

**Coastal Counties Workforce Investment Area  
CCWI Executive Board of Directors  
Meeting Minutes 03/05/2021  
Via Zoom**

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**Board of Directors in Attendance:** Vice President & Commissioner Stephen Gorden (Cumberland County); Secretary/Treasurer & Commissioner Betty Johnson (Waldo County); Commissioner Richard Clark (York County); Commissioner Rick Parent (Knox County); Denise Griffin (CCWB Chair); Michelle Love (CCWB Vice-Chair); Lydia Sy (Past CCWB Chair)

**Others in Attendance:** CCWI Executive Director Antoinette Mancusi; CCWI Director of Programs, Jillian Sample; CCWI Executive Assistant Valerie Odams

**Board of Directors Absent:** President & Commissioner Charles Crosby III (Sagadahoc County); Commissioner Mary Trescot (Lincoln County); Bob Schmidt (Past CCWB Chair)

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

Vice President & Commissioner Steve Gorden called the meeting to order at 8:50 a.m. No revisions to the agenda were requested.

**II. Review/Approve Draft Minutes of January 8, 2021**

Minutes were reviewed for the previous meeting which was held on 1/8/21. Minutes were unanimously accepted.

**III. Affiliate Site Certification**

A. The Certification Applications, other accompanying documentation, and the Section 188 self-evaluations were received from the CareerCenter Managers of the Springvale, Brunswick, Greater Portland (Jetport), and Belfast, 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 above locations with notes on a few things that will need to be addressed.

**VOTE:** Consideration of Action to accept the CRT's recommendations to certify the Springvale, Brunswick, Greater Portland, and Belfast CareerCenters.

Motion: Betty Johnson 2<sup>nd</sup>: Denise Griffin Vote: All in Favor

B. This vote brings all CareerCenters in the Coastal Counties area into compliance.

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

- A. The latest financial report dated 12/31/20 is 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 12/31/20.

Motion: Betty Johnson 2<sup>nd</sup>: Rick Parent Vote: All in Favor

- B. RHR Smith has completed its Fiscal Audit of CCWI for FYE 6/30/2020. The BOD has been provided a copy of the full Audit report, as well as the Management Letters from RHR Smith. There were no findings in the report.

**VOTE:** Consideration of Action to approve the CCWI Audit Report for Fiscal Year Ending 6/30/2020

Motion: Rick Parent 2<sup>nd</sup>: Betty Johnson Vote: All in Favor

- C. There was discussion regarding the current threshold amounts determining when two signatures/approvals are needed for payments to subrecipients and contractors. It was determined that the current amounts as stated in the CCWI Financial Policy are too low for current and imminent needs. Suggestions for increases were from \$75k to \$125k for subrecipients, and from \$10k to \$25k for contractors.

It was determined that Secretary/Treasurer Betty Johnson will be cc'd on all full weekly drawdown requests, regardless of if the new threshold amounts are exceeded.

**VOTE:** Consideration of Action to approve increasing the threshold amounts requiring two signatures/approvals for payments to \$125,000 for subrecipients and \$25,000 for contractors.

Motion: Rick Parent 2<sup>nd</sup>: Betty Johnson Vote: All in Favor

- D. A tracked draft of proposed changes to the CCWI Financial Policy, as well as a summary of the changes were provided to the BOD. These include some cleanup of language & staff titles; the addition of a CFO contractor; and revised language regarding Risk Mitigation, Procurement Policies, and differentiation of subawards vs. contracts that are consistent with OMB law.

**VOTE:** Consideration of Action to approve revisions to CCWI's Financial Policy Manual.

Motion: Betty Johnson 2<sup>nd</sup>: Rick Parent Vote: All in Favor

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

- A. The BOD was given the current list of CCWB members. There have been no changes since the last meeting.
- B. The CCWI Membership Development Committee has been working to add business members. There should be 1-2 nominations by the next BOD meeting in May.

**VI. Local Plan 2021-2025 Project**

CCWI has been tasked with creating a Local/Regional Workforce Plan by June 4, 2021. The BOD has been updated on where we are in the process via a review of the Workplan and Timeline for what is left to do. They have been encouraged to participate in the process that will culminate in a vote from them and the CCWB in May.

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

- A. Rural Healthcare Grant – In January, CCWI was awarded a \$2.5mil Rural Healthcare Grant from USDOL. Work has already begun in setting up the system and engaging the grant partners.
- B. TechHire – USDOL has denied CCWI's request for a no-cost, one year extension for this grant. Due to the impact of Covid-19, CCWI still has numbers to meet and \$1mil left to spend. USDOL is being asked to reconsider due to the pandemic difficulties in 2020.
- C. Conflict of Interest Statement – Annually in March, the CEOs and CCWB members will be asked to renew and sign their COI statement. The BOD has been provided the form.

**VIII. Adjourn**

**VOTE: To adjourn the meeting at 10:09am**

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

Respectfully Submitted,

  
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Valerie Odams  
CCWI Executive Assistant

5/7/21  
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Approved