

Coastal Operators Group (COG) Meeting

Minutes

February 22, 2023

3:00 – 4:00 PM

Agenda Item	Notes	Next Steps
Welcome and Review 1/25 Meeting Minutes	No changes suggested	
OSP One-Sheet & Video Update (bring popcorn)	David suggests an acronym library	
COG Goals Breakdown – S.M.A.R.T / Strategies*		Send Sheila Eggs & Issues info for next month
Updates from the group 1. Programmatic updates/initiatives that you want other partners to be aware of 2. Biggest challenge of the month	David: Having a hard time finding a Bridge to Employment grant staff person Getting more inquiries about CNA training Medical Assistance program is busy – eight just graduated, eight more starting next week Uptick in bookkeeping training; small business people and those working for small businesses After holiday influx of high school diploma seekers Kim: Struggling to fill positions in Portland Office. Had a VR1 councilor position, but the last two posting received no applicants. Using Voc Rehab website, links to Indeed. Great opportunity but lower wage \$37K - \$50K (promote quickly) Getting ready for summer employment Always short on job coaches – always looking for per diem work Mike: Supporting ~1,000 people from Abbot Lab that had been hired for a short-term contract; high percentage do not speak English, working with translators and language line. Looking to get back into production work. Portland Jetport manufacturing job fair last week. Sheila: Business service coordinators are focusing on manufacturing jobs Mike: Adult Ed has been working with EOL clients	

	<p>Clients with largest need has been used to working with temp agencies, so there has been an opportunity to educate about services</p> <p>David: Opportunity to have translation on site with employer?</p> <p>Mike: Some manufacturers will use images for instructions for low literacy skill employees.</p> <p>High need for manufacturing jobs, and will need immigrant workforce to fill.</p> <p>David has been working with Adult Ed at Luke’s Lobster to train onsite. Had to define the issue, then were ready with the money.</p> <p>Jeff: Still struggling to fill employment internally – just brought someone on two weeks ago. Will serve Cumberland to Sagadahoc.</p> <p>Still developing summer work experience program. Alex is working with businesses for host site involvement. Establishing themselves as a staff.</p> <p>Refugee Career Pathways Grant – new hire has been working with Abbot relocation.</p> <p>Word is spreading among the Afghan community.</p> <p>Tomas – Language learning, etc., separate from men</p>	
Adjourn	4:00 PM	

*Goals with Draft Strategies

1. Offer CASAS (or other literacy testing) in collaboration w/ the One-Stop Center
 - a. Specifically, tracking the number of job referrals to Adult Ed for testing
2. Streamline the referral system between the One-Stop Center and system partners
 - a. Specifically, enumerating referrals made, detailed by specific WIOA partner, annually
3. Support cross-training between agencies for knowledgeable referrals
 - a. Specifically, create written and video training materials on each partner program; track partner usage via Google analytics
4. Coordinating business services
 - a. Specifically, review availability of business services by agency, and share via multiple outlets

Next Meeting: 3/22/23