

**Coastal Counties Workforce Investment Area  
CCWI Executive Board of Directors  
Meeting Minutes 11/4/2022 @ 8:45am  
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 Rick Parent (Knox County); Denise Griffin (CCWB Chair); Carrie Murphy (YSC Chair); Bob Schmidt (Interim CCWB Vice Chair)

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

**Board of Directors Absent:** Commissioner Mary Trescot (Lincoln County); Lydia Sy (Past CCWB Chair)

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**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.

**II. Consent Agenda:**

- A. BOD Meeting Minutes – 8/12/22
- B. Financial Reports dated 9/30/22
- C. Active Contracts – BOD was given documentation on the Refugee Career Pathway Grant

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

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

**III. CCWI Budget Revision**

A. Due to the acquisition of several new grants and the hiring of staff a revised CCWI budget is put forth.

**VOTE: Consideration of Action to approve the proposed adjustments in the CCWI Administrative Budget**

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

**IV. CCWB Membership**

A. CCWB membership is compliant with WIOA law, with currently 53% of members from the Business category. The addition of a returning Board member, Kelly Flagg, would bring the CCWB membership up to 55% Business.

**VOTE: Consideration of Action to approve Kelly Flagg as a member of the CCWB.**

Motion: Richard Clark      Second: Bob Schmidt      Vote: All in Favor

- B. Five CCWB members are up for renewal to the CCWB: Mary Ellen Barnes, J. Scott Christman, Charles Crosby III, Peter Russell, and Jim Whitten. All members have stated that they would like to remain on the CCWB.

**VOTE: Consideration of Action to approve the above slate of members up for renewal on the CCWB.**

Motion: Steve Gorden      Second: Richard Clark      Vote: All in Favor

\*Commissioner Charles Crosby III abstained

**V. CCWI PY21-22 Audit**

RHR Smith conducted their annual audit on CCWI. As with prior years, there were no findings.

**A. VOTE: Consideration of Action to approve the PY21-22 CCWI Fiscal Audit.**

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

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

**A. Refugee Career Pathways Grant**

On October 3, 2022, CCWI received notice that it was awarded a 3-year, \$750k grant through the Department of Health & Human Services. This grant will serve 210 Afghan refugees.

**B. Grant Applications**

CCWI is still awaiting answers on the MDOL ARPA Grant for \$500k, and the \$3.2m QUEST NEG applied for by MDOL

**C. Creative Partner Community Outreach RFQ**

- CCWI has selected Townsquare Media for the Outreach RFQ
- Since its inception, TSM has revamped Workforce Solutions logo & website, created a greater social media presence, and created and implemented radio slots.
- CCWI is working on creating an ROI to determine the effectiveness of the campaign

**D. CCWI Staffing Update**

- With the departure of Senior Program Manager, Adrian Cohen, CCWI hired Kyle Olson to fill the position
- Lynn Dondis has been hired as a part-time Program Manager for the Refugee Career Pathways Grant. She will be working ~20/wk and brings a wealth of experience from her time at USDOL.

- Former Director of Maine Department of Education, Gail Senese, has agreed to come to work with CCWI as a contractor for the Refugee Career Pathways Grant

E. Succession Planning

The CCWB will have a vote on officers (chair and vice chair) for the CCWB at the next CCWB meeting. Denise Griffin, Chair of the CCWB will not be renewing. Discussion was had over what to do when an officer leaves the position before the term has timed out.

**Adjourn**

**VOTE: To adjourn the meeting at 9:41am**

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

Respectfully Submitted,

  
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Valerie Odams  
CCWI Executive Assistant

01/06/2023  
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Approved