

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 1/18/19
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); 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 9:03a.m.

- This is the first meeting for Richard Clark, York County Commissioner. Introductions were made, along with a brief overview of the Coastal Counties Workforce history.

II. Review/Approve Draft Minutes of October 19, 2018

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 October 19, 2018, as written.

Motion: Steve Gorden Second: Lydia Sy 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: Rick Parent Second: Steve Gorden Vote: Null

This is the same budget that was voted on during the October meeting. There was no vote on this report at the October 18th meeting. It was discussed that CCWI would examine the dates of the CEO meetings moving forward (and make changes to dates as needed) so that a more current version of the report would be available.

B. VOTE: To approve CCWI's Annual PY18 Compliance Audit.

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

C. Check Signing Policy

- a. Betty has been put on the bank account as an authorized signer.
- b. The check signing policy that was voted on at the October 2018 and the finalized language was included in everyone's packet.

- c. Commissioner Clark had questions on the policy, as he was not at the previous meeting. It was explained to him about dual signatures and threshold amounts.

D. VOTE: To approve the Description of Power and Signatories' Authority for Bath Savings Account

Motion: Betty Johnson Second: Rick Parent Vote: All in Favor

IV. Election of Chief Elected Officials (CEOs) Officers

- A. Steve Gorden nominated Charles Crosby for CEO President

VOTE: Consideration of Action to Re-Elect Charles Crosby as CEO President

Motion: Steve Gorden Second: Lydia Sy Vote: All in Favor (Charlie abstained)

- B. Charles Crosby nominated Steve Gorden for CEO Vice President

VOTE: Consideration of Action to Elect Steve Gorden as CEO Vice President

Motion: Betty Johnson Second: Rick Parent Vote: All in Favor (Steve abstained)

- C. Steve Gorden nominated Betty Johnson for CEO Secretary/Treasurer

VOTE: Consideration of Action to Re-Elect Betty Johnson as Secretary/Treasurer

Motion: Charlie Crosby Second: Steve Gorden Vote: All in Favor (Betty abstained)

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

- A. Since last meeting, Darla Jewett, Erika Stone, and Kelly Osborn have resigned the CCWB

- B. Five candidates have been vetted and their nominations are being put forth for consideration as CCWB members.

VOTE: To appoint Cory King of the Southern Midcoast Maine Chamber to the Coastal Counties Workforce Board

Motion: Steve Gorden Second: Lydia Sy Vote: All in Favor

VOTE: To appoint Heather Stott of Goodwill Industries of Northern New England to the Coastal Counties Workforce Board

Motion: Steve Gorden Second: Denise Griffin Vote: All in Favor

VOTE: To appoint Jennifer Rice of Sephora to the Coastal Counties Workforce Board

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

VOTE: To appoint Christopher Arbour of Region 1 Adult Community Corrections to the Coastal Counties Workforce Board

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

VOTE: To appoint Laura Lindblom of Wayfair, LLC to the Coastal Counties Workforce Board

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

- C. Two CCWB members are up for renewal, as their term is expiring.

VOTE: To renew Bob Schmidt to the Coastal Counties Workforce Board

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

VOTE: To renew Denise Griffin to the Coastal Counties Workforce Board

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

BOD discussed absences by members at the CCWB meetings. Attendance is very good but two members have been brought forth to follow up with.

VI. One-Stop Operator – CCWI Executive Director, Antoinette Mancusi

CCWI is looking into CCWI taking on the role of the One-Stop Operator, as allowed by WIOA. BOD discussed background on OSO.

VOTE: Consideration of Action Pursuant to 29 USC §3122(g) of the Workforce Innovation and Opportunity Act (WIOA), the County Commissioners of York, Cumberland, Sagadahoc, Lincoln, Waldo and Knox (Chief Elected Officials) and the Local Workforce Investment Board (LWIB) Chair, on Behalf of the Local Workforce Board, seek the designation of Coastal Counties Workforce Inc., as the One Stop Operator for the Coastal Counties Area. The CEOs direct CCWI's Executive Director to pursue One-Stop Operator designation.

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

VII. Local Plan Revision – CCWI Executive Director, Antoinette Mancusi

We have a local plan that has never been approved formally by MDOL. Despite this issue, the plan should be reviewed and revised. At the last CCWB meeting in December, a request was made for volunteers to review and edit the Local Regional Plan. We received interest from 7 volunteers. Lydia Sy established the committee and they will be coming together soon to meet and start the work.

VII. Executive Session

Request to move into an Executive Session, pursuant to Title 1, Chapter 13, Subchapter 1, §405 6. A, regarding an employment personnel matter.

VOTE: To move into Executive Session

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

VOTE: To come out of Executive Session

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

There was no action made as a result of this executive session.

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

Several subjects were brought forth by Antoinette:

A. Federal Issues memo to Congressional Delegation

- As a result of declining WIOA funding and lack of discretionary grants available, CCWI wrote to the office of King, Collins, and Pingree asking them to look into the issue of diminishing funding.

B. Grievance to MDOL (Dec 20th)

- CCWI submitted a formal grievance to correct non-compliance issues with MDOL.

C. Legal Fees

- State of Maine and our attorneys came to an agreement on reimbursing CCWI for legal fees incurred during our lawsuit. It has been put forth to donating counties whether they would like the reimbursement (approximately \$500) or will donate the money to further fund CCWI's training programs.

D. Donations by the counties to the Workforce Scholarship Fund

- Comm. Gorden has requested the commissioners consider donating annually to the Workforce Scholarship Fund which currently has a zero balance.

E. Governance Agreement & Conflict of Interest Policy

- With the onset of a new year and having a new commissioner, a new Governance Agreement and Conflict of Interest statement was given to the commissioners to sign. All signed and new Agreement is in effect. Conflict of Interest statements are also signed.

VIII. Adjourn

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

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

Respectfully Submitted,

Valerie Odams

Valerie Odams, CCWI Executive Assistant

3/22/19

Approved