

**Coastal Counties Workforce Investment Area  
CCWI Executive Board of Directors  
Meeting Minutes 03/03/2023 @ 8:45am  
Via Zoom**

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**Board of Directors in Attendance:** Secretary/Treasurer & Commissioner Betty Johnson (Waldo County); Commissioner Jim Cloutier (Cumberland 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);

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

**Board of Directors Absent:** President & Commissioner Charles Crosby III (Sagadahoc County); Commissioner Mary Trescot (Lincoln County); Lydia Sy (Past CCWB Chair)

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

- A. Secretary/Treasurer & Commissioner Betty Johnson called the meeting to order at 8:58 a.m.
- B. The Board of Directors welcomed (back) Commissioner Jim Cloutier of Cumberland County after Commissioner Steve Gorden resigned.
- C. In Commissioner Gorden’s absence, the BOD will need to elect a new Vice President. This was tabled until the next BOD meeting on 5/3/23.
- D. In Commissioner Gorden’s absence, the BOD will need to select a new CCWI representative to the Maine State Workforce Board. Commissioner Johnson expressed an interest. This was tabled until the next BOD meeting on 5/3/23. Commissioner Gorden will remain on the SWB until a replacement is selected.

**II. Consent Agenda:**

- A. BOD Meeting Minutes – 1/6/23
- B. Financial Reports
- C. Newly Executed Contracts – QUEST & Opioid DWG Mod

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

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

**III. Budget Revision #2 for PY22**

- A. Areas of the CCWI PY22 administrative budget were reevaluated to decrease funds from some line items in order to increase others. Items increased included: Outreach, Career Pathway Contractor, and Staffing Recruiter lines. None of these revisions change the total budget amount.

**VOTE: Consideration of Action to approve all of the revisions presented.**

Motion: Jim Cloutier                      Second: Richard Clark                      Vote: All in Favor

**IV. CCWB Membership**

- A. With no new changes, the composition of the CCWB remains in WIOA compliance. The two union members have expiring terms. The Executive Committee will be meeting 3/6/23 to discuss options.

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

1. Grant Updates

- 1. As of 3/3/23, CCWI still has not received a signed contract from MDOL for the \$500k ARPA Grant, although we were assured that it is imminently forthcoming.
- 2. CCWI has not received a notice of the results of the \$150,000 Rural Immigrant Success Exchange (RISE) Grant application.
- 3. Work has commenced to prepare for the \$5m Building Infrastructure Grant, although it has had delays in posting.

2. Employment Recovery DWG Monitoring

CCWI received notice from USDOL regarding the monitoring of the ERDW Grant. There were no findings. One area of concern (performance benchmarks – re: under enrollments) is being addressed.

3. CCWI Staffing Update

- a. Two staff members at CCWI have recently had babies, putting strain on an already understaffed organization.
- b. The Director of Programs is scheduled to start back in mid-may at part time schedule.
- c. Two relatively new staff members are still in training

4. Staffing Firm

Per the 1/6/23 meeting with the BOD regarding the hiring of an Operations Manager, Antoinette reached out to 7 staffing agencies to gather information regarding their services. Three of those are viable. Discussion on hiring will resume once Jillian Sample returns from maternity leave.

**Adjourn**

**VOTE: To adjourn the meeting at 9:34am**

Motion: Richard Clark

Second: Betty Johnson

Vote: All in Favor

Respectfully Submitted,

  
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Valerie Odams  
CCWI Executive Assistant

5/5/23  
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Approved