

COASTAL COUNTIES WORKFORCE BOARD

Minutes of Workforce Board Meeting
VIA ZOOM/Video Technology Meeting
January 18, 2022 @ 1:00 PM

Board Members in Attendance: Chris Arbour, Mary Ellen Barnes, Kate Bellmore, Joni Boissonneault, Scott Christman, Jonathan DaSilva, Marianne Doyle, Samantha Fenderson, Denise Griffin, Robert Klaiber, Jennifer Kopp, Michelle Love, Laura Moskwa, Carrie Murphy, Tom Nickerson, Nick Paquet, Jennifer Rice, Diana Roberge, Bob Schmidt, Lydia Sy, Jim Whitten

Board Members Absent: Jim Butler, Justin Cotta Holmes, Charles Crosby III, Cory King, Laura Lindblom, Peter Russell, Tony Sirois, Heather Stott, Kwame Yeboah

Staff in Attendance: Jillian Sample, Director of Programs; Adrian Cohen, Senior Program Manager; Valerie Odams, Executive Assistant

Others in Attendance: Ryan Anderson, Michael Camire, Laurie McDonald, Rory Nickerson, Joel Segar, James Steed, Dave Wurm

I. WELCOME / ROLL CALL – *Denise Griffin, CCWB Chair*

A. Chair Denise Griffin called the meeting to order at 1:03p.m. and welcomed everyone to the meeting.

- Attendance was called for CCWB members
- A quorum was established

B. RFP Process

- Denise outlined a summary of the process to date
 - i. CCWB established an RFP Review Committee
 - ii. CCWI/Committee began drafting the RFP in July 2021
 - iii. RFP was posted Nov 9, 2021
 - iv. By the due date of Dec 13, 2021, CCWI received 3 bid responses
- Denise asked the CCWB if there were any objections to the stated facts – there was none.

C. Announcement of the RFP Review Committee Report/Recommendation

- After the scoring process was completed, the RFP Review Committee determined that the respondent with the highest score and that had met the required criteria outlined in the RFP was Goodwill of Northern New England.

VOTE: Consideration of action accept the RFP Committee's recommendation to award the subaward/contract to the respondent having met required criteria and receiving the highest score: Goodwill of Northern New England.

Motion: Bob Schmidt Second: Kate Bellmore Vote: All in Favor

- D. The CCWB has unanimously voted to accept the RFP Committees Recommendation - that Goodwill should be awarded the subaward/contract designated in the RFP. This award is a final decision of the CCWB pending the negotiation of the subaward/contract.

II. ADJOURNMENT

CCWB Chair Denise Griffin adjourned the meeting at 1:13p.m.

Respectfully Submitted:



Valerie Odams
CCWI Executive Assistant

APPROVED: 3/10/2022