

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 3/22/19
CCWI Administrative Office**

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

Others in Attendance: CCWI Executive Director Antoinette Mancusi; CCWI Director of Operations Jillian Sample

Board of Directors Absent: Denise Griffin (CCWB Vice Chair)

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

Chair & Commissioner Charles Crosby, III called the meeting to order at 9:07a.m. No revisions to agenda except possibly talking about the Annual Meeting if there's time.

II. Review/Approve Draft Minutes of January 18, 2019

Minutes were reviewed for the October 19th 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 January 18, 2019, as written.

Motion: Charlie Crosby Second: Betty Johnson Vote: All in Favor

III. CCWI Financials – *CCWI Executive Director, Antoinette Mancusi*

A. VOTE: To approve and File the Financial Report dated September 2018

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

The budget reflects some areas being over spent while others are significantly underspent. The result will be balanced and on track for the end of the fiscal year.

An expenditure report on the grant financials was first introduced at the March 14th CCWB meeting as a means to explain more clearly the costs associated with the WIOA grant. This report will also be included in each BOD meeting packets.

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

VOTE: To renew Peter Russell of WEX, Inc. to the Coastal Counties Workforce Board

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

VOTE: To Mary Ellen Barnes of Lincoln County Regional Planning Committee to the Coastal Counties Workforce Board

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

V. **Local Plan Revision** – *CCWI Executive Director, Antoinette Mancusi*

- This committee was approved by CCWB to analyze and review the Local Plan.
- The committee working on revising the plan has met twice so far.
- Timeline has been developed. It is anticipated to be completed for a board vote by September 2019.
- We currently don't have an approved local plan because MDOL has not agreed that the Lancaster Street location is our One-Stop.

VI. **Infrastructure Funding Agreement** – *CCWI Executive Director, Antoinette Mancusi*

- MDOL has invited USDOL to provide overview of infrastructure funding to one-stop partners on April 9, 2019. Mayer and Mayer will be coming to meet with all partners on May 22, 2019 at MDOL to provide one day of technical assistance regarding infrastructure funding agreement.
- CCWI still does not have a signed MOU or agreed upon plan for service delivery with MDOL. MDOL/CCWI has not agreed on locations of affiliate sites. MDOL/CCWI needs to meet to develop regional service delivery strategy before meeting with partners to develop IFA.
- Commissioners in support of meeting with MDOL to develop plan for service delivery before moving forward with asking partners to sign one-stop infrastructure funding agreement.
- Antoinette shared that MDOL and three local areas are currently out of compliance with WIOA because they do not have established IFA. Antoinette shared that discussions around service delivery could slow down timeline and therefore CCWI may remain out of compliance an additional couple of months. County Commissioners confirmed they are okay moving forward with service delivery discussions.

VII. **Funding Opportunities**

Jillian Sample provided update on recent funding opportunities.

- **PAYA-CCWI** was the lead applicant for a grant to fund youth apprenticeship council. Industry focus on healthcare and building trades.

- **Set-aside request-** Antoinette submitted a letter to Governor to request set-aside funds be used to fund pre-release program similar to PREP model.
- **TIF-** Antoinette attended meeting at the City of Portland to advocate that TIF funds support WIOA system.

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

Several subjects were brought forth by Antoinette:

- A. Office of Inspector General Audit
 - OIG has selected Maine Department of Labor for OIG audit of WIOA funds spent on training and credentials. CCWI selected as local workforce board for OIG audit based on geographic location. OIG audit of credential rate is scheduled for the first week of April.
- B. One-Stop Operator Update
 - Workforce boards are eligible under WIOA to submit RFP for One-Stop Operators however local workforce board would not be able to write RFP. A third party would have to write RFP and evaluate proposals.
- C. Local Board Certification
 - CCWI received local board certification from Maine Department of Labor.
- D. Legislative Update: LR#1118
 - Packet includes LR #1118 and LR #1119. LR #1118 is regarding workforce board composition and LR #1119 would provide funds from general funds to local area based on number of unemployed individuals per area. Ryan Fecteau sponsored both bills.
 - Steve Gordon recommended CCWI notify Maine County Commissioners Association to notify of legislation that impacts workforce boards in the future.
- E. RFP for Contractors
 - CCWI should issue RFP for auditor and service provider next year. CCWI needs to develop strategy for service delivery before issuing service provider RFP.
- F. CCWI Subcommittees
 - Chart in packet that provides overview of CCWI committees. Committees include:
 - i. Membership development committee
 - ii. Appeals Committee
 - iii. Youth Standing Committee

VIII. Adjourn

VOTE: To adjourn the meeting at 10:53 a.m.

Motion: Charlie Crosby Second: Mary Trescot Vote: All in Favor

Respectfully Submitted,



Jillian Sample, CCWI Director of Operations

5/16/19
Approved

DRAFT