

**Coastal Counties Workforce Investment Area  
CCWI Executive Board of Directors  
Meeting Minutes 05/01/2020  
Via Zoom**

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**Board of Directors in Attendance:** President & Commissioner Charles Crosby III (Sagadahoc County); Commissioner Richard Clark (York County); Secretary /Treasurer & Commissioner Betty Johnson (Waldo County); Commissioner Rick Parent (Knox County); Bob Schmidt (Past CCWB Chair); Denise Griffin (CCWB Chair); Michelle Love (CCWB Vice-Chair) Vice President & Commissioner Stephen Gorden (Cumberland County); Lydia Sy (Past CCWB Chair)

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**Others in Attendance:** CCWI Executive Director Antoinette Mancusi, Director of Operations Jillian Sample, Executive Assistant Amy Wilkinson

**Board of Directors Absent:** Commissioner Mary Trescott (Lincoln County)

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

President & Commissioner Charles Crosby called the meeting to order at 8:52 a.m. No revisions to the agenda were requested.

**II. Review/Approve Draft Minutes of Feb, 28 2020**

Minutes were reviewed for the previous meeting which was held on 02/28/2020. Minutes were unanimously accepted.

**III. CCWI Financials – Commissioner, Charles Crosby**

- a) Consideration of Action to Review and File the CCWI Financial Reports dated April 29, 2020

Motion: Rick Parent                      2nd: Richard Clark      Vote: All in Favor

- b) Consideration of Action to Revise PY19-20 CCWI Budget

Motion: Betty Johnson                      2nd: Rick Parent      Vote: All in Favor

- c) Consideration of Action to Review and Adopt PY20-21 CCWI Budget

Motion: Betty Johnson                      2nd: Rick Parent      Vote: All in Favor

**IV. Executive Director's Report – Antoinette Mancusi**

- 1. One-Stop Center Infrastructure Funding Agreement Memo to MDOL** Our area is out of compliance. CCWI has tried for several years to have the discussion necessary. MDOL did not get back to us with the necessary information/responses to move forward. We have carried the whole cost of our regional One-Stop Comprehensive Center for 3 years under WIOA. Letter February 3rd asking for each partner to pay 25% of 51K. Second letter sent March 4<sup>th</sup>. Denise is holding the BOD's follow up letter and will be sent at the appropriate time. Due to COVID and the situation at MDOL, letter will be sent the first of next week. Week of May 4<sup>th</sup>.
  
- 2. COVID Program Updates** All services are virtual. Career centers throughout the state closed March 18<sup>th</sup> majority of staff are working from home. No customers are coming into the building. The number of referrals has significantly decreased. We are working on virtual services, weekly workshops, workshops starting May 11<sup>th</sup> for job seekers trying to find work.
  
- 3. One-Stop Operator RFP Status Update** On hold. We posted the RFP and never got a response. CCWI engaging in conversation for Sole Source option.
  
- 4. Annual CCWB Meeting** Upcoming June 12<sup>th</sup>. Denise recommends the meeting is held via zoom due to social distancing protocol. BOD discussion about keeping it to a short meeting just to fulfill annual meeting requirements to remain in compliance.

a) Motion to hold meeting via Zoom June 12<sup>th</sup>.

Motion: Betty Johnson

2<sup>nd</sup>: Charles Crosby

Vote: All in Favor

Annual report will not come out in June due to COVID-19 and lack of a physical annual meeting. There is no requirement that it needs to come out in June. Goal is for the report to be disseminated in September.

**5. Potential June BOD Meeting** We may need a June meeting for line item budget contracts depending when Antoinette gets the numbers. Potential for June 12<sup>th</sup> meeting.

**V. Move to 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: Charlie Crosby                      2nd: Betty Johnson                      Vote: All in favor

**Executive Session ended at 11:08 am**

**VI. Executive Director's Salary**

A motion was made to increase the Executive Director's Salary by 4%

Motion: Richard Clark                      2<sup>nd</sup>: Rick Parent                      Vote: All in Favor

**VII. Adjourn**

**VOTE: To adjourn the meeting at 11:15**

Motion: Richard Clark                      2<sup>nd</sup>: Rick Parent                      Vote: All in favor

Respectfully Submitted,

*Amy Wilkinson*

7/16/2020

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Amy Wilkinson

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Approved