

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 01/08/2020
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); Denise Griffin (CCWB Chair); Michelle Love (CCWB Vice-Chair); Bob Schmidt (Past CCWB Chair); Lydia Sy (Past CCWB Chair)

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

Board of Directors Absent: Commissioner Richard Clark (York County); Commissioner Mary Trescot (Lincoln County)

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

President & Commissioner Charles Crosby called the meeting to order at 9:02a.m. No revisions to the agenda were requested.

II. Review/Approve Draft Minutes of November 6, 2020

Minutes were reviewed for the previous meeting which was held on 11/6/2020. Minutes were unanimously accepted.

III. Affiliate Site Certification

- A. Rockland – the Certification Application, other accompanying documentation, and the Section 188 self-evaluation was received from the CareerCenter Manager, Susan LeClair, as well as a recommendation from Eric Dibner from the Maine state ADA office. The information was assessed by the Certification Review Team (CRT), comprised of Kim Moore, MDOL/BES; Karen Fraser, MDOL/DVR; Gail Senese, MDOE; and Heather Stott, Goodwill of Northern New England. The consensus from all was to certify the Rockland location with notes on a few things that will need to be addressed.

VOTE: Consideration of Action to accept the CRT’s recommendation to certify the Rockland CareerCenter

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

- B. The CRT hopes to complete review of the Springvale, Brunswick, Greater Portland (Jetport), and Belfast sites in time for the CCWI BOD’s next meeting on March 5th.

IV. CCWI Financials – CCWI Executive Director, Antoinette Mancusi

- A. The report in the packets has since been updated and the new expenditure report has been received by the BOD.

VOTE: Consideration of Action to Review and File the CCWI Financial Report dated 7/1/20 to 11/30/20

Motion: Betty Johnson 2nd: Rick Parent Vote: All in Favor

- B. CCWI is requesting to move \$60,000 from the WIOA PY19 Dislocated Worker program to the Adult program. Dislocated Workers are not asking/needng as much for training/support services to the degree the Adult population is. We could use the funds in the Adult program. Due to this, WIOA-Adult spending has outspent WIOA-Dislocated Worker.

VOTE: Consideration of Action to approve the transfer request of \$60,000 in funding moved from the PY19 Dislocated Worker program to the Adult program

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

V. CCWB Membership Updates – CCWI Executive Director, Antoinette Mancusi

- A. Due to the loss (non-renewal) of Kelly Scott from Tyler Technologies, the current board composition is not in WIOA compliance with only 50% business. Discussion was had regarding two possible solutions: to remove the existing CEO from the CCWB which would bring business to 52%, or adding additional Business representative(s) to the roster. Upon review, the BOD agreed that seeking 2 new Business reps in the York County area would be a good solution, as York is underrepresented on the board. Steve will connect his contact, Greg Zinzer, York County Administrator, to Antoinette for possible suggestions.
- B. CCWB members Charles Crosby III & Lydia Sy have terms expiring in February 2021. They have both agreed that they would like to renew for another term, and all of the BOD agreed to accept their renewals.

VI. Election of Chief Elected Officials (CEOs) Officers

Commissioner Rick Parent suggested to renew the current slate of CCWI officers. The 3 current officers have agreed to run for another term.

- A. **VOTE:** Consideration of Action to approve Charles Crosby III as CCWI President.

Motion: Rick Parent 2nd: Steve Gorden Vote: All in Favor (Charlie abstained)

- B. **VOTE:** Consideration of Action to approve Steve Gorden as CCWI Vice President

Motion: Rick Parent 2nd: Betty Johnson Vote: All in Favor (Steve abstained)

- C. **VOTE:** Consideration of Action to approve Betty Johnson as CCWI Secretary Treasurer.

Motion: Rick Parent 2nd: Steve Gorden Vote: All in Favor (Betty abstained)

VII. Executive Director's Report – CCWI Executive Director, Antoinette Mancusi

- A. Infrastructure Funding Agreement (IFA) – CCWI is happy to report that after years of attempts, we are now in WIOA compliance with a fully executed and signed IFA between core partners. Infrastructure costs for the One-Stop Center will now be shared among all partners versus being absorbed by only Workforce Solutions as has been the case.
- B. Outreach Materials Assistance – CCWI is taking on a grass roots approach for program recruitment due to under enrollment. Targeted outreach is going to be pursued for the various grants. CCWI is also requesting dissemination of the marketing materials through the BOD. Links to the CCWI website as well as individual digital flyers will be emailed to them to distribute to their contacts.
- C. CCWI Payroll Company – A decision was made to switch from Paper Trails to Anchor Tax & Bookkeeping for payroll needs. The payroll administration will be conducted by another Anchor employee and separately from Anchor's current bookkeeping contract with CCWI.
- D. Youth RFP & Local Plan Time Frame – In the next year, the Youth RFP and a revised/new Local Plan need to be deployed. We will focus on the Local Plan first. Both will be a huge undertaking.
- E. Rural Health Care Grant & USDOL Monitoring Updates – While CCWI eagerly awaits the results of both the RHCG and USDOL Monitoring, no news has been received from either regarding an updated status. Antoinette will report out on the results of both by the March 5th BOD meeting.

VIII. Adjourn

VOTE: To adjourn the meeting at 10:17am

Motion: Steve Gorden Second: Betty Johnson Vote: All in Favor

Respectfully Submitted,



Valerie Odams
CCWI Executive Assistant

03/05/2021
Approved