

**CCWI BOARD OF DIRECTORS' MEETING**  
**Friday March 5, 2021 - 8:45AM**  
**VIRTUAL MEETING - VIA ZOOM VIDEO TECHNOLOGY**

_____ Commissioner Charles Crosby, III Sagadahoc County	_____ Commissioner Stephen Gorden Cumberland County	_____ Commissioner Betty Johnson Waldo County
_____ Commissioner Mary Trescot Lincoln County	_____ Commissioner Rick Parent Knox County	_____ Commissioner Richard Clark, York County
_____ CCWB Chair Denise Griffin, SPHR, SCP	_____ CCWB Vice Chair Michelle Love	_____ Past CCWB Chair, Lydia Sy
_____ Past CCWB Chair, Bob Schmidt	_____ CCWI Executive Director Antoinette Mancusi	_____ CCWI Executive Assistant Valerie Odams

**AGENDA**

1) **Welcome / Call to Order** – Review / Revise Agenda Time: \_\_\_\_\_

2) **Review / Accept Draft Minutes from 1/8/21:**

Revise/Approve the Draft BOD Meeting Minutes of January 8, 2021

3) **Affiliate Site Certification:**

a. Consideration of Action to certify the Springvale CareerCenter site

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_

b. Consideration of Action to certify the Brunswick CareerCenter site

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_

c. Consideration of Action to certify the Greater Portland (Jetport) CareerCenter site

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_

d. Consideration of Action to certify the Belfast CareerCenter site

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_

4) **CCWI Financials:**

a) Consideration of Action to Review and File the CCWI Financial Reports dated 12/31/20.

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_

b) Consideration of Action to approve the CCWI Audit Report for Fiscal Year 2019-2020

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_

c) Discussion regarding threshold amount for signatory approval for subrecipient payments.

d) Consideration to approve revisions to CCWI's financial policy manual.

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_

5) **CCWB Composition Review:**

- a) Membership roster
  - 1. Update on recruitment

6) **Local Plan 2021-2025 Project**

- a) Review Workplan
- b) Review Timeline
  - i) March 2-9                      Host 5 stakeholder sessions
  - ii) March-April                 Draft Local/Regional Plan
  - iii) **Week of May 10**        Coastal Counties Workforce Board votes to adopt Local Plan
  - iv) May 14                         Release Draft Local/Regional Plan for Public Comment
  - v) June 4                          Submit to Maine Department of Labor for approval

7) **Executive Director’s Report** – *Antoinette Mancusi, CCWI Executive Director*

- a) Rural Health Care Grant Update
- b) Tech Hire – USDOL Extension Denial
- c) Conflict of Interest Statement – Annually each March

8) **Adjourn:**

**Time:** \_\_\_\_\_

Motion: \_\_\_\_\_

2nd: \_\_\_\_\_

Vote: \_\_\_\_\_

**Upcoming CEO Meeting Dates for PY2020-2021**

<p>Friday mornings, 8:45 a.m. to 11:00 a.m., at CCWI, 14 Maine Street, Suite 203A, Brunswick*</p> <p><i>May 7, 2021</i> <i>July 23, 2021</i> <i>November 5, 2021</i></p> <p><b>CCWI Annual Meeting</b></p> <p><i>September 17, 2021</i></p> <p><small>* Until further notice, these meetings will be conducted virtually using Zoom. All information will be disseminated via email prior to the meetings.</small></p>
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