

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 05/19/2023 @ 8:45am
Via Zoom**

Board of Directors in Attendance: President & Commissioner Charles Crosby III (Sagadahoc County); Secretary/Treasurer & Commissioner Betty Johnson (Waldo County); Commissioner Jim Cloutier (Cumberland County); Carrie Murphy (CCWB Chair); Peter Russell (CCWB Vice Chair); Bob Schmidt (Past CCWB Chair)

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

Board of Directors Absent: Commissioner Richard Clark (York County); Commissioner Rick Parent (Knox County); Commissioner Mary Trescot (Lincoln County); Lydia Sy (Past CCWB Chair)

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

- A. Secretary/Treasurer & Commissioner Betty Johnson called the meeting to order at 8:52 a.m. Commissioner Johnson called for volunteers interested in being nominated for the Vice President role of the Board of Directors. Commissioner Jim Cloutier volunteered.

VOTE: Consideration of Action to approve Commissioner Cloutier as the new CCWI BOD Vice President.

Motion: Betty Johnson Second: Charlie Crosby Vote: All in Favor

- B. Since Commissioner Gorden resigned from the BOD and Maine State Workforce Board (SWB), BOD needed to select a new CCWI CEO representative to the Maine State Workforce Board. Commissioner Johnson expressed an interest. The BOD members endorsed her. Antoinette will contact Chris Quint at the State to advise him of our new representative.
- C. Annual Conflict of Interest forms are due from the Commissioners (CCWB members have already filled them out). A blank form was included in their email and packets. They were asked to return them as soon as possible.
- D. The next BOD meeting is scheduled for July 14. Due to scheduling conflicts, this meeting must be moved. The BOD agreed to a rescheduling for July 21. If this meeting is not needed it can be cancelled.

II. Consent Agenda:

- A. BOD Meeting Minutes – 3/3/23 & 3/13/23
B. Financial Reports & Expenditures

- C. Newly Executed Contracts:
 - a. ARPA – MDOL & WFS
 - b. Career Mod #1 – MDOL & WFS
 - c. PY22 Mod #1 – MDOL & WFS

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

Motion: Charlie Crosby Second: Jim Cloutier Vote: All in Favor

III. CCWI PY23 Administrative Budget

- A. A new administrative line item budget was put forth to the BOD for approval.

VOTE: Consideration of Action to approve the PY23-24 CCWI Administrative Budget as presented.

Motion: Charlie Crosby Second: Jim Cloutier Vote: All in Favor

IV. CCWB Membership

- A. CCWB Members Joni Boissonneault (CBO) and Tony Sirois (Union) have resigned from the CCWB. Nick Paquet (Union) has timed out of the Board. The CCWB Membership committee has been actively attempting to recruit new union members. Discussion was made that they consider different kinds of unions (healthcare, police, firefighters). Work will continue in this area.

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

A. Grant Updates

1. After a long process, the 2nd Increment Request for \$800,000 from the Employment Recovery NEG was sent to USDOL for approval. CCWI awaits USDOL response.
2. Work is underway with the application for the \$2m Building and Infrastructure Grant (BIG). This grant will focus on Green Energy advances in Maine. The grant will be submitted by the end of June. The BOD requested a copy of the FOA on the grant. It will be emailed to all.

B. Annual Meeting Update

On September 15, CCWI will hold their first in-person Annual Meeting since pre-pandemic. Discussion was had about the timing and focus of the meeting. It was determined that we will start the Corporate Business meeting at 8:30am and go straight into the awards ceremony with breakfast after the business meeting. It is expected to be a shorter meeting than before to enable attendees to schedule commitments later in the day.

C. CCWI Staffing Update

CCWI Director of Programs Jillian Sample has returned to work part-time from maternity

leave. Antoinette expressed how good it is to have her back.

VI. Executive Session

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

VOTE: To go into Executive Session

Motion: Betty Johnson Second: Jim Cloutier Vote: All in Favor

VOTE: To come out of Executive Session

Motion: Betty Johnson Second: Charlie Crosby Vote: All in Favor

Upon exiting Executive Session, the BOD members expressed their appreciation to Antoinette for her commitment and hard work overseeing the administration of workforce programs through CCWI. CCWB Chair Carrie Murphy will be in contact with Antoinette about the results of her annual review.

Adjourn

VOTE: To adjourn the meeting at 9:48am

Motion: Betty Johnson Second: Jim Cloutier Vote: All in Favor

Respectfully Submitted,



Valerie Odams
CCWI Executive Assistant

9/15/23
Approved