

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 5/6/2022
Via Zoom**

Board of Directors in Attendance: President & Commissioner Charles Crosby III (Sagadahoc County); Secretary/Treasurer & Commissioner Betty Johnson (Waldo County); Commissioner Richard Clark (York County); Commissioner Mary Trescot (Lincoln County); Commissioner Rick Parent (Knox County); Denise Griffin (CCWB Chair); Bob Schmidt (Interim CCWB Vice Chair); Carrie Murphy (YSC Chair); Lydia Sy (Past CCWB Chair)

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

Board of Directors Absent: Vice President & Commissioner Stephen Gorden (Cumberland County)

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

- A. President & Commissioner Charles Crosby III called the meeting to order at 8:51 a.m.
- B. No revisions to the agenda were requested.
- C. Upon the resignation of Vice Chair Michelle Love, the Executive Committee named past CCWB Chair Bob Schmidt as Interim Vice Chair.

II. Consent Agenda:

- A. BOD Meeting Minutes – 3/4/22
- B. Financial Reports dated 3/31/22
- C. Active Contracts – BOD was given documentation on the Opioid Grant’s Mod #2 for MDOL and Goodwill

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

Motion: Betty Johnson 2nd: Denise Griffin Vote: All in Favor

III. CCWI PY22 Administrative Budget

- A. The CCWI administrative budget varies only 18% from the PY21 approved budget.
- B. Increases on the personnel line reflect raises and the hiring of a new staff member
- C. Increases on the Out of State Travel line reflect the return of in-person conferences and meetings post-covid.

VOTE: Consideration of Action to approve the proposed CCWI PY22 Administrative Budget.

Motion: Betty Johnson Second: Mary Trescot Vote: All in Favor

IV. CCWI Bylaws Discussion

The proposed changes address the process and cover contingencies if a member of the Executive Committee resigns mid-term.

VOTE: Consideration of Action to approve the proposed changes to the CCWI ByLaws.

Motion: Betty Johnson Second: Lydia Sy Vote: All in Favor

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

- The CCWB membership is in compliance with State and Federal WIOA law.

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

A. Staffing Update

- Mark Guzzetta was hired on April 14th as CCWI’s new Business Services Liaison.
- The Cutler Institute has hired Amy Geren to serve as the CCWI One-Stop Operator.
- Adrian Cohen, CCWI Senior Program Manager, has returned to work after maternity leave.

B. Electronic Signature Policy

CCWI will be using Adobe Forms using “Fill and Sign” for replacement of physical signatures needed for most CCWI documents.

C. WIOA PY22 Allocation Status

CCWI has not yet received the WIOA PY22 Allocations from MDOL.

D. MDOL Program Monitoring Report & CCWI Response

On February 14th, CCWI received the Program Monitoring Report for PY18-19 and PY20.

1. CCWI had 4 concerns that were addressed. 3 of the 4 have been resolved, with the 4th finding resolution on July 1st.
2. Workforce Solutions had seven findings that were answered on May 5th.
3. CCWI awaits notification from MDOL of resolution.

E. WIOA Reauthorization

The authorization for WIOA expired in 2020. USDOL is working on the Workforce Innovation and Opportunity Act of 2022. The proposed changes include:

- Fully funds WIOA programs by authorizing \$74 billion over six years, which will allow the workforce system to serve one million workers per year by 2028;
- Establishes a permanent Department of Labor program to help individuals released from incarceration transition back to employment and access sustainable career pathways;
- Expands summer and year-round jobs programs for youth;
- Strengthens the quality of the Jobs Corps program;

- Codifies partnerships between employers and community colleges to provide high-quality job training;
- Strengthens industry and sector partnerships to better meet the needs of both employers and job seekers; and
- Provides funding for innovative approaches to workforce development.

VII. Move to Executive Session

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

VOTE: Consideration of Action to move into Executive Session at 9:16am.

Motion: Denise Griffin Second: Mary Trescott Vote: All in Favor

Adjourn

VOTE: To adjourn the meeting at 9:35am

Motion: Lydia Sy Second: Betty Johnson Vote: All in Favor

Respectfully Submitted,



Valerie Odams
CCWI Executive Assistant

8/12/22

Approved