

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 11/06/2020, 8:45am
Via Zoom**

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 Rick Parent (Knox County); Denise Griffin (CCWB Chair); Michelle Love (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 Mary Trescot (Lincoln County); Lydia Sy (Past CCWB Chair)

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

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

II. Review/Approve Draft Minutes of August 28, 2020

Minutes were reviewed for the previous meeting which was held on 8/28/2020. Minutes were unanimously accepted.

III. CCWI Financials – *CCWI Executive Director, Antoinette Mancusi*

VOTE: Consideration of Action to Review and File the CCWI Financial Report dated 10/28/2020

Motion: Betty Johnson 2nd: Steve Gorden Vote: All in Favor

IV. CCWB Membership Updates – *CCWI Executive Director, Antoinette Mancusi*

1. Current board composition is in WIOA compliance with 52% business. With the addition of two new board members, one from business and one from workforce, and the replacement of the Adult Ed rep, the board will still be in compliance with 52% business.
2. **VOTE:** Consideration of Action to approve the renewal of board business membership for Carrie Murphy of athenahealth (exp. 11/17/20)
Motion: Betty Johnson 2nd: Steve Gorden Vote: All in Favor

3. Approval of considered new members to the Coastal Counties Workforce Board

VOTE: Consideration of Action to approve Drew Wing as a member of the CCWB

Motion: Betty Johnson 2nd: Steve Gorden Vote: All in Favor

VOTE: Consideration of Action to approve Robert Klaiber (MDOL) as a member of the CCWB

Motion: Denise Griffin 2nd: Steve Gorden Vote: All in Favor

4. Gail Senese put forth two names for consideration as the Adult Ed representative on the CCWB – David Watts, Director, Five Town CSD Adult & Community Education, and Marianne Doyle, Director, Scarborough Adult Learning Center. The board discussed their qualifications. Both members were considered very qualified. However, based on Ms. Doyle’s more extensive history with CTEs (in addition to adult education) the Commissioners decided to approve Marianne Doyle and a motion was put forth.

VOTE: Consideration of Action to approve Marianne Doyle as a member of the CCWB

Motion: Denise Griffin 2nd: Charles Crosby Vote: All in Favor

V. One-Stop Center (OSC) Certification

1. At the last meeting, the BOD took a vote that CCWI should not be responsible for certifying the Centers. Regional USDOL stated that the law requires the workforce boards to certify the OSC & affiliate sites for the entire area, even though we are not co-located at the affiliate sites. CCWI developed a process to certify these Centers. USDOL & MDOL have seen the process and accepted it. CCWI developed a Certification Review Team (CRT) comprised of representatives from MDOL/BES, Director of Adult Education, Director of Voc Rehab, and WIOA Title 1 Director. The system requires each Center to upload evidence of their compliance. The CRT reviewed the evidence and put forth their recommendation to the BOD to certify the OSC_(Lancaster St., Portland).
2. **VOTE:** Consideration of Action to certify the Coastal Counties Region One-Stop Center
Motion: Betty Johnson 2nd: Rick Parent Vote: All in Favor

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

- A. Board Certification Letter – CCWI has received the letter from MDOL stating that we have met the requirement for local board certification.
- B. Infrastructure Cost Agreement (IFA) Update
 1. CCWI has been working with representatives from MDOL/BES, DBVI, Adult Education, and Workforce Solutions to complete the IFA. They met at the OSC to view the space and have developed a timeline for completion. 1-2 meetings in November to work out costs, IFA to be signed by all parties by December 14th, and co-location and cost sharing to begin January 1, 2021

C. USDOL Monitoring

1. USDOL monitored the State of Maine in October and CCWI. There will be no formal report issued until 12/24/2020.
2. There were a couple of observations:
 - The One-Stop Center and affiliate sites are not certified.
 - The IFA has not been executed.
 - CCWI has not procured a Youth Service Provider
 - There is no MDOL representative on the Board
 - The CCWB business membership is out of compliance by percentage.
 - Business engagement
 - Some programmatic issues
3. Once the report is received, CCWI will be drafting responses. The BOD will be provided both the report and ensuing correspondence.

D. Local Performance Negotiations

- a. The negotiations have been completed. We have approved performance rates.

E. Rural Health Care Grant Update

- a. CCWI is applying for a USDOL H-1B, 4-year grant. Maximum award of \$2.5mil.
- b. Application is due 11/13/2020.
- c. Grant will provide Workforce Solutions resources to hire staff specializing in the healthcare careers to recruit & enroll individuals in the healthcare field through the community college, adult education system, and other vendors. It will also fund some supportive services and the procurement of laptops and wifi services, as most training will be virtual.

VII. Adjourn

VOTE: To adjourn the meeting at 9:45am

Motion: Betty Johnson Second: Rick Parent Vote: All in Favor

Respectfully Submitted,



Valerie Odams
CCWI Executive Assistant

1/8/2021
Approved