

**Coastal Counties Workforce Investment Area
CCWI Executive Board of Directors
Meeting Minutes 5/3/2024 @ 8:45am
Via Zoom**

Board of Directors in Attendance: 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 Executive Assistant Valerie Odams

Board of Directors Absent: President & Commissioner Charles Crosby III (Sagadahoc County); Commissioner Mary Trescot (Lincoln County);

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

A. Commissioner Jim Cloutier (Cumberland County) began the meeting at 8:48am and called attendance. It was determined that a quorum was present.

II. Consent Agenda

A. Minutes from February 23, 2024

B. Financial Reports dated December 31, 2023

VOTE: Consideration of Action to approve the consent agenda above.

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

III. CCWB Membership

The BOD was given a roster of current CCWB members and their term expirations.

Jennifer Kopp's term is up for renewal on 5/7/24 and she would like to renew her membership.

VOTE: Consideration of Action to approve the renewal of Jennifer Kopp to the CCWB.

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

IV. CCWI PY24-25 Administrative Budget

An administrative budget was put forth for the July 2024 – June 2025 fiscal year with a modest 3.99% increase.

VOTE: Consideration of Action to approve the CCWI PY24-25 Administrative Budget as presented.

Motion: Betty Johnson Second: Lydia Sy Vote: All in Favor

V. **CCWI Audit Report for Fiscal Year 2022 – 2023**

RHR Smith conducted their annual audit on CCWI. As with prior years, there were no findings.

VOTE: Consideration of Action to approve the CCWI Audit Report for Fiscal Year 2022 – 2023.

Motion: Betty Johnson

Second: Rick Parent

Vote: All in Favor

VI. **Executive Director’s Report**

- A. WIOA Reauthorization – On April 10th, the House of Representatives passed HR 6655 to reauthorize WIOA which expired in 2019. The bill fell short of the mark on several counts. It allocated 50% of Adult/DW funding to be spent on training while being unclear on their definition of training. It also limited supportive services funding and increased the amount of WIOA funding a governor can retain at the state level.
- B. PREP-ME grant application – CCWI applied for a \$4mil grant to assist in transitioning incarcerated individuals into the workforce. A decision on the award is expected in June.
- C. Afghan Grant Status – Through discussions with the FPO at DHHS, the number of enrollments required for this grant has been lowered from 150 to 50. CCWI will be asking for a modification to the contract to formalize the agreement.
- D. CCWI Staffing Update – CCWI Deputy Director Jillian Sample has given her notice to spend more time raising her family. She has agreed to stay on staff full time until June 13 to transition a replacement. CCWI has made an offer to Heather Stott, current CCWB Board Member and the Executive Director of Workforce Services at Goodwill Northern New England, CCWI’s Service Provider, which she has accepted. Her first day will be May 23rd.
- E. Bank Signatories Vote – Because Jillian’s role (Deputy Director) has her as a signatory at Bath Savings Bank, this signatory role will need to be changed over to the new Deputy Director. Following the completion of a mandatory background check, CCWI’s BOD will make Heather Stott a CCWI signatory.

VOTE: Consideration of Action to remove the current Deputy Directory, Jillian Sample from the bank signatory list at Bath Savings Bank effective 6/13/24 and add the new Deputy Directory Heather Stott effective 6/14/24.

Motion: Lydia Sy

Second: Betty Johnson

Vote: All in Favor

Adjourn

VOTE: To adjourn the meeting at 9:26am

Motion: Betty Johnson

Second: Rick Parent

Vote: All in Favor

Respectfully Submitted,

Valerie Odams

Valerie Odams
CCWI Executive Assistant

05/17/2024

Approved