

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 07/30/2021
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)

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); Lydia Sy (Past CCWB Chair); Bob Schmidt (Past CCWB Chair)

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

President & Commissioner Charles Crosby III called the meeting to order at 8:58 a.m. No revisions to the agenda were requested.

II. Consent Agendas Discussion

Consent Agendas would provide the BOD with updated, routine, self-explanatory information in a single motion. If questions or discussion needs to be addressed, it will be moved to the full agenda.

VOTE: Consideration of Action to approve the rule of order allowing for consent agendas for the CCWI Board of Directors.

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

III. Consent Agenda:

- A. BOD Meeting Minutes – 5/7/21
- B. Financial Reports dated 6/30/21
- C. Local Workforce Plan
- D. Upcoming Monitorings / Audit
- E. New One-Stop Operator Staff
- F. CCWB Membership Roster / Compliance
- G. Congressionally Directed Spending (CDS) Request – Senator King.

VOTE: Consideration of Action to accept and approve the Consent Agenda.

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

IV. ByLaws Revisions: – *CCWI Executive Director, Antoinette Mancusi*

- A. Remote Meetings – complying with LD-32 regarding virtual/hybrid meetings.
- B. Changes to quorum/voting for CCWB – addresses the unnecessary additional quorum requirement for the current 51% business attendance in the ByLaws. 51% is only mandated in WIOA for the board composition, not as a voting requirement. Proposed changes only require 51% of board attendance to attain a quorum.
- C. Youth Standing Committee Revisions – proposed changes state that the Chair shall be a CCWB member from Business and that it “must include representatives from community-based organizations with a demonstrated record of success in serving eligible youth.”

VOTE: Consideration of Action to approve the proposed changes to the By-Laws
Motion: Richard Clark 2nd: Steve Gorden Vote: All in Favor

- D. The BOD has requested for the next meeting to have a policy written for the ByLaws and Financial Manual addressing electronic signatures.

V. CCWI Annual Meeting 9/17/21 – *CCWI Executive Director, Antoinette Mancusi*

- A. CCWB Chair Denise Griffin, Antoinette, and Valerie have been discussing options for a hybrid Annual Meeting that fulfill technology, space, and parking needs.
- B. Antoinette and Valerie met with CCWB members Jim Whitten (SMCC) and Tom Nickerson (UMA-Brunswick) to view spaces and discuss capabilities
- C. A decision was made to use the L.L. Bean Learning Commons at the SMCC Campus at Brunswick Landing. Tentative plans were made to use the SMCC auditorium for the December CCWB quarterly meeting.

VI. WIOA PY21 Award Update – *CCWI Executive Director, Antoinette Mancusi*

The BOD was informed that CCWI now has a signed Award from MDOL. Overall, the amounts were higher than in the previous year. Discussion centered around the allocation breakdown.

VII. WIOA Service Provider RFP – *CCWI Executive Director, Antoinette Mancusi*

- A. This region’s WIOA service provider has been Goodwill of NNE for 10+ years. However, CCWI has been out of compliance with WIOA since a new RFP should have been undertaken. CCWI will commence RFP process as follows:
- B. The timeline for this project is:
 - 1. Sept-Oct – develop RFP
 - 2. Nov – Post RFP
 - 3. Dec – Review responses
 - 4. Early January – make announcement

5. July 1, 2022 – new service provider commences

C. The BOD agreed to move forward with an RFP process for regional Youth Service Provider. The BOD decided not to RFP Adult and Dislocated Worker services.

VIII. Adjourn

VOTE: To adjourn the meeting at 10:09am

Motion: Betty Johnson

Second: Richard Clark

Vote: All in Favor

Respectfully Submitted,

Valerie Odams
Valerie Odams
CCWI Executive Assistant

11/5/21
Approved

DRAFT