

COASTAL COUNTIES WORKFORCE BOARD

Minutes of Workforce Board Meeting
VIA ZOOM/Video Technology Meeting
December 9, 2021

Board Members in Attendance: Kate Bellmore, Joni Boissonneault, Scott Christman, Justin Cotta Holmes, Samantha Fenderson, Denise Griffin, Cory King, Robert Klaiber, Jennifer Kopp, Laura Lindblom, Michelle Love, Laura Moskwa, Tom Nickerson, Jennifer Rice, Diana Roberge, Peter Russell, Heather Stott, Lydia Sy, Jim Whitten, Kwame Yeboah

Board Members Absent: Chris Arbour, Mary Ellen Barnes, Jim Butler, Charles Crosby III, Jonathan DaSilva, Marianne Doyle, Carrie Murphy, Nick Paquet, Bob Schmidt, Tony Sirois

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

Others in Attendance: Bill Card, Jillian Foley, Laurie McDonnell, Linda Winton, Mari O'Neil, Gail Kezer, David Wurm, Shannon Emery, David Klein, Nate Snow, Caroline Paras, Linda Winton, Megan Dichter

I. WELCOME / CALL TO ORDER / INTRODUCTIONS – *Denise Griffin, CCWB Chair*

- A. Chair Denise Griffin called the meeting to order at 9:08a.m. and welcomed everyone to the meeting.
- Attendance was called and introductions were made around the “room.”
 - A new CCWB member was introduced: Justin Cotta Holmes of Maine Business Advisors, LLC
- B. Minutes of September 17, 2021 Meeting
VOTED: *To approve the minutes of September 17, 2021 meeting as written.*
Motion: Michelle Love Second: Jim Whitten Vote: All in Favor

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

- A. Financial Update
1. Grant Spending – Grant spending is on track.
 2. WIOA, Covid DWG, Opioid NEG, and MRHP – Spending is on track for this point in the fiscal year. Percentage metrics are on track.
- B. WIOA Youth Services RFP Update
1. Deadline for RFP proposals at noon 12/13/21.
 2. The Review Committee will begin the work of reviewing and scoring.

3. On January 18, 2022, the CCWB will convene a special meeting to receive the Committee's recommendation for WIOA Youth Services RFP and vote.
4. The announcement of the winning bidder to take place on or before January 19, 2022.

C. Career NEG – Virtual AJC

CCWI has received notice that we were awarded \$380,308 for a two-year Career NEG to create a state-wide Virtual American Job Center platform.

III. Standing Committee Reports – Youth and Career Pathway

- A. The Youth Standing Committee has resumed meeting.
- B. Both committee report-outs are included in the Board packets for review.

IV. One-Stop Operator Integration Report – Jillian Foley, OSO, Cutler Institute, USM

1. Jillian spoke of the changes at Cutler and the direction the OSO will be taking.

V. A Year in Review – Jillian Sample and Adrian Cohen, CCWI, and Dave Wurm, Workforce Solutions

1. Discussion was focused on the pandemic and how it has affected the work being done on each of the grants and the resourcefulness of all staff, both at CCWI and Workforce Solutions, to adjust to the new normal through virtual services and accessibility.
2. All performance measures were met or exceeded.
3. The 5-year, \$4mil TechHire Grant was successfully closed out.
4. Work began on the Maine Rural Healthcare Partnership to train frontline healthcare workers begin and/or advance in the healthcare field.

VI. Program Performance Review – Adrian Cohen, CCWI and David Wurm, Workforce Solutions

1. Data-centric reports were included in the Board packet across the grants. All are performing within the acceptable percent to goal thresholds.

VII. Program Reports

- A. Reports for WIOA, Opioid, Covid, & Maine Rural Healthcare Grants were included in the packet for board members to review. Questions were encouraged.

VIII. ADJOURNMENT

CCWB Chair Denise Griffin adjourned the meeting at 10:34a.m.

Respectfully Submitted:

Valerie Odams

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CCWI Executive Assistant

APPROVED: 3/10/2022