

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 03/16/18
CCWI Administrative Office**

Board of Directors in Attendance: 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); Denise Griffin (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: Chair & Commissioner Charles Crosby, III (Sagadahoc County); Bob Schmidt (Past CCWB Chair)

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

Vice Chair & Commissioner Sallie Chandler called the meeting to order at 8:48 a.m.

II. Review/Approve Draft Minutes of February 16, 2018

Minutes were reviewed for the **February 16th** meeting. (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 February 16, 2018, as written.

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

**III. CCWI Administrative Financial & Budget Report – *CCWI Executive Director Mike Bourret*
Budget and financial reports were reviewed up to February 28, 2018.**

VOTE: Approve and File the Financial Report dated February 2018

Motion: Steve Gorden Second: Mary Trescot Vote: All in Favor

IV. Changes to By-Laws – CCWI Deputy Director, Antoinette Mancusi

Change of term of Executive Committee officers from 2 years/2 terms to 3 years/2 terms. Ex-officios allowed on the Executive Committee cannot exceed two outgoing officers for a maximum total of 5 Executive Committee members.

VOTE: Approve the changes to the bylaws as amended.

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

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

- A. Letter on Performance Negotiations – Reviewed letters to MDOL by CEOs, CCWB, and CCWI. 23 letters of support were submitted.
- B. Public Comments on State Plan Modification & Performance Measures – MDOL opened a second comment period for just Performance Measures due to an error by USDOL. More letters were submitted on this. MDOL is not submitting any comments to USDOL so CCWI is sending them directly there.
- C. Conduct by MDOL with CCWI Board Member – BOD was updated on a State Workforce Board (SWB) employee's conduct toward CCWB member which was inappropriate and menacing. Lydia reported that she emailed the SWB employee. Antoinette reported that the Deputy Commissioner called the board member to apologize.
- D. WIOA Language FY19, President's Budget – BOD was informed of draft language in the FY19 budget to allow states to have a single state-run workforce board.
- E. Legal Matter / Grievance – BOD was informed of legal costs of litigation and status of motion to enforce payment.

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: Steve Gorden Second: Rick Parent Vote: All in Favor

VOTE: To offer the position of Executive Director to Antoinette Mancusi, effective 5/8/18. Lydia has been authorized to finalize hiring on behalf of the CEOs.

Motion: Steve Gorden Second: Denise Griffin 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

5/18/18
Approved