

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 10/19/18
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); Lydia Sy (CCWB Chair); Denise Griffin (CCWB Vice Chair); Bob Schmidt (Past CCWB Chair)

Others in Attendance: CCWI Executive Director Antoinette Mancusi; CCWI Executive Assistant Valerie Odams

Board of Directors Absent: Commissioner Mary Trescot (Lincoln County)

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

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

- Contact Info sheets were given to the Executive Board for updating. Stress was put on the plea for responsiveness to correspondence
- Today’s meeting date was rescheduled from the September meeting due to a lack of quorum. Because the next meeting was scheduled for Nov 9, only 3 weeks from this one, the Executive Board came to agreement to cancel the November meeting.

II. Review/Approve Draft Minutes of July 20, 2018

Minutes were reviewed for the July 20th 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 July 20, 2018, as written.

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

III. CCWI Administrative Financial & Budget Report – *CCWI Executive Director, Antoinette Mancusi*

VOTE: Approve and File the Financial Report dated June 2018

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

A. Budget revision

- Due to the IT issues associated with the ransomware virus and conversion project, the cost for line item 67600 “Other Services” have already been over-spent. Proposed to move an additional \$4,500 to this line to cover expenses through June.
- Because CCWI did not renew our NAWB membership this year, we propose that the \$900 allocated for it be redistributed to 67700 “Legal Services”
- For line item 64400 - “Meeting Expenses,” the budgeted amount of \$500 is proving to be insufficient for the number of meetings held. Meeting sponsorships are only

half (\$200) of last year. Proposal to raise to \$1000.

VOTE: To approve the budget revisions, as stated.

Motion: Betty Johnson Second: Lydia Sy

Vote: All in Favor

B. Status of WIOA PY18 Award & Funding Information

- On August 30, CCWI signed the PY18 WIOA LIB and participant plan – still no word on approval from MDOL
- In addition to the \$500k drop in WIOA funding last year, there is a further \$240k reduction this year due to the current administration's budget
- Funding inequality – even though CCWI covers almost half of the population of Maine, the division of funds between the three regions does not reflect that.

C. Meeting Costs & Expenditures

- Addressing concerns from the last meeting regarding the meeting expenses, all meeting expenses for PY17 were detailed. The coding issue that resulted in the surplus that was questioned, has been fixed.
- Charlie suggested that the board explore submitting requests to different Walmarts to aid in meeting expense costs. He will send a list of the stores in our area that might contribute to meeting expenses.

D. Financial Policy – Check Signing Protocol

- As a result of the conversation from the July CEO meeting, new language has been proposed regarding having 2 live signatures on checks over a certain limit
- After reviewing 3 months of checks, commissioners have suggested a threshold of \$75k for service provider checks, \$10k for other vendors would require the ED and the treasurer or president to sign, or in their absence, one commissioner with signatory capacity. All employee reimbursements shall be signed by the treasurer or president, or in their absence, one commissioner with signatory capacity.

VOTE: To approve the revision to the check signing policy as stated above.

Motion: Betty Johnson Second: Steve Gorden

Vote: All in Favor

IV. Workforce Board Membership Update – CCWI Executive Director, Antoinette Mancusi

- A. Since last meeting, Leon Ouimet and Claudia Raessler have resigned from the CCWB
- B. Three candidates have been vetted and their nominations are being put forth for consideration as CCWB members.

VOTE: To appoint Bridget Conley to the Coastal Counties Workforce Board

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

VOTE: To appoint Dawn Self-Cooper to the Coastal Counties Workforce Board

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

VOTE: To appoint Jim Butler to the Coastal Counties Workforce Board

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

V. Executive Director's Report – CCWI Executive Director, Antoinette Mancusi

A. New Director of Operations

- Jillian Sample was hired on September 24th. She comes from the Cambridge Regional Employment Board in Boston. The Executive Board introduced themselves.

B. Meeting with gubernatorial candidates

- Antoinette & Bob Schmidt met with Shawn Moody's campaign manager. It was a congenial conversation with a good Q&A session.

C. One-Stop Comprehensive Center Status

- Based on a conversation with Ed Upham, it seemed as though they were open to a work session discussing assets and agreement to our location for the One-Stop (Lancaster St., Portland).
- Antoinette and Jillian met with BES. They were not agreeing to the Lancaster St. location after all. When confronted with the letter from USDOL stating that the local boards are the ones who decide where the One-Stop is located – they stated USDOL was wrong.
- The commissioners decided to not move forward with any other discussions at this time. They stood fast on the Lancaster St. location being the only one-stop in the region.

D. Federal Updates

- Senator King wrote a letter to Sec. Acosta asking what USDOL's intention was by approving the 70% to training policy proposed by MDOL and what the ramifications would be for not achieving it. He has not received a response yet.
- PY19 Federal Budget – the administration has said its flatly funded, so no further reduction. Com. Gorden said he heard that Trump has told his cabinet for everyone to reduce their budgets by 5%.

VII. Executive Session

- A. The commissioners have decided to table the executive session until the next meeting in January.

VIII. Adjourn

VOTE: To adjourn the meeting at 10:49 a.m.

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

Respectfully Submitted,



Valerie Odams, CCWI Executive Assistant

1/18/19

Approved