

Quarterly One-Stop Partner Meeting

Minutes

December 16, 2025

Agenda Item	Notes	Next Steps
<p>1. Approval of September meeting minutes</p>	<p>No edits.</p>	<p>Finalize notes and send to CCWI for website posting</p>
<p>2. Welcome / Introductions Name, organization (WIOA program)</p>	<p>Amy Geren, Catherine Cutler Institute/USM (OSO): Heather Stott, CCWI: Policy change within WIOA was approved by the CCWB. Priority of service change for adults due to reduced funding to priority groups: individuals receiving public assistance, low-income adults, individuals with basic skills deficiencies, and veterans and their spouses. Sue LeClair, MDOL BES (Title III BES): Supporting statewide MWSM events and outreach. Supporting partners. Calshir Richardson, Portland Housing Authority (HUD): Manages Family Self Sufficiency (FSS) and Resident Opportunity Self Sufficiency (ROSS) for residents of the housing authority. Savings opportunities have resulted in residents purchasing their own homes. Partner with other housing authorities. Allen Lambert, Adult Education Hub 7 (Title II AEFLA): CCWB meeting last week included an AI presentation by CWRI. Allen is in the beginning stages of more in-depth work looking at where AI is impacting workforce. Adam Goad, Adult Ed, Massabesic (Title II AEFLA): Excited about the YCCC expansion. Request of the group – business connections have been a challenge. Workforce Solutions manager meeting with apprenticeship program and business liaison could be good connections. Meg Krieger, Educate Maine: Working to build out apprenticeship programs, including aquaculture program. Stefanni Steele, MDHHS (ASPIRE) Elissa Rowe, MDOL (DBVI/Voc Rehab): Taking applications for clients eligible for services. No waitlists for either division. Eye doctors are sometimes unaware of service eligibility.</p>	<p>Send MOU with amendment to review with meeting minutes.</p> <p>Priority of service change document: https://www.coastalcounties.org/wp-content/uploads/2025/12/4.-Priority-of-Service-Policy-12.11.2025.pdf</p>

	<p>Cait Grant, Vice President of YCCC (Perkins): YCCC has a Google certificate program that includes AI. YCCS has a Wells main campus and a Sanford site; expansion allows for shipyard-related technology programs. Entered into an education partnership with York County to include additional EMT training and more. Add tmercier@mainecc.edu to the OSP meeting invites.</p> <p>Megan Dichter, Adult Ed Director, MDOE (Title II AEFLA): Asked to join another meeting to address participant post-tests and details of measurable skills</p> <p>Sara Aubin, MDOL (BUC): Here to listen for resources to refer to community partners. Share resources and reemployment tools.</p> <p>Dawn Croteau, MDHHS (ASPIRE/TANF)</p> <p>Denis Collins, MDOL (Title III BES): Busy time of year!</p> <p>Magdalena Despradel, DHHS (ASPIRE)</p> <p>Stefanni Steele, DHHS/OFI</p> <p>Linda Greer, Adult Ed, Kittery and Marshwood (Title II AEFLA): Partnership with Walgreens</p> <p>Victoria Morrill, LearningWorks (YouthBuild)</p> <p>Rene Smith, MDOL (Title III BES): Hiring events over the next few months in Springvale coming up. First Wednesday hiring events are still going on in Portland.</p> <p>Billyrae Singpracha, MDOL (Title III BES): Six days on the job as assistant manager!</p>	
<p>3. Information Sharing Making recovery visible in the workplace</p>	<p>Carolyn Delaney was ill and not able to attend, but shared resources:</p> <ul style="list-style-type: none"> • Recovery basics free course (approximately 45 minute virtual module): https://journey-magazine.com/basic-recovery-education/ • Digital resources: https://journey-magazine.com/digital-magazines/ <p>Feedback on the assessment tool (https://recovery-compass.online/) from those who were able to test it: Amy described what is produced when completing the assessment, including a graphic that she and Heather noted would be nice to download. It includes growth areas and resources. Rene: The questions were understandable. Cait: Interested in knowing next steps.</p>	<p>Share feedback with Carolyn.</p>

<p>4. Referral Process MOU Amendment: SCSEP administration</p>	<p>After finalizing the MOU for September 2025, there is a small amendment that we will be making to include adding MDOL as an administrator of the SCSEP in the counties MDHHS used to administer (York, Cumberland, and Lincoln Counties). Associates for Training & Development (A4TD) will assume administration in these counties, which is a good partnership due to their administration in the rest of the state.</p> <p>Amendment details include:</p> <ul style="list-style-type: none"> • Page 11 – WIOA required partners – will add the SCSEP as a program administered by the Maine Department of Labor as an amendment • Page 28 – program description page for SCSEP – will include an amendment to the applicable counties section to include all six coastal counties. • Page 37 – details of the IFA – will include an amendment to the org/agency that delivers the SCSEP. • Page 45 – signature page for MDOL administered programs – will include the addition of the SCSEP as an amendment. 	<p>Amy will make these amendments and send notification of this change on behalf of MDOL to all One-Stop Partner parties to the MOU for approval by all signatories.</p>
<p>5. One-Stop Comprehensive Center Work Source Maine Virtual CareerCenter site traffic data report</p>	<p>MDOL web coordinator shared My Work Source Maine Virtual CareerCenter site traffic data: Between March 1 and December 1, 2025, there have been 53,250 Visitors to MWSM. Where access devices could be determined, 3,232 users accessed by desktop, 1,410 accessed by a mobile device, and 42 accessed by a tablet. The way users found MWSM:</p> <ul style="list-style-type: none"> ○ 17,791 direct via URL or bookmark ○ 14,128 via referral from another website ○ 8,675 through organic social (non-paid, non-search engine) ○ 6,253 through organic search (non-paid) ○ 4,198 through banner-style ads ○ 2,025 through organic video ○ 31 visits from email campaigns ○ 14 visits from paid advertising 	

	<ul style="list-style-type: none"> ○ 8 visits through paid advertising or social media platform conversions <p>Number of accesses by location:</p> <ul style="list-style-type: none"> • 5,623 cities/towns (over 2,000 within Maine) • 4,573 states (from 46 different states) • 5,196 countries (80 different countries) • 622 by undetermined locations <p>Highest user access numbers by city:</p> <ul style="list-style-type: none"> • Boston (348) • Augusta (270) • Portland (267) • New York (184) • Bangor (128) • Lewiston (118) <p>The Events page was the most commonly visited page (1,428 visitors), followed by a competitive skills scholarship program page (1,042). Nearly half of the pages visited were translated into other languages, but these visits were not high in number (1 – 10).</p>	
6. Adjourn		2:56 PM

Next Meeting: March 17, 2026 @ 2:00 PM