

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 3/4/2022
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); Carrie Murphy (YSC 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 Mary Trescot (Lincoln County); Commissioner Rick Parent (Knox County); Denise Griffin (CCWB Chair); 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 8:48 a.m. No revisions to the agenda were requested.

II. Consent Agenda:

- A. BOD Meeting Minutes – 1/7/22
- B. Financial Reports
- C. Active Contracts – BOD was given documentation on the Employment Recovery Grant

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

Motion: Betty Johnson 2nd: Steve Gorden Vote: All in Favor

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

Up for consideration, three new business members for the Coastal Counties Workforce Board:

- Jennifer Steeves of CCB, Inc.
- Sara Brinkner of MEMIC
- Benjamin Millick of Peoples United Bank

VOTE: Consideration of Action to accept the slate of CCWB members listed above for a 3-year term.

Motion: Betty Johnson 2nd: Steve Gorden Vote: All in Favor

IV. Executive Director's Report – CCWI Executive Director, Antoinette Mancusi

A. Program Fact Sheets

One page fact sheets have been developed for CCWI's 7 current grants as an overview of the grants. The sheets have been included in the packet and are also available under the "Resources" page of the CCWI website.

B. Employment Recovery Grant

This 2-year grant was awarded to CCWI from USDOL for ~\$2.3million. It focuses on reemployment services for dislocated workers who have been recently laid off and supports unemployed individuals with structured employment and training services.

C. Staffing: Two Postings Currently

CCWI has two positions that need filling:

- Business Services Liaison (full time)
- OSO Policy Associate through Cutler Institute

Both positions are having challenges finding qualified candidates due to the worker shortage.

D. Outreach Committee Work

CCWI has developed an ad-hoc Outreach Committee chaired by CCWB member Tom Nickerson. The focus will be on developing outreach strategies and a statement of work for a vendor to continue outreach work.

E. Auditor RFP Results

By the deadline of Feb 22, CCWI received 2 proposals for Auditors from:

- Purdy Powers
- RHR Smith

After completing the scoring on the submissions, a recommendation was put forth to the CCWI BOD to continue with RHR Smith for another 3 years.

VOTE: Consideration of Action to accept the recommendation that RHR Smith continue as CCWI Auditor for the next 3 years.

Motion: Richard Clark Second: Betty Johnson Vote: All in Favor

Adjourn

VOTE: To adjourn the meeting at 9:29am

Motion: Steve Gorden Second: Betty Johnson Vote: All in Favor

Respectfully Submitted,

Valerie Odams

Valerie Odams
CCWI Executive Assistant

5/6/2022

Approved