

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 5/16/19
CCWI Administrative Office**

Board of Directors in Attendance: President & Commissioner Charles Crosby III (Sagadahoc County); Vice President & Commissioner Stephen Gorden (Cumberland County); Secretary/Treasurer & Commissioner Betty Johnson (Waldo County); Commissioner Richard Clark (York County); Lydia Sy (CCWB Chair); Denise Griffin (CCWB Vice Chair)

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

Board of Directors Absent: Commissioner Rick Parent (Knox County); Commissioner Mary Trescot (Lincoln County); Bob Schmidt (Past CCWB Chair)

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

Chair & Commissioner Charles Crosby, III called the meeting to order at 1:43p.m. No revisions to agenda.

II. Review/Approve Draft Minutes of March 22, April 16, & April 30, 2019

Minutes were reviewed for three previous meetings. (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 March 22, 2019, as written.

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

VOTE: To approve the draft minutes of April 16, 2019, as written.

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

VOTE: To approve the draft minutes of April 30, 2019, as written.

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

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

VOTE: To approve and File the Financial Report dated March 2019

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

IV. Request for Transfer of WIOA Funds – *CCWI Executive Director, Antoinette Mancusi*

Consideration of Action to Approve a transfer of PY17 Dislocated Worker funds (\$35, 928) to the Adult program.

VOTE: To transfer funds within PY17 WIOA, Dislocated Worker to Adult

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

After the vote, discussion ensued to make this function timelier by authorizing CCWI Executive

Director to approve transfers without a BOD vote. BOD expressed that the Executive Director already has such budgetary authority under the CCWI by-laws. BOD directed Executive Director to revise by-laws to specifically state that the Executive Director can transfer funds as she/he deems necessary and that the BOD will be notified of any transfers at the next BOD meeting. The by-laws will be amended and voted on at the July 2019 meeting.

V. **Approval of PY2019 Budget** – *CCWI Executive Director, Antoinette Mancusi*

- Antoinette was able to negotiate the cost of office space down. Landlord effectively will charge CCWI for 400sf less of space, saving \$5000/yr.
- IT costs have been moved to its own line item
- Costs have been allocated to the web site line to make the start work to make CCWI's site ADA compliant

VOTE: To approve CCWI's PY19 budget

Motion: Lydia Sy

Second: Betty Johnson

Vote: All in Favor

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

- The committee has been working hard on amending parts of the Local Plan
- Analyze changes in the LMI regarding Priority Populations & Industries
- Identify services & strategies to better serve priority populations
- Draft Plan will be voted on at the June 14th meeting, then sent out for public comment

VII. **Funding Opportunities**

No new discretionary funding has yet been made available from USDOL. CCWI is still on the lookout and competing for smaller local grants.

- **Brownfields** – CCWI won't make the deadline. Still being researched.
- **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. Still have not heard back. Contacted Gordon Smith, leader of the Opioid recovery. Sounded promising but haven't heard back from him yet.

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

A. MDOL/SWB Updates

- MDOL (Ed Upham) requested our PY19 LIB. Due date was 5 days from request. We were not able to get it in that time allotted. Moreover, several factors still need resolution i.e., indirect rate calculation and 70% policy application. However, this is a non-issue, as we just started drawing on PY18.
- Comm Gordon suggested we write another memo to MDOL from the commissioners listing all of their outstanding items and requesting they address them immediately.
- WIOA allocation for PY19 went down another 10%
- Commissioners requested a training on the WIOA formula for allocations from MDOL
- SWB 70% policy – tabled at the last SWB meeting when a motion was introduced to rescind the 70% policy
- SWB Annual Report – CCWI presented multiple pages and charts for language to put into the state report that goes to the legislature. Mostly all of it was not used.

B. Infrastructure Funding Agreement

- Will be worked out during the summer as long as the MOU is signed.

C. Office of Inspector General Audit

- CCWI spent a week with them in April. Everything went as it should.

D. Upcoming Monitorings

- USDOL TechHire – Trevor Capon will be at CCWI starting 5/21 to monitor our TechHire grant
- MDOL WIOA programmatic monitoring coming in the first week of June. Fiscal monitoring coming right after that.

E. Annual Meeting: June 14, 2019

- Time to arrive / Board meeting at 10am
- Charlie to ask Cory to sell raffle tickets
- Assigned tasks: Minutes, speeches, program updates, photos, etc.
- 3 awards – Adult, Youth, & Special Service
- Soliciting raffle prizes to be done by board members

VIII. Move to Executive Session

Pursuant to Title 1, Chapter 13, Subchapter 1, §405.6.A regarding an employment/personnel matter.

VOTE: To go into Executive Session

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

IX. Adjourn

VOTE: To adjourn the meeting at 4:20p.m.

Motion: Denise Griffin Second: Charlie Crosby Vote: All in Favor

Respectfully Submitted,



Valerie Odams, CCWI Executive Assistant

8/2/19

Approved