

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 02/16/18
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)

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

Board of Directors Absent: Bob Schmidt (Past CCWB Chair)

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

Chair & Commissioner Charlie Crosby called the meeting to order at 8:53 a.m.

II. Election of CEO Officers

VOTE: To re-elect Charles Crosby, III as CEO Chair

Motion: Rick Parent Second: Steve Gorden Vote: All in Favor (Charles abstained)

VOTE: To re-elect Sallie Chandler as CEO Vice Chair

Motion: Rick Parent Second: Steve Gorden Vote: All in Favor (Sallie abstained)

VOTE: To re-elect Betty Johnson as CEO Treasurer

Motion: Rick Parent Second: Steve Gorden Vote: All in Favor (Betty abstained)

III. Review/Approve Draft Minutes of November 17, 2017 & January 10, 2018

Minutes were reviewed for the **November 17th & January 10th** meetings. (A copy of each is included in the board member packets today and is attached to the official minutes.)

VOTE: To approve the draft minutes of November 17, 2017, as written.

Motion: Mary Trescot Second: Rick Parent Vote: All in Favor

VOTE: To approve the draft minutes of January 10th, as written.

Motion: Rick Parent Second: Steve Gorden Vote: All in Favor (Betty & Sallie abstained)

IV. CCWI Administrative Financial & Budget Report – *CCWI Executive Director Mike Bourret*
Budget and financial reports were reviewed for PY17 up to December 31, 2017.

VOTE: Approve and File the Financial Report dated December, 2017

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

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

Christa Baade’s term has expired as of Nov 11, 2017. She is being replaced with a member from another CBO.

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

VOTES:

To Approve the Board Membership Committee Nomination of Kate Griffin.

Motion: Betty Johnson 2nd: Mary Trescot Vote: All in Favor

To Approve the Board Membership Committee Nomination of Lynn Clark.

Motion: Betty Johnson 2nd: Mary Trescot Vote: All in Favor

To Approve the Board Membership Committee Nomination of Darla Jewett.

Motion: Betty Johnson 2nd: Mary Trescot Vote: All in Favor

VOTE: To approve the continuance of Charles Crosby to the CCWB.

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

VOTE: To approve the continuance of Lydia Sy to the CCWB.

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

VI. Changes to Service Strategy – *CCWI Deputy Director Antoinette Mancusi*

- A. 6-7 months ago, CCWI went to Augusta for the purpose of having MDOL and its affiliates sign a WIOA-mandated MOU regarding service locations reflecting the collaborative relationship between MDOL and the local board. Ed Upham refused to sign it.
- B. MDOL is also required to financially provide infrastructure costs for the One-Stop, but this has not occurred to date.
- C. Up until the court ruling, CCWI was not sure we would have funding to continue
- D. All of these occurrences led CCWI to examine our locations and service strategy.
- E. Adult Ed is a required partner now under WIOA. Due to our similar focus, Adult Ed has agreed to collaborate with us and lend us (at no cost) space to conduct business throughout the region.

- F. CCWI would like to make the following changes to our Service Strategy:
- a. Maintain the One-Stop Center, located on Lancaster Street in Portland
 - b. Maintain the Workforce Solutions Center in Belfast
 - c. Create one principal Adult Education Center in each county

VOTE: To approve the changes to the Service Strategy as stated.

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

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

- A. Outreach Method – The CEO has vetted the use of the Cryer (owned by Charles Crosby) as an outreach tool for CCWI. The Cryer puts an ad in each monthly edition, two 4-page inserts twice a year, and two half page ads per year. The total value of all of these ads is \$12,488/year. The Cryer only charges CCWI \$3,746/yr.

VOTE: That there is no conflict of interest in using the Cryer for outreach.

Motion: Sallie Chandler Second: Betty Johnson Vote: All in Favor (Charlie abstained)

B. Lawsuit status & Public Comments on State Plan Modification

- CCWI won the appeal. All areas have received their award
- The Maine attorney general is talking with our attorneys about legal cost reimbursement.
- Antoinette went to SWB meeting in January. There were 5 new Waterville-based employers. Those defending CCWI were removed from SWB.
- Gov. LePage came into meeting, accused the LWBs of being wasteful and motioned for a 70% training policy. Failure to reach that in the 1st year will result in a 10% penalty. Failure to reach it in the 2nd year will result in decertification.
- SWB voted in favor of the motion with only 3 members voting against it.
- It is unknown their plan for implementing the policy. CCWI is preparing for the public comment period.
- CEO decided to write one letter for the public comment period and send to congressional delegation and Acosta that all members would sign.

VII. Executive Session

VOTE: To move into an Executive Session, pursuant to Title 1, Chapter 13, Subchapter 1, §405 6. A, regarding an employment – personnel matter.

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

VOTE: To move come out of Executive Session.

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

VIII. Adjourn

VOTE: To adjourn the meeting at 10:46 a.m.

Motion: Charles Crosby

Second: Mary Trescot

Vote: All in Favor

Respectfully Submitted,



Valerie Odams, CCWI Administrative Assistant

3/16/18

Approved