

COASTAL COUNTIES WORKFORCE BOARD

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

Board Members in Attendance: Mary Ellen Barnes, Joni Boissonneault, Paulette Bonneau, J. Scott Christman, Samantha Fenderson, Cory King, Laura Lindblom, Michelle Love, Kim Moore, Nick Paquet, Jennifer Rice, Peter Russell, Bob Schmidt, Kelley Scott, Dawn Self-Cooper, Tony Sirois, Heather Stott, Lydia Sy, Jim Whitten

Board Members Absent: Chris Arbour, Jim Butler, Charles Crosby III, Denise Griffin, Carrie Murphy, Tom Nickerson, Steve Ryan

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

Others in Attendance: Christa Baade, Ginny Carroll, Adrian Cohen, Stacia Dugas, Megan Dichter, Commissioner Steve Gorden, Matt Hayden, Allen Lampert, Laura Moskwa, James Myall, Shelli Pride, David Watts, Linda Winton

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

- A. Chair Lydia Sy called the meeting to order at 9:07a.m. and welcomed everyone to the meeting.
- Lydia introduced new board members J. Scott Christman, Jennifer O'Leary, and returning member Michelle Love.
 - Introductions were made around the room.

B. Minutes of September 12, 2019 Meeting

VOTED: *To approve the minutes of September 12, 2019 meeting as written.*

Motion: Michelle Love Second: Tony Sirois Vote: All in Favor

C. Meeting Sponsorships

A request was made by Lydia for corporate donations to fund meeting expenses. To date, only The First has donated. Those members whose company would be willing to donate should speak to Valerie for details.

D. By-Laws Change

Substantive changes to the bylaws:

- A quorum for BoD meetings shall be established when:

- 51% of the BoD are present, and
 - At least 3 Commissioners are present
 - The section on proxy voting has been struck, as proxy voting is not appropriate for this kind of entity
 - Clarified that when there is a need for a Nominations Committee, the outgoing CCWB Chair/Vice Chair will appoint the Chair of that committee.
- There will be a Bylaws Committee established to divide the bylaws to those articles that pertain only to the Board of Directors and only to the Workforce Board.

VOTED: To accept the CCWI By-Laws as amended.

Motion: Nick Paquet Second: Peter Russell Vote: All in Favor

E. CCWB Officer Elections

The Nominations Committee, comprised of Cory King, Kelley Scott, Dawn Self-Cooper, and Heather Stott, has accepted and vetted nominations from members of the CCWB for Chair and Vice Chair. They have submitted the following candidates for approval:

- Denise Griffin – Chair
- Michelle Love – Vice Chair

Upon presentation of their letter of recommendations, this committee disbanded.

VOTED: To accept the Nomination Committee’s recommendations for CCWB Officers as Denise Griffin for Chair and Michelle Love for Vice Chair.

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

II. EXECUTIVE DIRECTOR’S REPORT – Antoinette Mancusi, CCWI Executive Director

A. One-Stop Operator RFP Status

1. CCWI originally posted an RFP for a One Stop Operator in September. There were no responses.
2. MDOL requested CCWI repost for a longer period. The RFP was released on November 18, 2019. To date, there have been no responses.
3. Last date for responses is January 13, 2020.
4. If no responses are submitted, CCWI will request to MDOL that CCWI sole sources the position.

B. CCWB Committee Work

1. The standing committees (Executive, Youth Standing, & Appeals) are mandated by WIOA.
 - a) The Executive committee will be changing now that there are new CCWB officers.
 - b) The Youth Standing Committee is being reconvened.
2. Three Ad-Hoc Committees are called upon when needed. These are:
 - a) Nominations Committee
 - b) Policy Committee
 - c) Membership Committee

3. Now exploring the viability of an Industry & Career Pathways Committee comprised of CCWB members, education, and service delivery partners in CCWI's region.
- C. Grants Update
1. Frontline Health Care Careers for New Immigrants (City of Portland TIF)
 - a) CCWI was selected for this \$150k grant. Will work with MaineHealth to train New Immigrant under- and unemployed workers who are not working to their skill level due to barriers in the immigration process.
 2. Community Development Block Grant – Portland Teens Work
 - a) Awaiting decision on this \$150k grant. WFS would work with two Portland high schools to help young adults guide to a career right out of school, including workshops in the schools.
 3. Opioid NEG – USDOL
 - a) Still awaiting word on this \$2.7mil grant to combat the opioid crisis, specifically focusing on ex-offenders close to release from incarceration.
- D. Upcoming CCWB Board Training – February 26, 2020, 1-4pm
1. Open to new and seasoned CCWB members.

III. PROGRAM / FINANCIAL STATUS REPORTS

- A. WIOA Title 1B – *Adrian Cohen, Youth Program Manager, Workforce Services*
1. Review of fiscals shows that the Adult, DW, & Youth programs' percent spent to plan is on track at this point of the fiscal year. There is expected to be some shifting of money from DW to Adult due to the economy.
 2. Performance measures are on track or exceeding goal for this point in the year in all three programs.
- B. TechHire – *Jillian Sample, Director of Operations, CCWI*
1. CCWI asked and was granted from USDOL a one-year, no-cost extension for this \$4mil grant, as the outcomes are not on track. There have been various obstacles that have impeded the success:
 - a) Withholding of CCWI's PY17 WIOA funding from MDOL
 - b) Transition of the database system – MJL to GoodTrak
 - c) Transition in the Accelerated Bootcamp Training Provider from UNE to UMA
 - d) Lack of basic digital literacy skills in the age group (17-29)
 - e) ComptiaA+ Training Design
 2. New training models include:
 - a) IC3 digital literacy training for those with no previous IT education to be placed in User Support / IT Help Desk roles
 - b) UMA Accelerated Training Program Laser Certificate, short-term training leading to industry credential, Associate or bachelor's degree in Computer Science, or Incumbent Worker Training for those who have previous experience leading to advanced IT occupations.
- C. Maine Quality Centers – *Jim Whitten, Dean of Workforce Development & Midcoast Campus, Southern Maine Community College*

1. Jim gave an update on the Maine Quality Center's work, including key projects with General Dynamics/Bath Iron Works. The Maine Quality Centers have helped over 275 Maine businesses expand and strengthen their workforce. The result: 18,923 Maine people have been trained for new positions.

*****NETWORKING BREAK*****

VI. Maine's Unemployed and Underemployed – *James Myall, Policy Analyst, Maine Center for Economic Policy*

- A. James Myall presented a powerpoint on the current status of Maine's un- and under-employed. Presentation can be found at: http://www.coastalcounties.org/wp-content/uploads/2020/02/Myall_CCWI_pres.pdf

IV. ADJOURNMENT

VOTED: *The board motions to adjourn at 11:50a.m.*

Motion: Kim Moore Second: Peter Russell Vote: All in Favor

Respectfully Submitted:



Valerie Odams
CCWI Executive Assistant

APPROVED: 6/12/2020