

**Coastal Counties Workforce Investment Area  
CCWI Executive Board of Directors  
Meeting Minutes 1/07/2022  
Via Zoom**

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**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); Commissioner Mary Trescot (Lincoln County); Denise Griffin (CCWB Chair); Michelle Love (CCWB Vice-Chair); Lydia Sy (Past CCWB Chair); Bob Schmidt (Past CCWB Chair)

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

**Board of Directors Absent:** Commissioner Rick Parent (Knox County)

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**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 – 11/5/21
- B. Financial Reports
- C. Active Contracts – BOD was given documentation on the Career NEG through MDOL

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

Motion: Betty Johnson      2<sup>nd</sup>: Steve Gorden      Vote: All in Favor

**III. CCWB Membership Update: – *CCWI Executive Director, Antoinette Mancusi***

- A. Recruitment efforts are underway by the Nominations Committee to find 2-3 business members for the CCWB after Jennifer Rice and Jim Butler opted not to renew their membership.
- B. There are 6 CCWB members that have expressed that they would like to renew their CCWB membership which is set to expire on 1/18/22: Chris Arbour, Cory King, Denise Griffin, Bob Schmidt, Laura Lindblom, and Heather Stott.

**VOTE:** Consideration of Action to renew the slate of CCWB members listed above for another 3 year term. (Denise Griffin & Bob Schmidt abstained)

Motion: Charlie Crosby      2<sup>nd</sup>: Steve Gorden      Vote: All in Favor

#### IV. Election of Chief Elected Officials (CEOs) Officers

The three current BOD officers have agreed to continue for another term:

1. Charles Crosby III – President
2. Steven Gorden – Vice President
3. Betty Johnson – Secretary/Treasurer

**VOTE:** Consideration of Action to renew the slate of BOD Officers above. (Charlie, Steve, & Betty abstained)

Motion: Richard Clark      2<sup>nd</sup>: Lydia Sy      Vote: All in Favor

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

##### A. WIOA Youth Services RFP Update

CCWI received three respondents to the Youth Services RFP. The RFP Review Committee has met and scored the submissions. They have picked the candidate that scored the best and will be presenting their recommendations to the CCWB on Jan 18 for an official vote.

##### B. Auditor Services Procurement

Since the last RFP for Auditor Services in 2014, RHR Smith has been conducting annual fiscal audits of CCWI. The BOD agreed it was time to RFP again.

**VOTE: Consideration of Action to start the process for an Auditor Services Procurement RFP.**

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

##### C. Staffing Update

Adrian Cohen, CCWI's Senior Program Manager will be out on maternity leave beginning in 1-2 weeks and lasting for 3 months. CCWI staff will be reduced by 25% during this time.

##### D. OSO Role & Contract Update

USM's Cutler Institute, One Stop Operator, the lead, Nikki Williams has resigned. Cutler restaffed this role but it was not a good fit. Adding funding from the Career NEG will secure a full time staff person who will work solely on CCWB needs - as OSO and will work on the Career NEG tasks to develop the Virtual American Jobs Center for the coastal counties area.

##### E. Maine Workforce Boards Update

1. Northeastern Workforce Board's Executive Director, Joanna Russell will be retiring soon

2. Central Western Workforce Board's Executive Director, Stacy Kilroy has resigned leaving only one staff person.

**VI. Adjourn**

**VOTE: To adjourn the meeting at 10:01am**

Motion: Steve Gorden

Second: Denise Griffin

Vote: All in Favor

Respectfully Submitted,



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Valerie Odams  
CCWI Executive Assistant

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3/4/2022

Approved