

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 01/06/2023 @ 8:45am
Via Zoom**

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

II. Consent Agenda:

- A. BOD Meeting Minutes – 11/4/22
- B. Financial Reports

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

Motion: Richard Clark Second: Rick Parent Vote: All in Favor

III. Transfer of Funds

- A. CCWB would like to transfer \$360,486.08 PY22 WIOA Dislocated Worker funds to PY22 WIOA Adult

VOTE: Consideration of Action to approve the transfer \$360,486.08 PY22 WIOA Dislocated Worker funds to PY22 WIOA Adult

Motion: Richard Clark Second: Rick Parent Vote: All in Favor

IV. CCWB Membership

- A. CCWB membership is compliant with WIOA law, with currently 53% of members from the Business category. Denise Griffin, Laura Moskwa, and Kwame Yeboah have resigned the CCWB. The addition of Derek Fassett from HospitalityMaine would keep the CCWB in compliance with 55% of its members coming from Business.

VOTE: Consideration of Action to approve Derek Fassett as a member of the CCWB.

Motion: Richard Clark Second: Rick Parent Vote: All in Favor

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

A. **Grant Application**

CCWI has applied for a \$150,000 Rural Immigrant Success Exchange (RISE) Grant that will advancing opportunity for rural immigrants, refugees, and migrants from low-income backgrounds in accessing education & training programs, attaining high-quality jobs, and achieving social & economic mobility.

B. **New Grants**

CCWI is still awaiting contracts from MDOL for the \$500k ARPA Grant, and the \$3.2m QUEST Grant.

C. **CCWI Staffing Update**

1. 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

Motion: Charles Crosby Second: Rick Parent Vote: All in Favor

2. **VOTE: Consideration of Action to come out of Executive Session**

Motion: Richard Clark Second: Rick Parent Vote: All in Favor

The Executive Session resulted in the Board of Directors calling for a vote to enable the Executive Director to pursue using a staffing agency to fill a position as Manager of Operations with specialized WIOA experience.

VOTE: Consideration of Action to approve spending up to \$25,000 to find a firm to perform a recruitment/search for a Manager of Operations. Once a firm has been selected, the Executive Director will bring that to the BOD for ratification. (Lydia Sy abstained)

Motion: Charles Crosby Second: Richard Clark Vote: All in Favor

Adjourn

VOTE: To adjourn the meeting at 10:04am

Motion: Richard Clark Second: Rick Parent Vote: All in Favor

Respectfully Submitted,



Valerie Odams
CCWI Executive Assistant

3/3/2023
Approved