

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 12/06/19
CCWI Administrative Office**

Board of Directors in Attendance: Vice President & Commissioner Stephen Gorden (Cumberland County); Secretary/Treasurer & Commissioner Betty Johnson (Waldo County); Commissioner Rick Parent (Knox 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; CCWI Executive Assistant Valerie Odams

Board of Directors Absent: President & Commissioner Charles Crosby III (Sagadahoc County); Commissioner Richard Clark (York County); Denise Griffin (CCWB Vice Chair);

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

Vice President & Commissioner Stephen Gorden called the meeting to order at 8:48 a.m. Antoinette requested to revise the agenda under Executive Director’s Report so that item “f” – the Financial Manual & ByLaws Review be moved to the “b” of her report. The board agreed.

II. Review/Approve Draft Minutes of October 30, 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.) Minutes were unanimously accepted.

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

A. VOTE: To accept and file the Financial Report dated October 30, 2019

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

B. VOTE: To accept and file the CCWI Audit Report for Fiscal Year 2018-2019

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

Discussion: Conflict of interest finding mentioned in the Audit refers to the contract with CCWI and The Cryer, owned by CCWI President, Charles Crosby III. Antoinette did tell the auditor that on an annual basis, the disclosure is made, discussed, and voted by the BoD that there is no conflict. Antoinette has mentioned to Charlie that, while this is a great value and opportunity, CCWI needed to go a different direction with outreach. Because the trend is leaning toward more digital outreach and with auditors now flagging this, it is time to move on. Commissioner Gorden suggested the board take a

vote on dissolving the contract with The Cryer.
Motion: Betty Johnson Second: Mary Trescot Vote: All in Favor

IV. **Board Composition Review**

A. Lynn Clark resignation - Mölnlycke

VOTE: To accept the resignation from Lynn Clark to be removed from the CCWB

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

B. Business to Labor ratio

- The two union reps on the CCWB are terming out. Antoinette is in contact with Jason Shedlock of the Maine State Building & Construction Trades Council and is on the Maine State Workforce Board to acquire a couple of new labor reps.
- Terry Hayes of Hospitality Maine has referred Laura Moskwa of the Bradley Inn.

C. Steve Ryan, Director of the Belfast Area Chamber of Commerce, recommended by Commissioner Johnson, has been vetted to become a CCWB member.

VOTE: Consideration of Action to approve Steve Ryan as a member of the CCWB

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

D. More businesses are needed to provide a good balance for CCWB quorum. Construction & manufacturing is needed. Lydia & Bob who are currently on the Membership Committee will be working on recruitment.

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

A. CCWB Officer Elections – *Lydia Sy, CCWB Chair*

- Lydia explained the process of the Nomination Committee to vet nominees for Board leadership position.
- This year, the committee has presented two officers for consideration
 - Denise Griffin – Chair (The First) Current CCWB Vice Chair
 - Michelle Love – Vice Chair (Androscoggin Bank) Former CCWB Youth Standing Committee Chair
- The bylaws have been revised to clarify the process of officer elections (below).

B. Financial Manual & ByLaws Review

- Financial Manual – all previous changes had been adopted except one pertaining to the Roles of the Executive Director and Staff. As the language in this section does not pertain to finances, Antoinette requests permission to remove it. It is already covered in the ByLaws.

VOTE: Consideration of Action to remove the Roles of the Executive Director and Staff from the CCWI Financial Manual

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

- ByLaws – Substantive changes:
 - A quorum for BoD meetings shall be established when
 - 1.) 51% of the BoD are present and 2.) at least 3 Commissioners are present.

- The section on proxy voting has been struck, as proxy voting is not appropriate for this kind of entity
- Commissioner Johnson questioned why the bylaws for the Board of Directors and the CCWB written in the same document, as it's only the CCWB that can vote to approve them.
- At the next BOD meeting, more discussion on potential bylaws committee created and request volunteers.

VOTE: Consideration of Action to recommend the changes to the ByLaws be approved by the CCWB

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

VOTE: Consideration of Action to create a 5-member ByLaws Committee to facilitate changes to and separation of the current ByLaws

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

C. Board Member Participation & Committee Work

- A chart of current committees was developed. It was suggested that it be a requirement of the CCWB that all members serve on a committee.
- Put on agenda for next BOD meeting – pick 5 members to serve on ByLaws Committee

D. One-Stop Operator RFP update

- When this RFP was initially issued on 1/17/17, there were no responses.
- The State said we should reissue the RFP with more reach and more time to respond.
- The new RFP was released 11/18/19 with the requested changes.
- Responses will be due 1/13/20. To date, there have been no inquiries/responses.
- Should no one respond to this second attempt, the CCWB & BOD Chairs will petition the State to sole source this position.

E. New Grants Update

- CCWI was awarded \$150k City of Portland TIF that will work with MaineHealth to help over-skilled new immigrants move up the career ladder.
- Applied in November for \$150k City of Portland CDBG. This grant focuses on at risk, low-income teens in the Portland high schools. Will not have the outcome until the spring.
- Cumberland County CDBG is pending – very competitive
- \$2.7mil USDOL Opioid NEG – application received. USDOL is still asking questions. The feedback has been positive. This grant would deploy 5 teams (career advisor & life navigator) across the area that would work with ex-offender opioid population within 90 days of release.

F. TechHire Update – Jillian Sample, Director of Operations

- With report for QE 9/30/19, the performance measures have had challenges.
 - Numbers served to date: 292. Needed to hit target: 500
 - Complete training to date: 103. Needed to hit target: 405
 - Receive credential to date: 70. Need to hit target: 405
- Challenges
 - Program has been restructured so that all who receive training get a credential

- UNE pulled its bootcamp in 2017 – UMA has now taken over
- CCWI was funding individualized training – now funding training cohorts
- Lacking digital literacy skills – now focused on foundational courses

VII. Adjourn

VOTE: To adjourn the meeting at 10:56am

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

Respectfully Submitted,



Valerie Odams, CCWI Executive Assistant

2/28/20

Approved