

Coastal Operators Group (COG) Meeting

Minutes

July 22, 2026

Agenda Item	Notes	Next Steps
1. Welcome and review the agenda Review and approve 6/24/26 meeting minutes	In attendance: Jeff Martinelli (Workforce Solutions) Sheila Muldoon (Workforce Solutions) Samantha Funk (Workforce Solutions) Allen Lambert (Adult Ed Hub 7) Linda Greer (Adult Ed Hub 9) Kim Desso (MDOL Vocational Rehabilitation) Amy Geren (OSO / Catherine Cutler Institute, USM) Clare Murray (Catherine Cutler Institute, USM) Sue LeClare (MDOL BES)	
2. Goals Update	Current Goals: - Track testing referrals to Adult Ed. Is this being captured by Sarah Overlook (WFS)? She could be capturing more. Adult Ed programs all go through Sarah. Sheila can check with her. Sue LeClair's team has something similar. Central intake model of WFS (form) – EMDC uses a similar centralized form. Specific to WIOA partners. MJL service and referrals are tracked. Do we just want to collect numbers and where they go? We can ask our intake coord [Sarah Overlock] to see if she captures that. Sue's team (for WIOA) goes through intake coord as well. What do we want to gather for data? - Streamline the referral system between the One-Stop Center and system partners.	Sheila will reach out to Michelle about attending COG meetings, and talk to Amy about referral tracking.

	We had adult ed referrals specifically as a goal, we might be capturing broader data? We do capture cohort referrals. Sheila will touch base with Amy. Perhaps we could streamline. Sue - At MDOL: Workforce Solution model for WIOA programs of central person and form, so anything from career centers would go to one central email. Otherwise, adult ed, etc. is a different system. The only way we track where they are going is on MaineJobLink has a spot for referral to xyz. 3. Support cross-training between agencies for knowledgeable referrals. Have made progress by inviting each other to internal trainings. Helpful for management to receive training and bring to staff in the field. Are there any cross-training opportunities coming up? Is this a good goal to keep? Sam: from a manager perspective, it is helpful if we get training here and then bring it to our staff in the field. It's been improving. Struggle with VR still. Getting in contact with the VR counselors (heard this from staff and clients). Maybe having a central person to coord may help. If anyone is struggling – reach out to Kim, Shaun, Dawn, Carolyn [Sam: Kudos to Mary Bailey – Sam had a mutual client get a job at ME EPA.] 4. Coordinate business services and share via multiple outlets. Does it make sense to invite Michelle (Workforce solutions business coord) to this meeting? Sheila does meet with her once a week, and will ask. What info could she bring to the group? Goal is coordinating business services and thinking of the business customer in addition to the job seeker customer.	For help reaching VR counselors contact: Kim Desso, Regional Manager; Kimberly.M.Desso@maine.gov; Shaun Nixon, Casework Supervisor; shaun.nixon@maine.gov; Dawn Langworthy, Casework Supervisor; dawn.langworthy@maine.gov; Carolyn Ver-Green (VR Central Office Admin); Carolyn.Ver-Green@maine.gov
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	Partner Info one sheet/cheat sheets on CCWI's website are due to be updated. Let's keep these goals front of mind, and if we need to pivot we need.	Partner Fact Sheets (CCWI website): https://www.coastalcounties.org/board-operations/ → Training tab
3. Updates from the group • Programmatic updates/initiatives • Biggest challenge of the month/connection requests	Sue: Recruiting for David Grima's position – closes 7/28; very light staffed in Rockland. Several consultant positions open, including apprenticeship navigator. Positions posted on MDOL website. Sheila: waiting on WIOA adult and youth funding. For training specific we will be looking at those enrollments in the fall. Enrollments are going fine. Noticed a trend: seeing quite a few dislocated workers and are monitoring for AI impact; thus far, not specific but for a variety of reasons. Some businesses are downsizing due to cost, some closing due to lack of staff (i.e. a long-term restaurant). No patterns/themes. Jeff: Youthbuild is launching a cohort Aug 4th. Expecting a large cohort. Tori has a concerted effort to intertwine our programing to meaningful work experiences. Revised how we did business with AGC this year. Had been focusing on graduates, which has not yielded many enrollments, and therefore opened to seniors. In fall we should examine how we did things and how we can approve. Lack of training dollars led to complications. Workforce Solutions is doing good work, but would prefer to do great work! Eligibility for YouthBuild: HS dropout is #1. A few had used VR services (maybe partially). Please contact Tori with eligibility questions. Sam: Enrollments steady even though we don't have funding for adult grant. Career advisors have shifted to employment. Doing more outreach with partner orgs. Linda (adult ed): English language Acquisition class going on. Friday: will cohost with Marcellus Bruce an online job workshop. Linda will retire end of August and will bring in Marci Dion (lead for IETs and workforce partnerships) from her office to these meetings. Will send email contact.	David's position: https://maine.wd5.myworkdayjobs.com/en-US/Executive/details/Employment---Training-Spec-III---Anticipated-Vacancy_R26-02758?Department=473d696f7b721000e48ccd0b694d0000 YouthBuild Qs: vmorrill@learningworks.me - Tori Morrill Director Learning Works YouthBuild Linda will send contact info of Marci Dion to the group. marci.dionne@rsu35.org [Amy added to the COG meeting invites.]

	Allen: Classrooms are quieter in July and August. Re: Merrymeeting – we have contracted with UMO graduate school of social welfare, we will be working with an intern doing casework onsite and remotely (entire academic year) to help students. May turn into more permanent position. We also have a social worker on site (MSAD75 has one). Supervisor on site. Kim: Thank you to Linda for her time. We just hired 1 of 3 positions listed. Pilot program for Portland VR office: Business Engagement Specialists to work with clients who know what they want and outreach to employers. Funding for 3 years for all three full-time positions. Will send you info. Two other positions that we will repost. Down from 6 a year ago. We have a new SIQA director. Amy had reached out about capturing co-enrollments. (That was potentially going to land with the virtual career center.) We are working on how we might identify more co-enrollments. I will let you know where we end up. Amy: Now would be a good time to contact Tori and schedule a tour to connect for VR clients. They have moved to around outer Washington Ave. Is there anyone in this group who uses the virtual career center website? Sheila: There is a job seeker workbook that has been very useful. Bottom right corner of homepage. Can download and email it to the client. Career advisors find this very helpful. (There is also an employer guide).	Kim will send out the positions available when they are posted.
4. Wrap-up	Adjourn	2:45pm

Next meeting:
Proposed for August 26, 2026 @ 2:00PM