

## COASTAL COUNTIES WORKFORCE BOARD

Minutes of Workforce Board Meeting  
MRRRA Community Room, Brunswick Landing  
September 13, 2018

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**Board Members in Attendance:** Jennifer Andrews, Joni Boissonneault, Paulette Bonneau, Charles Crosby, Samantha Fenderson, Denise Griffin, Shannon Kashinsky, Kim Moore, Carrie Murphy, Tom Nickerson, Nick Paquet, Bob Schmidt, Kelley Scott, Lydia Sy

**Board Members Absent:** Mary Ellen Barnes, Julie Chase, Lynn Clark, Kelly Flagg, Kate Griffin, Darla Jewett, Kelly Osborn, Claudia Raessler, Peter Russell, Anthony Sirois, Erika Stone

**Staff in Attendance:** Antoinette Mancusi, Executive Director; Jillian Sample, Director of Operations; Valerie Odams, Executive Assistant

**Others in Attendance:** Ryan Anderson, Brenda Gagne, Gail Kezer, Mary LaFontaine, Diana McCain, Pam Moody, Gail Senese, Linda Winton, Dave Wurm, Laura Tait, Liz Love, Megan Dichter, Christa Baade, Adrian Cohen, Sheila Muldoon,

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### I. WELCOME / CALL TO ORDER / INTRODUCTIONS - *Lydia Sy, CCWB Chair*

Chair Lydia Sy called the meeting to order at 9:12a.m. and welcomed everyone to the meeting.

- Introductions were made around the room.
- Lydia thanked Shannon Kashinsky of PeoplesChoice Credit Union and Lynn Clark of Mölnlycke for underwriting the costs of the CCWB meetings and called for other companies to join.

#### A. Minutes of June 8, 2018 Meeting

**VOTED:** *To approve the minutes of June 8, 2018 meeting as written.*

Motion: Shannon Kashinsky      Second: Nick Paquet      Vote: All in Favor

### II. **EXECUTIVE DIRECTOR'S REPORT** – *Antoinette Mancusi, CCWI Executive Director*

1. CCWI Personnel Changes –
  - i. Since our last meeting, Sarah O'Connell has left CCWI for a position at Tyler Technologies.
  - ii. Jillian Sample has been hired as CCWI's Director of Operations and will begin on September 24<sup>th</sup>.
2. WIOA PY18 Award Status

- i. Under duress, on August 31<sup>st</sup>, CCWI provided MDOL with a LIB & participant plan reflecting the 70% minimum to training policy that they were requiring.
  - ii. Antoinette sent a memo to Ed Upham documenting concerns regarding the negative ramifications of adhering to this policy, to have it on record.
  - iii. Additionally, the PY18 Award was decreased again by \$250k. In conjunction with the already \$500k decrease in PY17 funding, CCWI is now operating with a budget that is \$750k less than just two years ago. The decrease is attributed to the WIOA formulas used based on unemployment rates.
  - iv. The current administration has ceased all discretionary grants.
3. Consequences of failing the 70% to training performance measures
  - i. If CCWI fails to meet the metrics for two years in a row (come in at less than 90% to goal), local boards can be decertified.

### **III. PROGRAM STATUS REPORTS – David Wurm & Ryan Anderson, Workforce Solutions**

#### **A. WIOA**

1. Metrics that must be met to stay in compliance with WIOA law.
  - Employment rate – 2<sup>nd</sup> Quarter after exiting program
    - The percentage to goal was 88% of goal. The percentage to goal needs to be at or above 90% to pass performance. This will need to be improved by next annual program year's report.
  - Employment rate – 4<sup>th</sup> Quarter after exiting program
  - Median Earnings – 2<sup>nd</sup> Quarter after exiting program
  - Credential Attainment
    - The attainment rate was 36.36% and the goal was 64.1%. The percentage to goal needs to be at or above 90% to pass performance. This will need to be improved by next program year's annual report.
  - Measurable Skills Gains
2. Challenges to attaining compliant metrics
  - Maine Job Link - Performance data did not populate the MJL until March 2018 which resulted in no ability to review real-time data and adjust
  - New case management system – limited training and TA.
  - Heavy staff turnover due to PY17 funding issues
3. Plan to address Challenges
  - Staff training
  - MJL reporting

#### **B. TECHHIRE**

1. Overview:
  - We are now mid-way through this 4-year, \$4million grant cycle. May ask for an extension
  - Goal is 500 participants served – 375 youth and 125 adults statewide
  - CCWI is focusing on finding Youth (17-29 years old) middle- to high-skilled IT occupations.
2. Challenges:
  - Hard to bring the youth demographic in – under-enrollment

- Reduction in customer flow & leverage
  - Change in Boot Camp vendor & format
  - Data system change
3. 3-Track approach:
    - Track 1: Rapid Employment – least amount of training needed
    - Track 2: Skills Training – Accelerated learning, credentialed, hands-on
    - Track 3: Need work experience, need remedial math or English
  4. Service Providers:
    - Workforce Solutions – Serve 350 participants in 11 counties, 3 FTE navigators & .8 FTE program manager
    - Eastern Maine Development Corp (EMDC) – Serve 150 participants in 5 counties, 2 FTE career navigators
  5. Contractors:
    - Educate Maine – IT Career Coach, consults and provides TA
    - UMA – Accelerated Training, Laser credentials for up to 60 participants, 6 credit-bearing courses, 5 subject areas, 3 cohorts
  6. Partners: Adult Education & Educate Maine
    - Outreach & Recruitment
    - Assessment
    - Programming

**\*\*\*NETWORKING BREAK\*\*\***

**IV. WORKFORCE SCHOLARSHIP FUND** – *Charlie Crosby, CCWI President*

- A. This fund helps those who need help finding employment but may not qualify for Federal funding.
- B. Fund is in serious need of replenishing. CCWI staff is not allowed to fundraise due to WIOA constraints. Call to business board members to ask their businesses for donations to fill the coffers.

**V. PRE-RELEASE EMPLOYMENT PROJECT (PREP) CLOSEOUT** – *David Wurm*

- A. \$499,941 grant to fund an American Job Center in the Cumberland County Jail
- B. Pilot project to help those within 180 days of release find gainful employment upon release
- C. Served 121 clients (97% of goal) over the 2 ½ year grant period.
- D. Successful because we were able to partner with Cumberland County Jail very quickly
  - a. Housing shortage, sober houses, staying out of trouble after discharge, longer, more intensive process

**VI. YOUTH COMMITTEE UPDATE** – *Kim Moore – Greater Portland Workforce Initiative*

- A. WFS has continued to rebuild the Youth program through strengthening their community partnerships with Adult Ed & CBOs, re-opening enrollments, and developing new strategies.
- B. A new Life Navigator position was added to counsel youth with significant issues through substance abuse, housing, parenting, transportation and other barriers to employment. This role also functions as a Career Advisor to connect clients to companies for placement.

**VII. BUSINESS SPOTLIGHT – PEOPLESCHOICE CREDIT UNION** – *Shannon Kashinsky,  
Vice President, Human Resources*

- PeoplesChoice is a member owned credit union in York & Cumberland counties
- They share 5,000 branches and 85,000 ATMs nationwide with other credit unions
- Voted Best Places to Work 2010 – 2017
- Contribute to their community through donations, donated space, and staff volunteer time
- Average employees’ pay rates range from \$15-\$25/hour

**VIII. ADJOURNMENT**

**VOTED:** *The board motions to adjourn at 11:51a.m.*

Motion: Kim Moore    Second: Nick Paquet    Vote: All in Favor

Respectfully Submitted:

*Valerie Odams*

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Valerie Odams  
CCWI Executive Assistant

**APPROVED:** \_\_\_\_\_ 12/13/18 \_\_\_\_\_

**2018-2019 Coastal Counties Workforce Board Quarterly Meetings**

MRRA Community Room (Brunswick Landing)

9:00 – 11:45 a.m.

December 13, 2018

March 14, 2019

**2019 Coastal Counties Workforce Board Annual Meeting**

Hilton Garden Inn, Freeport

10:00am – 1:00pm

June 14, 2019