

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 10/4/19
CCWI Administrative Office**

Board of Directors in Attendance: Vice President & Commissioner Stephen Gorden (Cumberland County); Secretary/Treasurer & Commissioner Betty Johnson (Waldo County); Commissioner Richard Clark (York County); Commissioner Rick Parent (Knox County); Commissioner Mary Trescot (Lincoln County); Denise Griffin (CCWB Vice Chair)

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

Board of Directors Absent: President & Commissioner Charles Crosby III (Sagadahoc County); Bob Schmidt (Past CCWB Chair); Lydia Sy (CCWB Chair)

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

Secretary/Treasurer & Commissioner Betty Johnson called the meeting to order at 8:50a.m. Agenda revision: add date for Financial report to August 31. Agenda revision accepted.

II. Review/Approve Draft Minutes of August 2, 2019

Minutes were reviewed for the previous meetings. (A copy is included in the board member packets today and is attached to the official minutes.)

Per Betty – with no objection to the minutes as shown, they do not need to be voted on. Minutes were unanimously accepted.

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

A. VOTE: To accept and file the Financial Report dated August 31, 2019

Motion: Betty Johnson Second: Richard Clark Vote: All in Favor

Discussion: Commissioner Clark would like to see the difference in black, not red on the financial report. After a brief discussion, it was determined that we would ask the bookkeeper to represent positive balances in black and negative in red.

Antoinette added that there will be overages in necessary expenses coming up. CCWI is purchasing Professional Services Liability Insurances. Additional costs will be in property insurance & fiscal services. The commissioners had questions regarding what is covered with the insurance we now have. It was determined that our insurance

broker will come to the next BOD to answer any technical questions they have regarding what we have vs. what is needed.

Questions were asked regarding the additional expenses. There will not be a lack of funding in the budget, as there will be an additional \$7k-\$10k in admin due from the new City of Portland grant. A new budget will be shared with the BOD when it is developed.

- B. **Financial Policy Revision** – After discussion regarding the proposed changes in the financial policy, the BOD requested, excluding the language regarding the roles of the Executive Director, that they accept the changes as written. The BOD agreed. The wording regarding The Roles of the Executive Director and Staff on pg 9 of the Financial Policy will be addressed in the next meeting.

VOTE: Consideration of action to approve the proposed changes in the Financial Policy as stated above.

Motion: Betty Johnson Second: Denise Griffin Vote: All in Favor

IV. WIOA Funding – CCWI Executive Director, Antoinette Mancusi

Pursuant to the ruling at the previous BOD meeting giving the ED the ability to conduct contractual business with MDOL that will then be ratified by the BOD at the next meeting, the following actions have taken place:

- A. PY18 Modification – MDOL as awarded an additional \$7,223 to CCWI in the form of a contract modification.

VOTE: Consideration of action to ratify the modification to the PY18 WIOA Award

Motion: Lydia Sy Second: Denise Griffin Vote: All in Favor

- B. WIOA PY19 – Subrecipient Award Agreement from MDOL

VOTE: Consideration of action to ratify the acceptance of the PY19 WIOA Award

Motion: Betty Johnson Second: Denise Griffin Vote: All in Favor

V. CCWB Membership Update

- A. Potential members include Steve Ryan of the Belfast Area Chamber of Commerce, Terry Hayes of Hospitality Maine, John Leavitt of the New England Council of Carpenters, and Jason Shedlock of the Maine State Building & Construction Trades Council.
- B. Three candidates were recommended and have been vetted by Antoinette to join the CCWB as business representatives. These are Jennifer O’Leary of MaineHealth, J. Scott Christman of General Dynamics/Bath Iron Works, and former CCWB & Executive Committee member Michelle Love of Androscoggin Bank.

VOTE: Consideration of action to approve Jennifer O’Leary as a member of the Coastal Counties Workforce Board

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

VOTE: Consideration of action to approve J. Scott Christman as a member of the Coastal Counties Workforce Board

Motion: Lydia Sy Second: Denise Griffin Vote: All in Favor

VOTE: Consideration of action to approve Michelle Love as a member of the Coastal Counties Workforce Board

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

VI. Executive Director’s Report – *CCWI Executive Director, Antoinette Mancusi*

A. BOD Meeting Dates

- With the appointment of Vice Chair Commissioner Steve Gorden to the Maine State Workforce Board, there will be conflicts with their meeting dates and the current dates of the CCWI BOD. The group decided to move the meeting dates to the first Friday of the month every other month where possible.
- A new calendar will be sent out with the new dates.

B. Contact information for BOD / Communication Protocols

- It has been increasingly difficult to contact and get responses from the members of the BOD for a variety of reasons. Current contact information was passed around and they’ve been asked to update it and prioritize the methods of communication.
- It was requested that the BOD respond to communications from CCWI staff within 48 hours of receipt.

C. CCWB Committee Work

- At the last CCWB meeting, members were asked to volunteer for 4 new committees:
 - i. Under WIOA law, the workforce boards are required to do a lot of pathway work. The Industry & Career Pathway Committee would consist of Adult Eds, the Community College System, & other state entities. They will discuss the services available in Maine’s Workforce System, find any deficits, and work in a more coordinated, less redundant manner to improve the system.
 - ii. Nominations Committee is a temporary committee to vet CCWB officer nominations to be voted on in December.
 - iii. Policy Committee will review programmatic policies for the CCWB to vote on.
 - iv. The Youth Committee has been up in the air for the last year or so. This will be reconstituted. Jillian will be working with some CCWB members and will be deploying soon.

D. CCWB Elections

- In December, new officers will be elected by the CCWB for the Chair and Vice Chair positions. The nominations committee is currently collecting nominations.

- Lydia and perhaps Bob will remain on the Executive Committee as Ex-Officios.

E. One-Stop Operator RFP

- Under WIOA, the workforce boards are required to have a One-Stop Operator entity for the region. Generally speaking, OSO work on integrating a 16-partner system.
- This RFP is for a position (25 hours/wk) at \$50k/yr. The scope of work will be the coordination of integration of services; assistance with MOUs and IFA; and employer engagement & sector initiatives work.

F. WIOA Formula Funding Meeting – 10/30/19

- This is a reschedule from a previous date that MDOL asked to be moved.
- Because the BOD has agreed to move their meetings to the first Friday bi-monthly, this would mean that this meeting would be followed by a regular BOD meeting two days later on Nov 1.
- As a result of the above, the BOD has agreed to combine the two meetings in one day – 10/30/19. BOD meeting will start at 12:30pm and MDOL meeting will start at 2:00pm.

VII. Adjourn

VOTE: To adjourn the meeting at 11:04am

Motion: Mary Trescot

Second: Lydia Sy

Vote: All in Favor

Respectfully Submitted,



Valerie Odams, CCWI Executive Assistant

10/30/19

Approved