

**Coastal Counties Workforce Investment Area  
CCWI Executive Board of Directors  
Meeting Minutes 11/17/17  
CCWI Administrative Office**

---

**Board of Directors in Attendance:** Chair & Commissioner Charles Crosby, III (Sagadahoc County); Vice Chair & Commissioner Sallie Chandler (York County); Secretary/Treasurer & Commissioner Betty Johnson (Waldo County); Commissioner Stephen Gorden (Cumberland County); Commissioner Rick Parent (Knox County); Commissioner Mary Trescot (Lincoln County); Lydia Sy (CCWB Chair); Bob Schmidt (Past CCWB Chair);

**Board of Directors by phone:** Denise Griffin, SPHR, SCP (CCWB Vice Chair)

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

---

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

Chair & Commissioner Charlie Crosby called the meeting to order at 8:43 a.m.

**II. Review/Approve Draft Minutes of September 29, 2017**

Minutes were reviewed for the September 29<sup>th</sup> meeting.

**VOTE: To approve the draft minutes of September 29, 2017, as written. (A copy is included in the board member packets today and is attached to the official minutes.)**

Motion: Betty Johnson      Second: Rick Parent      Vote: All in Favor

**III. CCWI Administrative Financial & Budget Report – *CCWI Executive Director Mike Bourret***

2 month report. CCWI has been working with WFS to rearrange budget due to the MDOL/LePage withholding PY17 funds.

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

Motion: Betty Johnson      Second: Lydia Sy      Vote: All in Favor

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

Christa Baade's term has expired as of Nov 11, 2017. The decision was made to replace her with a member from another CBO.

Two nominations were presented for the Business Sector of the CCWB:

1. MDC (former) member Neal Williamson vetted Carrie Murphy from athenahealth. Carrie has been involved with CCWI before on the RFP for the Boot Camp and is familiar and passionate about our mission. She met with Mike Bourret who agreed to present her to the CEOs for consideration.
2. MDC member Shannon Kashinsky vetted Kelley Scott from Tyler Technologies. Her approval by the CEO would be contingent upon a formal meeting with Mike or Antoinette, scheduled for Nov 28<sup>th</sup>.

**VOTE: Consideration of Action to vote for Carrie Murphy and Kelley Scott to the CCWB**

Motion: Sallie Chandler      Second: Steve Gorden      Vote: All in Favor

We are looking for a business sector member in the Lincoln/Sagadahoc area. Lydia has a suggestion that she will talk to Mike about after the meeting.

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

A. Comprehensive One-Stop Location – CCWI sent a FOIA request regarding communications between Jeanne Paquette and the USDOL which address who can set the One-Stop location. The letter from Deputy Assistant Secretary Byron Zuidema of USDOL stated specifically “WIOA does not provide the State with a specific role in this decision process” and “Rather, this is a determination made at the local pursuant to existing law.”

B. Governor LePage's refusal to release PY17 funding

Mike has been keeping the CEO up to date with the status of things

- CCWI was planning to file a law suit on October 23<sup>rd</sup> stating:
  - The Governor doesn't have the right to withhold our contracts
  - Funds must be release to CCWI within 30 days of MDOL receiving their funds
- 10/26/17 - CCWI received a letter from Ed Upham stating that MDOL is rescinding PY16 money
- 11/1/17 – CCWI received a letter from Ed Upham stating that they were not rescinding the PY16 money and they would be sending a contract for PY17, stating we need to spend 60% of our funds exclusively on training
- This made lawsuit no longer viable as written, as they were releasing funds
- MDOL said we can accept the contract as written for the 60% or make our case to the SWIB on Oct 22<sup>nd</sup>.
- 11/20/17 - AG's office was contacted by Atty McDonald stating that the SWDB cannot take a vote with members by phone.
- Due to this, the SWDB may be looking to change the meeting so the members can be present, as a good number would not be available in person because of its proximity to the holiday

**VII. Adjourn**

**VOTED:** To adjourn the meeting at 10:35 a.m.

Motion: Betty Johnson

Second: Steve Gorden

Vote: All in Favor

Respectfully Submitted,



\_\_\_\_\_  
Valerie Odams, CCWI Administrative Assistant

2/16/18  
Approved