

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 11/05/2021
Via Zoom**

Board of Directors in Attendance: President & Commissioner Charles Crosby III (Sagadahoc County); Vice President & Commissioner Stephen Gorden (Cumberland County); Commissioner Richard Clark (York County); Commissioner Mary Trescot (Lincoln County); Denise Griffin (CCWB 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: Secretary/Treasurer & Commissioner Betty Johnson (Waldo County); Commissioner Rick Parent (Knox County); Michelle Love (CCWB Vice-Chair)

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

President & Commissioner Charles Crosby III called the meeting to order at 8:57 a.m. No revisions to the agenda were requested.

II. Consent Agenda:

- A. BOD Meeting Minutes – 7/30/21
- B. Financial Reports dated 9/30/21
- C. Active Contracts – BOD was given summary documentation of all Contracts/Awards issued since 1/1/2020.

VOTE: Consideration of Action to accept and approve the Consent Agenda.
Motion: Richard Clark 2nd: Mary Trescot Vote: All in Favor

III. Transfer of WIOA Funds: – *CCWI Executive Director, Antoinette Mancusi*

CCWI is requesting consent to move \$50,000 from WIOA PY20 DW to WIOA PY20 Adult funding.

VOTE: Consideration of Action to approve the transfer of \$50,000 from DW to Adult
Motion: Denise Griffin 2nd: Richard Clark Vote: All in Favor

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

Membership Roster was discussed with the BOD. CCWB is currently in compliance with mandates. However, prospectively, given two upcoming resignations there is a need for two more business representatives. BOD members gave suggestions for business members to be considered and forwarded to the Membership Development Committee.

VOTE: Consideration of action to approve Justin Cotta Holmes for the CCWB.

Motion: Steve Gorden 2nd: Denise Griffin Vote: All in Favor

V. Executive Session

Pursuant to Title 1 MRSA § 405 6 F. Discussions of information contained in records made, maintained, or received by a body or agency when access by the general public to those records is prohibited by statute.

VOTE: Consideration of action to go into Executive Session (9:10am).

Motion: Denise Griffin 2nd: Steve Gorden Vote: All in Favor

VOTE: Consideration of action to come out of Executive Session (9:38am).

Motion: Denise Griffin 2nd: Steve Gorden Vote: All in Favor

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

- A. Appeals committee – because Denise Griffin serves on the RFP Committee, she is unable to be on the Appeals committee. The BOD will recommend an alternate person, if needed.
- B. Career National Emergency Grant – Funding has been approved for CCWI to receive ~\$400k for building a virtual American Jobs Center. We await the contract from MDOL.
- C. Treasurer's Responsibility – Guidance was sought on who to call in the event that Secretary/Treasurer Betty Johnson is not available to approve and sign documents. Charles Crosby was identified as the first backup with Steve Gorden as second backup.

VII. Adjourn

VOTE: To adjourn the meeting at 10:09am

Motion: Steve Gorden Second: Denise Griffin Vote: All in Favor

Respectfully Submitted,



Valerie Odams
CCWI Executive Assistant

1-7-2022

Approved