Combs membership to the CCWB**

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

Based on his length of service and lack of attendance at the Workforce Board meetings, it was suggested that Craig Burgess be removed from the Board. Discussion followed.

**VOTE: Consideration of Action to remove Craig Burgess from the CCWB**

Motion: Betty Johnson      Second: Steve Gorden      Vote: All in Favor

**V. Executive Director’s Report – CCWI Executive Director Mike Bourret**

A. Membership Development Committee – Newly formed MDC is comprised of 3 board members: Neal Williamson, Julie Chase & Shannon Kashinsky. The members have been very active. Discussion ensued whether it is a standing committee or ad-hoc committee. The BOD chose to vote that it be a standing committee.

**VOTE: Consideration of Action to vote the Membership Development Committee as a standing committee**

Motion: Betty Johnson      Second: Steve Gorden      Vote: All in Favor

- B. One-Stop - Mike reviewed how the One-Stop was established at Lancaster Street and how MDOL decided unilaterally to move to South Portland. The issue now is that MDOL does not want to contribute funds/infrastructure to our One-Stop and continues to deny the fact that Lancaster is the One-Stop.

MDOL even made our regional plan “conditionally” approved based on this One-Stop issue. We await USDOL guidance on whether the CCWB has the authority to select the One-Stop location or, whether MDOL has the authority.

- C. Governor LePage’s refusal to release PY17 funding - MDOL continues to withhold letters concerning PY17 WIOA allocation from CCWI despite our FOAA requests.

CCWB commissioners decided not to meet with the Governor this last week because we have not received USDOL guidance yet. It was premature to meet. CCWI has been speaking to several national groups that have inquired into our situation in Maine re: Governor’s rejection of WIOA PY 17 funding.

**VII. Adjourn**

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

Motion: Betty Johnson

Second: Steve Gorden

Vote: All in Favor

Respectfully Submitted,



Valerie Odams, CCWI Administrative Assistant

11/17/17

Approved