

## COASTAL COUNTIES WORKFORCE BOARD

Minutes of Workforce Board Meeting  
MRRRA Community Room, Brunswick Landing  
September 12, 2019

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**Board Members in Attendance:** Mary Ellen Barnes, Joni Boissonneault, Paulette Bonneau, Jim Butler, Samantha Fenderson, Denise Griffin, Cory King, Laura Lindblom, Kim Moore, Carrie Murphy, Tom Nickerson, Jennifer Rice, Peter Russell, Bob Schmidt, Kelley Scott, Dawn Self-Cooper, Heather Stott, Lydia Sy, Jim Whitten

**Board Members Absent:** Chris Arbour, Lynn Clark, Charles Crosby III, Nick Paquet, Tony Sirois

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

**Others in Attendance:** Ryan Anderson, Jen Belanger, Gail Senese, Megan Dichter, Pam Moody, Scott Christman, Christa Baade, Joy Gould, Gail Kezer, John Wagner, Stephanie Haskins, Linda Winton, Anita St. Onge, Dave Wurm, Josh Howe, Jennifer O’Leary, Kim Hartley, Ginny Carroll, Terry Hayes, Steve Gorden, Laura Tait, Adrian Cohen, Michelle Love, Sheila Muldoon, Glenn Mills

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

- A. Chair Lydia Sy called the meeting to order at 9:05a.m. and welcomed everyone to the meeting.
  - Lydia introduced returning board member Jim Whitten from SMCC
  - Introductions were made around the room.
- B. Minutes of June 14, 2019 Meeting  
**VOTED: To approve the minutes of June 14, 2019 meeting as written.**  
Motion: Tom Nickerson Second: Cory King Vote: All in Favor
- C. Meeting Sponsorships - A request was made by Lydia for corporate donations to fund meeting expenses. Those members whose company would be willing to donate should speak to Valerie for details.
- D. By-Laws Change: A provision has been made by the CCWI Board of Directors to allow the ED to make changes to the Line Item Budgets and to transfer funding within the WIOA from Adult to DW and vice versa. The ED must make the BOD aware of the funding change at their next meeting.  
**VOTED: To ratify the CCWI By-Laws as amended.**

Motion: Denise Griffin Second: Tom Nickerson Vote: All in Favor

- E. CCWB Officer Elections – The upcoming elections in December will be for the Chair and Vice Chair positions. Call for volunteers to be on the nominations committee.

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

- A. Committee Work & Volunteering –
1. Call for volunteers for Nominations Committee, Industry & Career Pathways Committee, Policy Committee, & Youth Committee
- B. Grants Update: City of Portland TIF (\$150k) & Opioid NEG (\$2.7mil)
1. Applications have been submitted for both grants. While our prospects look favorable, we do not know the results yet.
- C. CCWB Upcoming Work
1. Finalizing PY18 Mod to adjust LIBs & Participant Plans
  2. Final execution of our PY19 WIOA award
  3. One-Stop Operator is a federally mandated position in WIOA law. They must coordinate the service delivery of required one-stop partners & service providers, and the local workforce boards can add additional roles.
  4. Working to renew our required partners MOU and Infrastructure Cost Agreement.
  5. Annual Meeting debrief – After collecting results from a survey after the June 14<sup>th</sup> annual meeting, we've decided that next year we'll have an earlier & shorter breakfast meeting vs. the brunch.

## **III. PROGRAM / FINANCIAL STATUS REPORTS**

- A. Performance measures for WIOA program - *Dave Wurm, Senior Director, Workforce Services*
1. The goal is to reach at least 90% of the agreed upon goal. There were 2 areas that we did meet goal last year. This year has been a very successful year and all areas are on track.
  2. It is expected to see less Dislocated Workers in the programs next year.
  3. Youth numbers are on track and expected to get better after the addition of more staff.
  4. Demographics – info pulled from the Maine JobLink system. This is used to determine the populations being served. Numbers differ from northern to southern Maine based on the demographics. Of note:
    - i. Adult English Language Learners are higher in CC's area vs. statewide
    - ii. Adult Single Parents are lower than the statewide average
    - iii. Youth Basic Skills Deficient, Ex-Offenders, Individuals with Disabilities, and Foster care are all higher in the CC area vs. statewide.
- B. Maine Quality Centers – *Jim Whitten, Dean of Workforce Development & Midcoast Campus, Southern Maine Community College*

1. 1,600 people were trained through MQC statewide last fiscal year at an average cost of \$900 per person.
2. There were 41 MQC projects in SMCC & YCCC alone that brought in new hires, trained incumbent workers, or used the 50/50 match to train incumbent workers.
3. Working with BIW to train for trades while getting free classes, housing, and pay.

**IV. POLICY WORK – Tom Nickerson,**

**A. Follow Up Policy –**

1. WIOA required activity offered to participants after their training/placement has been completed. These services include:
  - a. Additional career planning & case management services
  - b. Contact with the employer to assist with any work-related problems
  - c. Continue to provide information on additional educational opportunities and community services

**VOTED: To approve the changes noted above to the existing policy.**

Motion: Denise Griffin Second: Heather Stott Vote: All in Favor

**B. Monitoring Policy –**

1. To rescind the current policy under WIA and brings it into alignment with MDOL activities
  - a. Changes to an ongoing review to allow more immediate feedback versus just one monitoring per year.

**VOTED: To approve the changes noted to the existing policy.**

Motion: Lydia Sy Second: Jim Whitten Vote: All in Favor

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

**VI. Tight Labor Market – Hiring Difficulties in a Low-Unemployment State – Glen Mills,**  
*Chief Economist at the Center for Workforce Research, Maine Department of Labor*  
(Separate minutes attached)

**V. ADJOURNMENT**

**VOTED: The board motions to adjourn at 11:49a.m.**

Motion: Kim Moore Second: Jim Whitten Vote: All in Favor

Respectfully Submitted:



Valerie Odams  
CCWI Executive Assistant  
9/20/19

**APPROVED: 12/12/19**