

COASTAL COUNTIES WORKFORCE BOARD

Minutes of Workforce Board Meeting
VIA ZOOM/Video Technology Meeting
March 10, 2022

Board Members in Attendance: Mary Ellen Barnes, Kate Bellmore, Sara Brinker, Marianne Doyle, Samantha Fenderson, Denise Griffin, Cory King, Robert Klaiber, Laura Lindblom, Ben Millick, Laura Moskwa, Tom Nickerson, Nick Paquet, Diana Roberge, Peter Russell, Bob Schmidt, Tony Sirois, Jennifer Steeves, Heather Stott, Lydia Sy, Jim Whitten, Kwame Yeboah

Board Members Absent: Chris Arbour, Joni Boissonneault, Scott Christman, Justin Cotta Holmes, Charlie Crosby, Jonathan DaSilva, Jennifer Kopp, Michelle Love, Carrie Murphy

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

Others in Attendance: Dave Wurm, Caroline Paras, Gail Kezer, Gail Senese, Megan Dichter, Laurie McDonnell, Mari O’Neil, Michael Camire, Glen Mills, Juan Morales, Elizabeth Grout, Tamar Bouchard, Talor Cray, Paulette Bonneau, Shelli Pride, Susan LeClair

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

- A. Chair Denise Griffin called the meeting to order at 9:09 a.m. and welcomed everyone to the meeting.
- Attendance was called and introductions were made around the “room.”
 - New CCWB members were introduced: Jennifer Steeves of CCB, Inc., Sara Brinker of MEMIC, and Ben Millick of People’s United Bank
- B. Annual Conflict of Interest forms are due from all CCWB members by 3/25/22
- C. Minutes of December 9, 2021 meeting
VOTED: To approve the minutes of December 9, 2022 meeting as written.
Motion: Mary Ellen Barnes Second: Peter Russell Vote: All in Favor
- D. Minutes of January 18, 2022 meeting
VOTED: To approve the minutes of January 18, 2022 meeting as written.
Motion: Tony Sirois Second: Samantha Fenderson Vote: All in Favor

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

A. Financial Update

1. Grant Spending – As of 12/31/21, grant spending is on track with a balance of \$4.4million left on the 5 grants.
2. The newly awarded Employment Recovery Grant will be included in the next report that adds \$2.4million (\$800k in 3 installments)
3. WIOA, Covid DWG, Opioid NEG, and MRHP – Spending is on track for this point in the fiscal year. Percentage metrics are on track.

B. Grant Fact Sheets have been created to provide a 1-page synopsis of each active grant. These were emailed to all who attended this meeting and are available on the CCWI website.

C. An RFP process for CCWI Auditor Services has been completed. The applicant with the highest score was RHR Smith.

D. There will be a CCWB Training for new members soon. Unknown as of yet if it will be virtual or in-person. More to come.

E. Two job postings are in active recruitment: Business Services Liaison and Policy Associate for CCWI's OSO.

III. Committee Reports – Youth and Career Pathway

A. The Youth Standing Committee included a report in the Board packet. They met in December to discuss logistics and create a SOW. CCWB member Carrie Murphy is Chair.

B. An Outreach Committee was formed in February, chaired by Tom Nickerson. They have met once to brainstorm employer and jobseeker engagement as well as discuss a Mission and SOW. A RFQ will be developed to hire a consultant to create and deliver the message of services available. Board members were encouraged to join and HR Directors/Managers were asked about disseminating information about Title 1 services to unsuccessful applicants.

IV. Workforce Conditions and Demographic Trends Impacting the Labor Force in Maine – *Glenn Mills, Center for Workforce Research, MDOL*

Mr. Mills presented statistics and trends in the Maine workforce from before the pandemic to current conditions. He also discussed where the future of the workforce is going in light of the effects of the pandemic and new business strategies developed as a result of it. His presentation will be placed on the CCWI website.

V. Outreach Brainstorming – Break-out Rooms

Attendees were split into 5 breakout rooms and asked to help brainstorm around 3 central questions:

1. What are your suggestions on how best to engage employers about CCWB services to support hiring, employee training, and to make referrals for those applicants who are not job ready?
2. We are having difficulty attracting new participants including, older out-of-school youth (age 16-24), individuals with barriers to employment (e.g., health/childcare), long-term unemployed persons, and older laid-off workers. What are your suggestions on strategies we could use to reach these target populations?
3. Do you have any suggestions for consultants or vendors we could contact to help us with our outreach strategy?

Due to the short time remaining in this meeting, answers will be culled and disseminated to the group at a later time.

VI. Program Reports

- A. Reports for WIOA, Opioid, Covid, & Maine Rural Healthcare Grants were included in the packet.

VII. ADJOURNMENT

CCWB Chair Denise Griffin adjourned the meeting at 11:45a.m.

Respectfully Submitted:



Valerie Odams
CCWI Executive Assistant

APPROVED: 6/9/22