

COASTAL COUNTIES WORKFORCE BOARD

Minutes of Workforce Board Meeting
VIA ZOOM/Video Technology Meeting
March 11, 2021

Board Members in Attendance: Chris Arbour, Mary Ellen Barnes, Kate Bellmore, Joni Boissonneault, Jim Butler, Scott Christman, Marianne Doyle, Samantha Fenderson, Denise Griffin, Robert Klaiber, Michelle Love, Tom Nickerson, Jennifer O’Leary, Jennifer Rice, Diana Roberge, Peter Russell, Steve Ryan, Bob Schmidt, Tony Sirois, Heather Stott, Lydia Sy

Board Members Absent: Charles Crosby III, Cory King, Laura Lindblom, Laura Moskwa, Carrie Murphy, Nick Paquet, Jim Whitten, Drew Wing, Kwame Yeboah

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

Others in Attendance: Christa Baade, Bill Card, Virginia Carroll, Jaimi Clifford, Suzannah Deeves, Megan Dichter, Kathryn Ference, Molly Ginn, Melissa Harvey, Stephanie Haskins, Gail Kezer, Laurie McDonnell, Kim Moore, Mari O’Neil, Bonita Pothier, Shelli Pride, Gail Senese, Nate Snow, David Watts, Nikki Williams, Linda Winton, Dave Wurm

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

- A. Chair Denise Griffin called the meeting to order at 9:04a.m. and welcomed everyone to the meeting.
 - Attendance was called and introductions were made around the “room.”
- B. Minutes of December 10, 2020 Meeting
VOTED: To approve the minutes of December 10, 2020 meeting as written.
Motion: Mary Ellen Barnes Second: Lydia Sy Vote: All in Favor
- C. The next meetings of the CCWB are June 10th virtually and the Annual Meeting will be September 17th, hopefully in person in Freeport.

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

- A. Financial Update
 1. WIOA – Spending is on track for this point in the fiscal year. WIOA percentage metrics (i.e., % spent on youth WE training) are on track.
 2. Grant Spending – Grant spending is on track. Although not yet reflected in the grant report dated 12/31/20, PY 19 WIOA funding has been spent out. PY 20 spending has started. The Rural Healthcare grant (\$2.5mil) will be reported in the

next grant report. Also, we are pursuing (with MDOL) the other portion of our grant funding from USDOL for the Opioid grant which will add approximately 1.8 million more to this NEG. Total for the Opioid grant will be 2.6 million.

B. One Stop Center Certification – *Jillian Sample, CCWI Director of Programs*

1. CCWI has completed the certification process for all Centers – WFS & Affiliate sites. CCWI convened a Certification Review Team that was comprised of leadership from the WIOA Core Partners. The next round of certifications is slated for 2024.

C. TechHire

1. CCWI submitted for a second one-year, no-cost extension. CCWI waited until Jan. 2021 (at the direction of USDOL) to submit request. Extension is needed due to restructuring the grant and the effects of the pandemic.
2. On March 2, 2021, CCWI received a letter from USDOL stating our request for an extension was denied.
3. On March 3, 2021, CCWI sent a response to USDOL stating that we followed USDOL’s instruction to apply for the extension and asked that special considerations be made to adjust for the pandemic. No response has been received yet.
4. If the grant is not extended, CCWI will wind up leaving close to \$700k unspent.

D. USDOL Rural Healthcare Grant Update – *Adrian Cohen, CCWI Sr. Program Manager*

1. In January, CCWI was awarded a \$2.5mil grant to help with training and employing 480 rural healthcare workers in Maine.
2. This grant will focus on training and employing workers in healthcare with a focus on Home Health Aides, Nursing Assistants, Medical Assistants, and Pharmacy Technicians.
3. Work has begun in setting up the system and engaging the grant partners.

III. One-Stop Operator Update – *Nikki Williams, Senior Policy Associate, Cutler Institute, USM*

- A. OSO has been conducting interviews with one-stop partners to analyze the system and learn their strengths and where areas of improvement can be made using the SWOT methodology.

IV. Policy Updates – *Jillian Sample, CCWI Director of Programs*

- A. MDOL waiver request (to USDOL) for in-school youth – CCWI wrote a public comment supporting the waiver request because it allows workforce boards discretion. However, our area receives limited youth funding and as such will continue to focus on high risk/barrier out of school youth (pursuant to WIOA).

- B. The Individual Training Accounts (ITA) Policy was revised to ensure compliance with WIOA.

VOTED: *To approve the revised ITA policy as written.*

Motion: Tom Nickerson Second: Michelle Love Vote: All in Favor

- C. The Supportive Services Policy was revised to include a \$750 cap on supportive services and remove the caps for individual categories.

VOTED: *To approve the revised Supportive Services policy as written.*

Motion: Tom Nickerson Second: Michelle Love Vote: All in Favor

V. Program Reports

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

VI. Local Plan 2021-2025 Process

- A. A work plan has been implemented to begin writing the next Local Plan for the Coastal Counties area. All information has been made available on the CCWI website.
- B. A steering committee comprised of CCWB members has been instituted for oversight on the project.
- C. Emails went out to over 1,000 people asking them to complete surveys and come to the stakeholder sessions to provide input for their categories. These sessions have been completed and the results, coupled with the results of the surveys, are being evaluated for inclusion in the plan.
- D. There will be a short BOD/CCWB meeting in May to vote on a draft of the Plan before putting it out for public comment.

VII. Reviewing the Goals for the Local Plan – Breakout Session

Meeting attendees were broken off into 5 virtual breakout rooms to discuss how the goals align with practical, real-world applications. When completed, they reported out on the consensus of the groups.

VIII. ADJOURNMENT

CCWB Chair Denise Griffin adjourned the meeting at 10:59a.m.

Respectfully Submitted:



Valerie Odams
CCWI Executive Assistant

APPROVED: 6/10/2021