

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 08/28/2020
Via Zoom**

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 Rick Parent (Knox County); Commissioner Richard Clark (York County); Denise Griffin (CCWB Chair); Michelle Love (CCWB Vice-Chair); Bob Schmidt (Past CCWB Chair);

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

Board of Directors Absent: Commissioner Mary Trescot (Lincoln County); Lydia Sy (Past CCWB Chair)

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

President & Commissioner Charles Crosby called the meeting to order at 8:49a.m. No revisions to the agenda were requested.

II. Review/Approve Draft Minutes of July 16, 2020

Minutes were reviewed for the previous meeting which was held on 7/16/2020. Minutes were unanimously accepted.

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

VOTE: Consideration of Action to Review and File the CCWI Financial Report dated 8/19/2020

Motion: Betty Johnson 2nd: Steve Gorden Vote: All in Favor

IV. CCWB Membership Updates – *CCWI Executive Director, Antoinette Mancusi*

1. Current board composition is out of WIOA compliance. Due to recent recruitment, if perspective members are voted in, the CCWB membership will be in compliance.

2. Approval of considered new members to the Coastal Counties Workforce Board

VOTE: Consideration of Action to approve Kwame Yeboah as a member of the CCWB

Motion: Denise Griffin 2nd: Betty Johnson Vote: All in Favor

VOTE: Consideration of Action to approve Diana Roberge as a member of the CCWB

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

VOTE: Consideration of Action to approve Kate Bellmore as a member of the CCWB
Motion: Betty Johnson 2nd: Denise Griffin Vote: All in Favor

3. Bob Schmidt is currently working on recruiting Marc Belanger from CCB, Inc. and Charlie Zachau from Zachau Construction
4. Current CCWB membership renewals – Samantha Fenderson, Joni Boissonneault, and Tom Nickerson. The BOD agreed that they should continue on the Board.

V. Executive Director’s Report – CCWI Executive Director, Antoinette Mancusi

A. CCWI Outreach Materials

1. 2019 CCWI Annual Report
2. Opioid Brochure – BOD will be receiving this shortly
3. Services Brochure
4. CCWI Website has been revamped on the back end and updated. LMI resources are also updated quarterly.

B. PY20 WIOA Award

1. We have the award. Has not been signed yet. A provision was added by MDOL that makes it CCWI’s responsibility to certify all regional affiliate sites. This is not a WIOA requirement, it’s only a TEG. Commissioner Gorden stated that he wanted it on record that they are not in agreement with MDOL that CCWI must certify affiliate sites.

VOTE: Consideration of Action to not approve the MDOL requirement that CCWI certifies all regional affiliate sites.

Motion: Steve Gorden 2nd: Richard Clark Vote: All in Favor

2. Local Performance Measures have been raised in the PY20 Award by MDOL. Due to COVID-19 and a shrinking of allocations, these measures are not realistic. Commissioner Gorden stated, “Whereas we are concerned positively with the increases in the performance requirements, we are placing them on hold until the COVID-19 economic issues are solved.”

VOTE: Consideration of Action to ask the functioning administration to place on hold the MDOL-required increase in performance measures written in the PY20 contract until the COVID-19 economic issues are solved.

Motion: Steve Gorden 2nd: Betty Johnson Vote: All in Favor

C. Local Board Certification

1. CCWI has been certified.

D. One-Stop Center Certification Discussion

1. Local boards are required to certify the One-Stop Center once every 3 years. CCWI is in process of the certification along with our One-Stop Operator and Core Partners. It should be completed in a few months.

E. One-Stop Operator Update

1. As of July 1st, 2020, we have an executed agreement with the Cutler Institute to be the region's One-Stop Operator.

F. Infrastructure Funding Agreement (IFA) Update

1. A letter was sent to MDOL stating that the CCWI BOD invoked the state set-aside funding formula. The letter was received, but CCWI has not received a response.

VI. 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: Richard Clark Vote: All in Favor
No action was taken.

VI. Adjourn

VOTE: To adjourn the meeting at 9:58am

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

Respectfully Submitted,



Valerie Odams
CCWI Executive Assistant

11/6/2020
Approved