



COASTAL COUNTIES LOCALWORKFORCE BOARD
Minutes of Coastal Counties Local Workforce Board Meeting
CEI Maine, Brunswick, ME
March 26, 2026

Board Members in Attendance: Derek Armstrong, Brie O’Malley, Carrie Murphy, Cory King, Jaime Grover, Justin Cotta Holmes, Kelly Osborn, Margaret McDiarmid, Rene Smith, Robin Wood, Samantha Fenderson, Tom Nickerson, Tom Stevens.

Board Members Absent: Allen Lampert, Chris Abour, James Rather, Jennifer Kopp, Jennifer Steeves, Jim Whitten, Kate Bellmore, Kate Van Savage, Kelly Flagg, Lydia Sy, Neil Greenberg, Pamela Bennett.

Staff in Attendance: Antoinette Mancusi, Executive Director, Heather Stott, Deputy Director; Amy Geren, One-Stop Operator; Jillian Sample, Senior Advisor; Kyle Olson, Senior Program Manager; Jennifer Galletta, Executive Assistant.

I. WELCOME / CALL TO ORDER / INTRODUCTIONS: *Carrie Murphy, CCWB Chair*

CCWB Chair Carrie Murphy greeted everyone and took attendance. It was determined that quorum requirements were met at 9:20 am.

II. EXECUTIVE DIRECTORS REPORT: *Antoinette Mancusi, CCWI Executive Director*

- A. **A Moment of Silence:** Antoinette held a moment of silence in acknowledgement of the passing of Waldo County Commissioner and Board Member Betty Johnson.
- B. **Financial Updates and Forms:** CCWB members were provided with a copy of the RHR Smith Audit letter for 2025. An overview of grant spending was given by CCWI, and a financial program report out was shared by Dave Wurm of Workforce Solutions. After the financials, board members were asked to sign the annual Conflict of Interest Form per WIOA guidelines.
- C. **New Employment Recovery Dislocated Worker Grant (Proposal):** An overview of the new statewide Employment Recovery Dislocated Worker Grant proposal was presented, including program scope and anticipated implementation if awarded.
- D. **Annual Meeting Update:** EA shared that the CCWB Annual Meeting has been scheduled for Friday, September 11, 2026, at the Hilton Garden Inn in Freeport.
- E. **Active Grant Fact Sheets:** CCWB members were informed about the development and availability of 2026 Active Grant Fact Sheets available in print and on the CCWI website.
- F. **Lightcast Six Coastal Counties Economic Overview:** A regional economic overview for the Six Coastal Counties was presented using Lightcast data, highlighting labor market trends. CCWB members were informed they can reach out to CCWI as needed to request reports.

- G. **AI Workgroup Update:** The CCWI AI Workgroup has been formed with CCWI staff, Workforce Solutions staff, and CCWB members. The idea behind this group is to work on proactive approaches to help job seekers - in light of what AI changes and/or challenges might lie ahead. There are five focus areas that they will home in as shared via the AI Workgroup Workplan Summary document.
- H. **Staffing Updates:** After 21 years with CCWI, Antoinette has decided to step down as Executive Director effective August 31, 2026. The Executive Committee and Board of Directors will discuss next steps about filling the role. Jillian Sample will be departing CCWI on April 24, 2026, and will be moving on to employment with the State Workforce Board at Maine Department of Labor.

III. MEETING MINUTES: *Carrie Murphy, CCWB Chair*

A. Minutes of December 11, 2025, CCWB Meeting

VOTED: *To approve the minutes of December 11, 2025, meeting as written.*

Motion: Corey King Second: Tom Stevens Vote: All in Favor

IV. ITA POLICY: *Antoinette Mancusi, CCWI Executive Director*

- A. Antoinette reviewed updates made to the ITA Policy. The proposed update is intended to ensure that the policy is fully aligned with current federal regulations and does not represent a substantive shift in practice. The board voted to approve the change.

VOTED: *To amend the ITA Policy.*

Motion: Tom Nickerson 2nd; Brie O'Malley Vote: All in Favor

V. CAREER FAIR REVIEW & BOARD RECRUITING: *Kyle Olson, CCWI Senior Program Manager*

Senior Program Manager Kyle Olson shared an overview of the Midcoast Renewable Energy Career Fair that took place in Rockland in October 2025. He also shared a video of board member Kelly Osborn who provided CCWI and employers with a space at Bartlett Woods to host the career fair.

VI. GRANT CLOSEOUTS: *Dave Wurm, Workforce Solutions & Kyle Olson, CCWI*

QUEST: Highlights included strong partnerships with corrections, recovery, and training providers; over \$450,000 invested in post-secondary training; more than \$113,000 in paid work experiences; a successful rapid spend-down of an additional \$191,000 in final-quarter funds; and strategic support for regional layoff responses and apprenticeship pathways, culminating in the successful closeout of the project.

Rural Healthcare: The grant significantly exceeded nearly all performance targets, serving 568 participants and surpassing goals for training enrollment, completion, credential attainment, and employment outcomes, with Maine's results outperforming national benchmarks across most

measures. The project also demonstrated innovation through initiatives such as a laptop loaner program and received national recognition for its program design and outcomes, strengthening CCWI's competitiveness for future funding and establishing sustainable partnerships to continue addressing rural healthcare workforce needs.

VII. WORK SOURCE MAINE VIRTUAL CAREER CENTER: *Amy Geren, Catherine Cutler
Institute at USM, One-Stop Operator*

Amy provided an update on the Work Source Maine Virtual CareerCenter, launched in March 2025. She highlighted strong engagement with approximately 68,000 active users, high utilization of event search and job seeker services, and diverse traffic sources including direct visits, referrals, search, social, and paid campaigns. Additionally, she outlined next steps focused on expanding partner accounts, resources, workshops, and expanding virtual assistant functions.

VIII. STATE WORKFORCE BOARD: WORK SOURCE MAINE WEBSITE: *Chris Quint, State Workforce Board*

Chris introduced Work Source Maine as the state's central online workforce hub connecting job seekers, students, educators, and employers with career exploration tools, training opportunities, and workforce resources all in one place. Chris also highlighted the complementary roles of MyWorkSourceMaine.gov for individualized services and American Job Center access, and WorkSourceMaine.com for career planning, skills assessment, and a statewide training aggregator that streamlines pathways to education and employment.

IX. ADJOURNMENT:

CCWB Chair Carrie Murphy adjourned the meeting at 11:29 a.m.

Respectfully Submitted:



Jennifer Galletta
CCWI Executive Assistant

APPROVED: 06/11/2026
