

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 11/15/2024 @ 8:45 am
Via Zoom**

Board of Directors in Attendance: President & Commissioner Charles Crosby III (Sagadahoc County); Commissioner Jim Cloutier (Cumberland County); Secretary/Treasurer & Commissioner Betty Johnson (Waldo County); Commissioner Rick Parent (Knox County); Commissioner Richard Clark (York County); Carrie Murphy (CCWB Chair); Peter Russell (CCWB Vice Chair); Lydia Sy (Past CCWB Chair)

Others in Attendance: CCWI Executive Director Antoinette Mancusi; CCWI Deputy Director Heather Stott

Board of Directors Absent: Commissioner Mary Trescot (Lincoln County).

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

- a. President & Commissioner Charles Crosby III (Sagadahoc County) began the meeting at 8:47 am and called attendance. It was determined that a quorum was present.

B. Consent Agenda

- a. Minutes from July 19, 2024, and August 2, 2024
- b. Financial Reports / CCWI Expenditures – amended Financial Reports to correct dates.
- c. Active Contracts/Subawards – presented new report format that will be provided every meeting going forward.

VOTE: Consideration of Action to approve the consent agenda

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

C. CCWB Membership

- A. Membership roster & WIOA compliance – Discussed recruitment of members for the Workforce Board and need for additional members representing businesses on the board.

B. CCWB Membership:

Term Expirations / Renewals

- a. Justin Cotta Holmes, Lincoln County, Business Representative (Expired 11/5/2024)

Consideration of Action to approve the renewal of Justin Cotta Holmes to the CCWB membership.

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

New Proposed Board Member

b. James Rather, York County, Economic Development, SMPDC
Consideration of Action to approve James Rather to the CCWB membership.

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

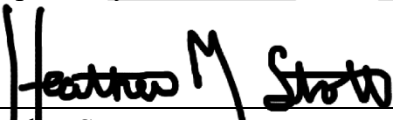
D. Executive Director's Report

- A. CCWI Staffing Update – Executive Assistant search is in process with strong candidates. Jillian Sample is assisting with projects a few hours a week and will be aiding with the onboarding/training of the new Executive Assistant.
- B. New One-Stop Comprehensive Center – The new location almost ready for use. It should be open in a week.

E. Adjourn

VOTE: To adjourn the meeting at 9:11a. Motion: Richard Clark
2nd: Rick Parent Vote: All in Favor

Respectfully Submitted,



Heather Stott
CCWI Deputy Director

01/24/2025
Approved