

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 2/23/2024 @ 9:00am
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 Jillian Sample; CCWI Executive Assistant Valerie Odams

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

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

- A. President & Commissioner Charles Crosby III (Sagadahoc County) began the meeting at 9:06am and called attendance. It was determined that a quorum was present.

II. Consent Agenda

- A. Minutes from November 3, 2023 and November 29, 2023
B. Financial Reports dated December 31, 2023

Consideration of Action to approve the consent agenda above.

Motion: Betty Johnson Second: Richard Clark Vote: All in Favor

III. CCWB Membership

- A. The BOD was given a roster of current CCWB members and their term expirations. Lydia Sy’s term was up for renewal on 2/16/24 and she would like to renew her membership.

Consideration of Action to approve the renewal of Lydia Sy to the CCWB.

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

(Lydia Abstained)

IV. Executive Director’s Report

- A. NOAA Climate Ready ME grant application – On February 9, 2024, CCWI applied for a ~\$5.86m grant to focus on creating jobs around the climate change and resilience industry. The CCWI team worked on this grant for approximately 6 months. Very extensive grant endeavor with many partners. This is a very competitive grant with over 200 letters of intent

submitted. CCWI collected 34 Letters of Commitment from State and local businesses and organizations. A decision is expected in June.

- B. One-Stop Comprehensive Center Discussion – The lease for the current One-Stop Center (OSC) at 190 Lancaster Street, Portland is coming up for renewal. Discussion has begun regarding renewing the lease or searching for a new location. Important Dates: March 31st – notice to landlord due. Sept. 30th – end date to OSC on Lancaster St. with a Summer/early Fall transition if possible.

CCWI currently operates 3 locations, in Belfast, Topsham, and Portland (Lancaster St).

After a lengthy discussion, the BOD is open to pursuing other locations for a Portland OSC. Commissioners Cloutier & Clark will talk with members of their Counties to see if any municipal space would be available. There was also discussion of the need for adding a small location in Biddeford.

The BOD discussed the necessity for accessibility and transportation to any location – Portland center for Cumberland County remains the focus. Due to this and cost, the Greater Portland CareerCenter by the Jetport was ruled out by the Commissioners.

The BOD voted on the following:

VOTE: Consideration of action for the CCWI Board of Directors to allow CCWI's Service Provider Workforce Solutions (operated by Goodwill Northern New England) to find some options for best space for the Area's One-Stop in Portland and possibly additional location in the Biddeford area.

Motion: Richard Clark

Second: Betty Johnson

Vote: All in Favor

Adjourn

VOTE: To adjourn the meeting at 10:47am

Motion: Richard Clark

Second: Rick Parent

Vote: All in Favor

Respectfully Submitted,



Valerie Odams
CCWI Executive Assistant

5/3/24
Approved