

**Coastal Counties Workforce Investment Area  
CCWI Executive Board of Directors  
Meeting Minutes 8/2/19  
CCWI Administrative Office**

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**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); Lydia Sy (CCWB 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) ; Denise Griffin (CCWB Vice Chair)

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

Vice Chair & Commissioner Steve Gorden called the meeting to order at 8:58a.m. No revisions to agenda.

**II. Review/Approve Draft Minutes of May 16, 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 May 16, 2019, as written.**

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

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

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

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

- Antoinette reviewed with the BOD the recent transfer of \$35,928 from WIOA Dislocated Worker funds to WIOA Adult funds.

**IV. By-Laws Revision – CCWI Executive Director, Antoinette Mancusi**

Due to the MDOL process for transferring funds, timing is crucial. It was suggested that the By-Laws be revised to reflect that the power to move funds between Adult & Dislocated Worker be at the discretion of the Executive Director, who will then report out to the BOD at their next scheduled meeting.

**VOTE: Consideration of action to revise the CCWI By-Laws**

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

**V. Affiliate CareerCenter Sites**

A. Four sites have been offered as affiliate sites by MDOL comprising of multiple services by our WIOA partners. The locations are in South Portland, Springvale, Brunswick, and Rockland. They have now been made available by MDOL to CCWI at no cost.

**VOTE: Consideration of action to approve the 4 affiliate CareerCenter sites**

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

B. CCWI currently has 2 sites for our programs: the One-Stop on Lancaster St, Portland office and Belfast. We are trying to get an office set up in York County.

**VI. CCWB Membership Update**

A. Due to the recent resignations of Jennifer Andrews, Bridget Conley, and Shannon Kashinsky from CCWB, the ratio has skewed to only 46% business. Comm Clark suggested we develop and send a letter to outgoing board members moving forward.

B. Potential members include J. Scott Christman, Ph.D of BIW, Jennifer O’Leary of MaineHealth, and Julie Kennedy of Samoset Resort. With the addition of these members, the CCWB will have 52% business. Also looking for suggestions for another Chamber member. Betty recommended reaching out to Steve Ryan, director of the Belfast Area Chamber of Commerce.

C. Jim Whitten, Dean at the Southern Maine Community College and a previous CCWB member, has agreed to come back on the board as the SMCC rep, replacing Julie Chase who has been unavailable due to personal reasons.

**VOTE: Consideration of action to approve Jim Whitten as a member of the CCWB**

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

**VII. Funding Opportunities**

A. The PAYA apprenticeship grant was not awarded to CCWI.

B. The \$175k ORR Grant (Office of Refugee Resettlement), although CCWI had the highest marked application, was awarded by Catholic Charities to be distributed to the Adult Eds.

- C. CCWI will be applying for a \$150k grant of TIF money with the City of Portland. The deadline for submission is August 14<sup>th</sup>.
- D. Opioid NEG – Antoinette and Jillian have been working hard on the \$2mil NEG. It is expected to be finished and ready for submission in 2 weeks.

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

- A. Local Plan Revision Status
  - On July 17, CCWI submitted the draft plan to MDOL. We are currently awaiting approval from the State.
- B. MDOL/SWB Updates
  - The SWB failed to repeal the 70% policy at their 6/28/19 meeting
  - They changed their definition of the 70% so that it’s broader
  - Per MDOL reps instructions, we submitted a LIB that disregards the 70% policy
- C. State Workforce Board Representation
  - Steve Gorden expressed interest in being appointed to the SWB to represent CCWI
  - His application has been sent to the State
- D. Infrastructure Funding Agreement
  - Still awaiting action from MDOL
- E. Monitorings Update
  - USDOL monitored TechHire in May. Still awaiting report
  - USDOL is coming to review MDOL’s compliance
  - CCWI’s auditors are coming in October
  - MDOL’s monitor from DAFS came to CCWI in June. This was her first monitoring of CCWI and the first one of the three Workforce Boards. We expect this report to have more scrutiny than in years past.
- F. Annual Meeting recap & feedback
  - Ran smoothly, as usual. Plenty of good networking and presentations
  - After a Survey Monkey poll, there was a consensus that a shorter, earlier meeting might be good to try next year.
  - Next year’s date for the Annual Meeting is Friday, June 12, 2020
- G. WIOA Funding Formula Meeting
  - MDOL is scheduled to meet with the BOD on August 21<sup>st</sup> @ 1pm to explain to them how the WIOA funding amounts are determined
- H. Workforce Scholarship Fund
  - Decided to table discussion on this until Charlie can be a part of the conversation

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

Came out of executive session at 10:57am

**IX. Adjourn**

**VOTE: To adjourn the meeting at 11:08am**

Motion: Mary Trescot    Second: Lydia Sy    Vote: All in Favor

Respectfully Submitted,



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Valerie Odams, CCWI Executive Assistant

10/4/19  
Approved