

**Coastal Counties Workforce Investment Area  
CCWI Executive Board of Directors  
Meeting Minutes 05/07/2021  
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 Richard Clark (York County); Denise Griffin (CCWB Chair); Michelle Love (CCWB Vice-Chair); Lydia Sy (Past CCWB Chair); Bob Schmidt (Past CCWB Chair)

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

**Board of Directors Absent:** Commissioner Rick Parent (Knox County); Commissioner Mary Trescot (Lincoln County)

---

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

Vice President & Commissioner Steve Gorden called the meeting to order at 8:52 a.m. A revision of the agenda was made to include a vote of acceptance of the CCWI 2021-2025 Local Plan.

**II. Review/Approve Draft Minutes of March 5, 2021**

Minutes were reviewed for the previous meeting which was held on 3/5/21. Minutes were unanimously accepted.

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

A. The latest financial report dated 3/31/21 is in the packets has 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 3/31/21.

Motion: Betty Johnson 2<sup>nd</sup>: Richard Clark Vote: All in Favor

B. The PY21 Administrative Budget was put forth to the BOD for consideration.

**VOTE:** Consideration of Action to approve the CCWI Administrative Budget for Fiscal Year Ending 6/30/2022

Motion: Betty Johnson 2<sup>nd</sup>: Richard Clark Vote: All in Favor

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

With the resignation of Steve Ryan of the Belfast Area Chamber of Commerce, the current board composition is in WIOA compliance with 52% business. With the addition of Joseph DaSilva of CVS Health and the replacement of Jennifer O’Leary of MaineHealth with Jennifer Kopp, also of MaineHealth, the board will still be in compliance with 53% business.

A. **VOTE:** Consideration of Action to approve Jennifer Kopp as a member of the CCWB  
Motion: Betty Johnson      2<sup>nd</sup>: Lydia Sy      Vote: All in Favor

B. **VOTE:** Consideration of Action to approve Joseph DaSilva as a member of the CCWB  
Motion: Lydia Sy      2<sup>nd</sup>: Richard Clark      Vote: All in Favor

**V. Local Plan 2021-2025 Project Update**

A. Along with the CCWI Local Plan Steering Committee, CCWI staff have completed a final draft of the 2021-2025 Local Plan.

B. The Committee met on May 4<sup>th</sup> and have approved the plan as written.

C. The draft Plan was presented to the BOD for their review and approval

D. **VOTE:** Consideration of Action to approve the CCWI 2021-2025 Regional Strategic Workforce Plan.

Motion: Betty Johnson      2<sup>nd</sup>: Richard Clark      Vote: All in Favor

E. The draft Plan will be presented to the Coastal Counties Workforce Board on May 13<sup>th</sup> to vote on plan approval.

F. Once the plan is approved, the public comment period will be for 10 business days from May 17 to May 28.

G. Plan must be submitted to MDOL by June 4<sup>th</sup>.

**VI. Executive Director’s Report – CCWI Executive Director, Antoinette Mancusi**

A. TechHire – USDOL has denied CCWI’s request for a no-cost, one year extension for this grant. After being asked to reconsider their decision and being denied again, CCWI has decided to end the grant without further action to pursue an extension.

B. USDOL & MDOL monitoring results have still not been submitted to CCWI by MDOL. Currently they are 3 years in arrears for providing the reports. CCWI has learned through verbal communications that there were no substantial issues or findings with the monitorings.

C. PY21 allocations were received from MDOL on 5/6/21. Adult, Dislocated Worker, and Youth funding has been increased. More information will be provided at next BOD meeting.

D. Conflict of Interest Statement – members of the BOD that have not completed and submitted their Conflict of Interest form were reminded to do so as soon as possible.

**VII. Move to Executive Session**

Pursuant to Title 1, Chapter 13, Subchapter 1, 405.6.A regarding an employment/personnel matter

**VOTE:** To enter into Executive Session.

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

**VOTE:** To exit Executive Session.

Motion: Richard Clark                      2<sup>nd</sup>: Betty Johnson                      Vote: All in Favor

**VIII. Adjourn**

**VOTE: To adjourn the meeting at 10:06am**

Motion: Lydia Sy                      2<sup>nd</sup>: Denise Griffin                      Vote: All in Favor

Respectfully Submitted,

  
\_\_\_\_\_  
Valerie Odams  
CCWI Executive Assistant

7/30/2021  
\_\_\_\_\_  
Approved