

# Quarterly One-Stop Partner Meeting

Minutes

March 18, 2025

2:00 – 3:00 PM

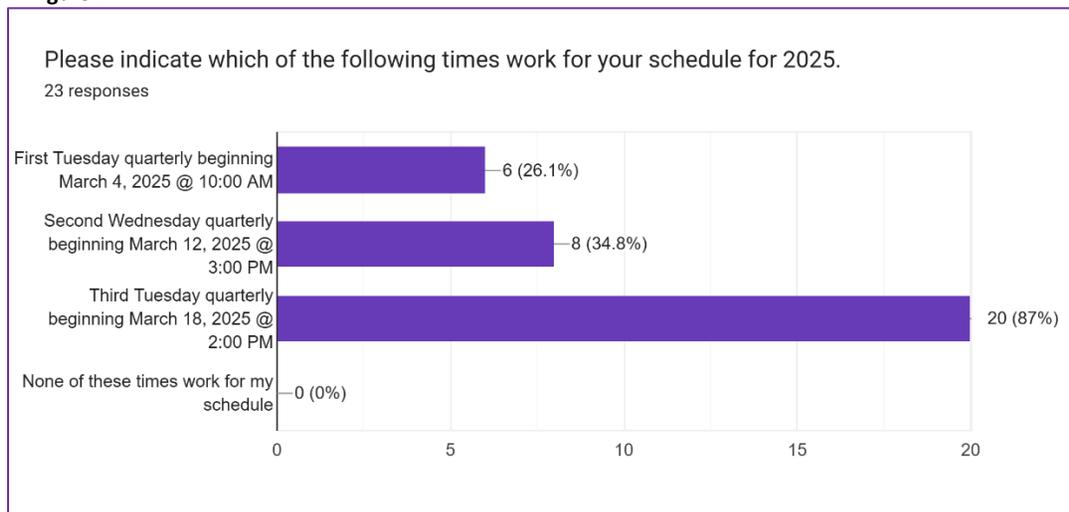
Agenda Item	Notes	Next Steps
<p>1. Welcome / Introductions, Review of the Agenda</p>	<p><b>Amy Geren</b>, CCWI OSO / Catherine Cutler Institute USM  <b>Jes Godfrey</b>, CWMWDB &amp; NWDB OSO / EMDC  <b>Kim Hartley</b>, VOA, Reentry Programs Manager, Maine Coastal Regional Reentry Center Manager is newly joining the meeting and looking forward to learning from the group.  <b>Cait Grant</b>, York County Community College’s EMT and Dental assistant programs are getting off the ground; both are full. Mental health Academy is beginning soon.  <b>Samantha Fenderson</b>, Division of Vocational Rehabilitation, Director is working with the Office of Behavioral Health to support placement of people with serious mental illness.  <b>Michael Quinney</b>, Penobscot Job Corps, announced that the Spring open house will be 4/16 10:00 AM – 2:00 PM.  <b>Sam Lees</b>, Penobscot Job Corps, Business Liaison and advanced training coordinator, works closely with the community for student community projects. There is a workforce council meeting this week to offer training on feedback, and the community relations council is coming up. This group solicits feedback from the community.  <b>Nate Snow</b>, Program Director, LearningWorks, Portland noted a new cohort started, and there are a wide variety of areas they are focusing on.  <b>Stefanni Steele</b>, Regional Planner ASPIRE/DHHS York County  <b>Teyonda Hall</b>, Portland Housing Authority in the process of starting a renovation on Riverton Park property (45 more units); a redevelopment of Franklin towers is due to begin in 2026; 100 units of housing will be added in the Boyd Street area of Portland.  <b>Kate Easter</b>, Loring job Corps, announced a Career fair on May 7<sup>th</sup>.</p>	<p>Sam to share invite to community relations council with Amy.</p>

	<p><b>Jaimi Clifford</b>, CSBG State Coordinator, Office of Child and Family Services, DHHS, represents funded CAP agencies.</p> <p><b>Dave Wurm</b>, Goodwill Workforce Solution, announce they just wrapped up a Dislocated Worker Grant that served 343 job-seekers with positive outcomes; will apply for another one.</p> <p><b>Libby Stone-Sterling</b>, Director Bureau of Rehab Services, MDOL is getting ready for summer.</p> <p><b>Matthew Goodman</b>, Acting VP/Academic Dean, Southern Maine Community College noted the success of an aqua culture program.</p> <p><b>Elissa Rowe</b>, Department of Labor, Director of the Division for the Blind and Visually Impaired (DBVI) announced that DBVI is offering environmental assessments for businesses, etc. to make physical spaces accessible for people with visual impairment.</p> <p><b>Sara Watson</b>, Benefits Division Director with the Bureau of Unemployment works closely with claims/fraud team; their division has staff in CareerCenters on Thursdays 9:00 AM - 3:00 PM.</p> <p><b>Sanaz Mahmoudi</b>, Department of Health and Human Services, OFI is the ASPIRE Regional Planner in Cumberland County and FedCap in South Portland.</p> <p><b>Susan LeClair</b>, MDOL BES, CareerCenter Manager announced that the Rockland CareerCenter had a complete remodel. Their team continues to support job-seekers, employers, and partners.</p> <p><b>Rob Klaiber</b>, MDOL BES, CareerCenter Manager dittoed what Susan reported re: team support of job-seekers, employers, and partners.</p> <p><b>Linda Winton</b>, Director, Bonny Eagle Adult Education, the largest district in the state, just finished clinical medical assistant program.</p>	<p>Amy and Jaimi to invite CSBG funded CAP agencies to a future OSP meeting to share on what these agencies offer.</p>
<p>2. Approval of December meeting minutes</p>	<p>No edits suggested.</p>	<p>Amy to finalize minutes and share with CCWI's executive assistant for website posting.</p>
<p>3. OSP Quarterly Meeting Schedule</p>	<p>In response to the survey sent out after last quarter's meeting, 87% of OSPs indicated the third Tuesday at 2:00 PM worked best for their schedules. See Figure 1 and Figure 2 below for survey response details.</p>	
<p>4. MOU and IFA Updates</p>	<p>Amy (CCWI OSO) has been working collaboratively with the OSO for CWMWDB and NWDB to rework the MOU format for simplicity and updates to required components.</p>	

<ul style="list-style-type: none"> <li>• CWMWDB &amp; NWDB collaboration</li> <li>• Program narrative collection</li> </ul>	<p>The process includes streamlining partner information to include:</p> <ul style="list-style-type: none"> <li>• program description</li> <li>• referral method</li> <li>• direct linkage method</li> <li>• program eligibility</li> <li>• applicable counties</li> <li>• Work Source Maine Virtual CareerCenter update plan</li> </ul> <p>Amy and Jess, in their capacities as One-Stop Operators for the local workforce development boards, will be sending out a fillable form to collect this information. Some information will be filled in based on prior MOU details and the direct linkage assessment recently completed, but please update as applicable. They will also be collecting name and email of the MOU designated signatory for each partner on this form as well.</p>	<p>Amy and Jes will be sending out fillable forms for partners to provide basic program details. Responses due 3/31/2025.</p>
<p>5. OSP Coordination &amp; Collaboration Opportunities</p>	<p>In conversation with Ginny Carrol, Division Director of Policy &amp; Evaluation for MDOL BES, the OSOs have brainstormed some ideas to increase coordination and collaboration amongst the One-Stop Partners. These ideas include:</p> <ul style="list-style-type: none"> <li>• Collaboration effort recognition at local board annual meetings</li> <li>• Share partner agency staff training schedule and open to system partners to facilitate direct training between partner agencies</li> <li>• Report out on program status at One-Stop Partner meetings</li> <li>• Track co-enrollment</li> </ul>	<p>Amy to reach out about coordinating partner training schedule so that partners might consider shared training opportunities; an opportunity to co-train with Vocational Rehabilitation has already been discussed within the Coastal Operators Group.</p>
<p>6. Work Source Maine Virtual CareerCenter Update</p> <ul style="list-style-type: none"> <li>• Usability testing results</li> </ul>	<p>Feedback from user testing during the last week of January was positive; recommendations included less requirements for account passwords, which MDOL resolved, and more clarity around site purpose, i.e., <i>not</i> job searching, which the executive steering committee worked to improve. The logic was not returning relevant resources with user input during the focus groups, which the web developer has worked to resolve.</p> <p>Live date was March 6<sup>th</sup> with a full media launch March 10<sup>th</sup>.</p>	<p>Partners to pilot the tool and provide feedback to Amy.  <a href="https://www.myworksourcemaine.gov/">https://www.myworksourcemaine.gov/</a></p>
<p>7. Adjourn</p>		<p>2:45 PM</p>

Next Meeting: June 17, 2025 @ 2:00 PM

**Figure 1**



**Figure 2**

