

COASTAL COUNTIES LOCALWORKFORCE BOARD
Minutes of Coastal Counties Local Workforce Board Meeting
MRRRA Community Room, Brunswick, ME
January 23, 2025

Board Members in Attendance: Brie O’Malley, Carrie Murphy, Chris Arbour, Cory King, David Watts, James Rather, Jennifer Kopp, Jennifer Steeves, Justin Holmes, Kelly Flagg, Kelly Osborn, Lydia Sy, Neil Greenberg, Pamela Bennett, Robert Klaiber, Robin Wood, Samantha Fenderson, Tom Nickerson.

Board Members Absent: Charlie Crosby III, Derek Armstrong, J. Scott Christman, Jim Whitten, Jonathan DaSilva, Kate Bellmore, Kate Van Savage, Peter Russell, Sara Brinker

Staff in Attendance: Heather Stott, Deputy Director; Amy Geren, One-Stop Operator; Kyle Olson, Senior Program Manager; Jennifer Galletta, Executive Assistant

Staff Absent: Antoinette Mancusi, Executive Director

I. WELCOME / CALL TO ORDER / INTRODUCTIONS: *Carrie Murphy, CCWB Chair*

CCWB Chair Carrie Murphy greeted everyone and took attendance. Welcomed new member James Rather. It was determined that quorum requirements were met.

II. MEETING MINUTES: *Carrie Murphy*

A. Minutes of September 30th, 2024, Annual Meeting

VOTED: *To approve the minutes of September 30th, 2024, annual meeting as written.*

Motion: Thomas Nickerson Second: Lydia Sy Vote: All in Favor

III. EXECUTIVE DIRECTOR’S REPORT: *Heather Stott, Deputy Director*

Heather Stott reviewed a staffing update and financial updates, including a funding decline. Heather also reviewed CCWI’s monitoring activity which includes ensuring compliance requirements are being met.

IV. ONE-STOP OPERATOR UPDATES: *Amy Geren, One-Stop Operator*

Amy reviewed the relocation of the One-Stop Center to 56 Northport Drive, Suite 202, Portland, ME 04103. The new location is near supportive services and will save approximately \$70,000 annually. Amy also reviewed the Infrastructure Funding Agreement, the One Stop Partner Memorandum of Understanding and the Virtual American Job Center, including its upcoming focus groups.

V. CCWI PROGRAMS OVERVIEW: *David Wurm, Director, Workforce Solutions*

Dave shared an annual review of the WIOA Title IB Programs.

VI. GREEN JOBS FOR ME: *Kyle Olson, CCWI Senior Program Manager*

Kyle shared information about the upcoming Career Fair. The CCWB members gave feedback about how to conduct a successful career fair.

VII. PROGRAM REPORTS:

Reports for WIOA, Employment Recovery, Maine Rural Healthcare, QUEST, Maine Refugee Career Pathways, CAREER NEG, ARPA, and Green Jobs for ME Grants were included in the packet.

VIII. ADJOURNMENT :

A. VOTE: To adjourn the meeting at 11:15 a.m.

Motion: Lydia Sy 2nd: Cory King **Vote:** All in Favor

CCWB Chair Carrie Murphy adjourned the meeting at 11:15 a.m.

Respectfully Submitted:



Jennifer Galletta
CCWI Executive Assistant

APPROVED: March 27th, 2025