

COASTAL COUNTIES WORKFORCE BOARD

Minutes of Workforce Board Meeting
VIA ZOOM/Video Technology Meeting
September 8, 2022

Board Members in Attendance: Mary Ellen Barnes, Kate Bellmore, Joni Boissonneault, Sara Brinker, Scott Christman, Marianne Doyle, Samantha Fenderson, Cory King, Robert Klaiber, Ben Millick, Laura Moskwa, Carrie Murphy, Tom Nickerson, Diana Roberge, Peter Russell, Bob Schmidt, Heather Stott, Lydia Sy, Jim Whitten,

Board Members Absent: Chris Arbour, Denise Griffin, Justin Cotta Holmes, Charlie Crosby, Jonathan DaSilva, Laura Lindblom, Nick Paquet, Tony Sirois, Jennifer Steeves,

Staff in Attendance: Antoinette Mancusi, Executive Director; Jillian Sample, Director of Programs; Valerie Odams, Executive Assistant; Kyle Olson, Senior Program Manager; Mark Guzzetta, Business Services Liaison; Lynn Dondis, Program Manager; Amy Geren, One-Stop Operator

I. WELCOME / CALL TO ORDER / INTRODUCTIONS – *Bob Schmidt, CCWB Interim Vice Chair*

- A. Interim Vice Chair Bob Schmidt called the meeting to order at 9:18 am and welcomed everyone to the meeting – recognizing that this was the first in-person meeting in almost three years.
- Attendance was called and introductions were made around the room.
 - It was determined that we have met quorum requirements
 - A new CCWB member was (re)introduced: Kelly Flagg of Associated General Contractors of Maine is a returning CCWB member
 - In her absence, Bob read the resignation letter from CCWB Chair Denise Griffin and thanked her for 18 years of service.

- B. Minutes of September 16, 2022 annual meeting
VOTED: To approve the minutes of September 16, 2022 meeting as written.
Motion: Peter Russell Second: Lydia Sy Vote: All in Favor

- C. Corporate Sponsorship
Now that in-person meetings have resumed, the associated costs of light refreshments need to be addressed if we hope to continue providing them. Bob asked that corporate CCWB members inquire with their companies about making a donation to cover the meeting expenses for 2023.

II. EXECUTIVE COMMITTEE ELECTION

- A. CCWB Chair Denise Griffin’s term will end on December 31. She has opted to resign from the committee and the CCWB due to personal reasons. The last elected Vice Chair was Michelle Love, who resigned from the CCWB on March 15th, 2022. Ex-officio Bob Schmidt has been covering the role of the Interim Vice Chair since then.
- B. The tri-annual nomination request of the CCWB Chair & Vice Chair was presented to the CCWB via email on November 4, 2022 explaining the process, the descriptions of the positions, which

CCWB members are eligible, and included the Nomination Form for CCWB members to fill out and return.

- C. A Nomination Committee was formed comprised of Denise Griffin (Chair), Tom Nickerson, and Heather Stott. They contacted and vetted the nominees and presented a letter to Bob on December 1 with their recommendation of Carrie Murphy for Chair and Peter Russell as Vice Chair. Bob read this letter to the CCWB and called for other nominations from the floor for each role. There were none. A vote was called.

VOTED: To approve Carrie Murphy as Chair of the Coastal Counties Workforce Board and placement on the Executive Committee.

Motion: Peter Russell Second: Lydia Sy Vote: All in Favor (Carrie abstained)

VOTED: To approve Peter Russell as Vice Chair of the Coastal Counties Workforce Board and placement on the Executive Committee

Motion: Tom Nickerson Second: Marianne Doyle Vote: All in Favor (Peter abstained)

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

A. Financial Update:

CCWI is happy to report having been awarded 3 new grants –

- i. Refugee Career Pathways Program (\$750,000)
- ii. MDOL ARPA Grant (\$500,000)
- iii. QUEST NEG (\$3.2M)

B. Antoinette introduced three new staff members at CCWI:

- i. Kyle Olson, Senior Program Manager
- ii. Lynn Dondis, Program Manager
- iii. Gail Senese, Contractor

Antoinette also reported that the Business Liaison position at CCWI would be eliminated at the end of Dec. She thanked Mark Guzzetta for his service and wished him well.

- C. Progress was shared in the recent outreach efforts for Workforce Solutions by Townsquare Media. A new WFS logo was presented, as well as information on a new WFS website, targeted radio and social media advertising, and marketing strategies
Financial information for CCWI and WFS was disseminated for all current grants.

IV. COMMITTEE REPORTS – YOUTH AND CAREER PATHWAY

A. The Youth Standing Committee

1. Formed under WIA. Was not mandated as a standing committee under WIOA.
2. Current staffing at CCWI does not allow for a dedicated position for the YSC
3. Disbanding the YSC will not impact any Youth programming
4. This committee can be reestablished at any time. An Ad Hoc Committee could also be created when needed.
5. An amendment to the ByLaws will need to be made. Currently it is proposed to include “reserved” in the Youth Committee sections.
6. Discussion was had around the necessity of keeping “reserved” sections. It was decided that reserved sections were not necessary.

7. It was determined that we would revise the vote into two separate decisions: disbanding the committee, and striking reference to it from the ByLaws.

Vote #1:

VOTED: *To disband the current Youth Standing Committee.*

Motion: Cory King Second: Peter Russell Vote: All in Favor

Vote #2:

VOTED: *Strike all mention of the Youth Standing Committee from CCWI's ByLaws.*

Motion: Lydia Sy Second: Heather Stott Vote: All in Favor

B. Industry and Career Pathways Committee

This committee is in process of reforming. Updates will be given to the CCWB at the next meeting in March.

V. ONE-STOP OPERATOR INTEGRATION REPORT – Amy Geren, CCWI One-Stop Operator, Catherine Cutler Institute, USM

- A. The quarterly meetings of the One-Stop Partners have resumed starting June 14, 2022. Another meeting was held on September 13, and the next one is December 13th. Attendees include One-Stop Partners.
- B. A Business Services Assessment was disseminated to the partners requesting their input on services currently provided. Collectively, WIOA-required partners in the region reported offering all the business services described in 29 USC § 3174(d)(1)(A)(ix) of WIOA.
- C. The Coastal Operators Group resumed as of June 16, 2022 and developed a mission statement. This group has been and will continue monthly meetings.

VI. WIOA PY21 OVERVIEW – Dave Wurm, Senior Director, Workforce Services, Goodwill Northern New England

Dave reported WFS's performance for PY21 WIOA programs

1. Performance numbers were all reported to be above the required 90% threshold set by MDOL. The only exception was the total number served for Youth which stands at 84.62%
2. Graphs detailing gender, race/ethnicity, and other demographics were presented for the Adult, Dislocated Worker, and Youth programs.
3. Dave stated that a new statistic has been implemented to determine customer satisfaction. He explained the metrics and reported the results.

VII. CCWI PROGRAM UPDATES - Jillian Sample, CCWI Director of Programs; Kyle Olson, CCWI Senior Program Manager; Lynn Dondis, CCWI Program Manager; Amy Geren, One-Stop Operator, Cutler Institute – USM

A. QUEST NEG (Quality Jobs, Equity, Strategy, Training National Emergency Grant)

Jillian reported that this is a Discretionary Grant through USDOL to support those whose employment was negatively impacted by the pandemic, and individuals from historically marginalized and underserved populations. It is a 2-year grant that will end on 9/30/24 and bring over \$3.2M to the Coastal Counties area.

B. Employment Recovery DWG

Jillian reported that this \$800,000 grant through USDOL will serve 315 dislocated workers over the

course of 2 years ending on 2/29/24. Currently with only 30 enrolled, CCWI has focused its outreach campaign to increase awareness of this resource.

C. Maine Refugee Career Pathway Program

Lynn reported on this 3-year, \$750,000 grant from DHHS. It will serve 125 Afghan refugees and parolees, providing training and supportive services to those who came to the US on or after 7/3/21. Additionally, this grant has been expanded to serve the Central Western Workforce Board's counties of Androscoggin, Franklin, Kennebec, Oxford, and Somerset. Partners include WFS and the Maine Office of Adult Education.

D. Career National Emergency Grant

Amy reported that this \$380,308 grant was designed to develop and launch a Virtual American Job Center. It is anticipated that the release of this service will be later this month.

E. Opioid National Emergency Grant

Kyle reported that this \$2.9M 3-year grant is designed to support the transition of dislocated workers and reintegration of individuals impacted by the opioid crisis into the workforce. Additionally, CCWI absorbed additional funding that was underspend in another region. This grant is ending later this month. It has served 372 individuals as of 11/22/22 and WFS will continue partnerships to keep this channel of services available under other grants.

F. Maine Rural Healthcare Partnership

Kyle reported that 3 years into this 4-year grant, our numbers are on track. Some highlights of this grant so far are partnering with training providers to fund cohorts of healthcare trainees, establishing a laptop loaner program to support digital training access, and partnering with employers to fund and support incumbent worker project.

VIII. Program Reports

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

IX. ADJOURNMENT

CCWB Interim Vice Chair Bob Schmidt adjourned the meeting at 11:52a.m.

Respectfully Submitted:



Valerie Odams
CCWI Executive Assistant

APPROVED: 3/16/2023