

**Coastal Counties Workforce Inc.
CCWI Executive Board of Directors
Meeting Minutes 11/21/2025 @ 8:45 AM
Via Zoom**

Board of Directors in Attendance: President & Commissioner Charles Crosby III (Sagadahoc County); Vice President 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); Justin Cotta Holmes (CCWB Vice Chair); Carrie Murphy (CCWB Chair); Lydia Sy (Past CCWB Chair).

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

Board of Directors Absent: None.

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

- a. President & Commissioner Charles Crosby III began the meeting at 8:45 a.m. and called attendance. It was determined that a quorum was present.

B. Consent Agenda:

- a. Minutes from August 15, 2025
- b. Financial Reports/CCWI Expenditures
- c. Active Contracts and Modifications

VOTE: Consideration of Action to approve the consent agenda.

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

C. Transfer of Funds:

- a. CCWI requests to return \$16,638.17 from WIOA Adult to WIOA Dislocated Worker.

VOTE: Consideration of Action to approve the funding transfer request of \$16,638.17 from WIOA Adult to WIOA Dislocated Worker.

Motion: Richard Clark 2nd: Ed Glaser Vote: All in Favor

D. CCWI Financial Manual Update:

- a. CCWI requests to update the CCWI Financial Manual (see page 84 – Description of Cost Allocation Methodology).

VOTE: Consideration of Action to approve the changes to the CCWI Financial Manual.

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

E. CCWB Membership:

- a. The CCWB membership and ratio were discussed. The business member percentage is within compliance at 56% (the requirement is 51%). A discussion took place about recruiting additional business members. There was also conversation about recruiting another union member since one may depart in 2026 and the CCWB needs at least two to remain in compliance.

- b. Term Expirations/Renewals:

Kelly Flagg, of Associated General Contractors Maine and Jim Whitten of Southern Maine Community College (Expired 11/04/2025).

Consideration of Action to approve the renewals of Kelly Flagg and Jim Whitten to the CCWB.

Motion: Jim Cloutier 2nd: Evan Goodkowsky Vote: All in Favor

- c. New Proposed Board Members:

Rene Smith, Cumberland County, CareerCenter Manager, Maine Department of Labor.

Consideration of Action to approve Rene Smith to the CCWB membership.

Motion: Ed Glaser 2nd: Richard Clark Vote: All in Favor

F. Executive Director's Report:

- a. Board of Directors 2026 Meeting Calendar: CCWI needs to sign a contract with HGI for the September 2026 annual meeting. There was discussion about how to pick a date that does not conflict with the statewide county commissioners' meeting. President Crosby will reach out to Lauren at the Maine County Commissioners Association to see if a date has been set for 2026.
- b. Upcoming Election Reminder: The BOD members were reminded that their elections will take place at the next meeting on January 23, 2026.
- c. National Dislocated Worker Request: Antoinette shared information about the National Dislocated Worker Grant for Maine's Healthcare Industry that was presented to the State of Maine Bureau of Employment Services. CCWI proposed collaborating with Commissioner Fortman, Deputy Commissioner Dina, and Director Moore to prepare a DWG application.

- a. Adjourn:

VOTE: To adjourn the meeting at 9:09 a.m.

Motion: Richard Clark 2nd: Evan Goodkowsky Vote: All in Favor

Respectfully Submitted,



Jennifer Galletta
CCWI Executive Assistant

01/23/26

Approved