

**Coastal Counties Workforce Investment Area  
CCWI Executive Board of Directors  
Meeting Minutes 03/07/2025 @ 8:45 am  
Via Zoom**

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**Board of Directors in Attendance:** President & Commissioner Charles Crosby III (Sagadahoc County); Jim Cloutier (Cumberland County); Secretary/Treasurer & Commissioner Betty Johnson (Waldo County); Commissioner Ed Glaser (Knox County); Commissioner Evan Goodkowsky (Lincoln County); Commissioner Richard Clark (York County); Carrie Murphy (CCWB Chair); Lydia Sy (Past CCWB Chair)

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**Others in Attendance:** CCWI Executive Director Antoinette Mancusi; CCWI Deputy Director Heather Stott; CCWI Executive Assistant Jennifer Galletta

**Board of Directors Absent:** None

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

- a. President & Commissioner Charles Crosby began the meeting at 8:49 a.m. and called attendance. It was determined that a quorum was present.

**B. Consent Agenda:**

- a. Minutes from January 24, 2025
- b. Financial Reports / CCWI Expenditures
- c. Active Contracts and Modifications

VOTE: Consideration of Action to approve the consent agenda

Motion: Richard Clark 2nd: Betty Johnson Vote: All in Favor

**C. Election of Chief Elected Officials (CEOS):**

- a) Consideration of Action to Elect **Charles Crosby** as CCWI President

Motion: Richard Clark 2nd: \_\_\_\_\_ Vote: All in Favor

- b) Consideration of Action to Elect **Jim Cloutier** as CCWI Vice President

Motion: Richard Clark 2nd: \_\_\_\_\_ Vote: All in Favor

- c) Consideration of Action to Elect **Betty Johnson** as CCWI Secretary/Treasurer

Motion: Richard Clark 2nd: Jim Cloutier Vote: All in Favor

**D. CCWB Membership:**

- a. Membership roster & WIOA compliance: The board discussed how to ensure the CCWB stays in WIOA compliance by recruiting new members from the business sector.
- b. CCWB Membership:

**Term Expirations / Renewals**

- Jennifer Steeves, York and Cumberland County, Workforce Representative (Expired 03/04/2025)

Consideration of Action to approve the renewal of Jennifer Steeves to the CCWB membership.

Motion: Jim Cloutier 2nd: Richard Clark Vote: All in Favor

**New Proposed Board Member**

- Jaime Grover, Cumberland County, Business Representative, Dynamic Fitness

Consideration of Action to approve Jaime Grover to the CCWB membership.

Motion: Jim Cloutier 2nd: Richard Clark Vote: All in Favor

**E. Executive Director's Report:**

- a. CEO Agreement Renewal: The board will circulate and sign a new renewal agreement since WIOA has been codified and many new commissioners have joined the BOD since the last renewal.
- b. Local Plan 2025-2029: Commissioners are invited to be a part of the committee if they are interested and have capacity. The BOD requested to have a final copy of the plan.
- c. Employment Recovery National Emergency Grant Submission: CCWI submitted an application in February.
- d. Conflict of Interest Form: BOD members were reminded to submit a new COI form for 2025.

**F. Adjourn:**

**VOTE: To adjourn the meeting at 9:49 a.m.**

Motion: Betty Johnson 2nd: Ed Glaser Vote: All in Favor

Respectfully Submitted,



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Jennifer Galletta  
CCWI Executive Assistant

04/09/2025  
Approved