

COASTAL COUNTIES WORKFORCE BOARD

Minutes of CCWI Corporate Meeting
MRRA Community Room, Brunswick Landing
December 14, 2023

Board Members in Attendance: Mary Ellen Barnes, Kate Bellmore, Sara Brinker, Justin Cotta Holmes, Charles Crosby III, Marianne Doyle, Kelly Flagg, Neil Greenberg, Cory King, Jennifer Kopp, Carrie Murphy, Tom Nickerson, Peter Russell, Bob Schmidt, Jennifer Steeves, Heather Stott, Lydia Sy, Kate Van Savage, David Watts, Robin Wood

Board Members Absent: Derek Armstrong, Chris Arbour, Scott Christman, Jonathan DaSilva, Samantha Fenderson, Robert Klaiber, Ben Millick, Brie O'Malley, Nick Paquet, Jim Whitten,

Staff in Attendance: Antoinette Mancusi, Executive Director; Jillian Sample, Deputy Director; Valerie Odams, Executive Assistant; Kyle Olson, Senior Program Manager; Amy Geren, One-Stop Operator

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

- A. CCWB Chair Carrie Murphy welcomed everyone to the meeting. Attendance was taken and it was determined that quorum requirements were met.
- B. New CCWB members were introduced: Brie O'Malley, Neil Greenberg, Robin Wood, Kate Van Savage, & David Watts
- C. Appreciation was shown to Bob Schmidt who is retiring and resigning from the CCWB.
- D. Minutes of September 15, 2023 Annual Meeting
VOTED: To approve the minutes of September 15, 2023 meeting as written.
Motion: Cory King Second: Lydia Sy Vote: All in Favor

II. Executive Director's Report – *Antoinette Mancusi, CCWI Executive Director*

- A. PY21 WIOA Monitoring Results – no findings. There were a couple of areas of concern regarding certain policies that required updating of language and citations. These policy changes have been corrected and will be voted on during this meeting.
- B. Financial Update – Grant spending continues to be on track for both CCWI and Workforce Solutions
- C. Youth Waiver Request – MDOL has received approval from USDOL for a waiver request of adjusting the in-school and out of school allocations from 25/75% respectively to 50/50%.
VOTED: To approve the waiver request to change allocations for PY23 Youth to 50/50%.
Motion: Lydia Sy Second: Kelly Flagg Vote: All in Favor

III. Policy Updates – *Jillian Sample, CCWI Deputy Director*

- A. Updates were made to the following policies. Most updates/revisions were citation and other language updates:
 - 1. Reciprocity of Services Policy
 - 2. Records Retention and Public Access to Records Policy
 - 3. Complaint / Grievance Policy
 - 4. Work-based Services Policy
 - 5. Youth Services Policy

6. Monitoring Policy
7. Personally Identifiable Information (PII) Policy

VOTED: Consideration of Action to approve the slate of changes to the policies listed above.

Motion: Heather Stott Second: Peter Russell Vote: All in Favor

IV. One-Stop Operator Updates – *Amy Geren, CCWI One-Stop Operator, Catherine E. Cutler Institute, USM*

- A. WIOA Employer Value Proposition – Based on an interactive breakout session at the June 2023 CCWB meeting, results were compiled to address being more involved with the local employers and addressing their specific concerns.

V. CCWI Programs Overview – *David Wurm, Director, Workforce Solutions & Kyle Olson, CCWI Senior Program Manager*

- A. In September 2023, CCWI was awarded \$2mil, 5-year Building Pathways to Infrastructure Jobs grant from USDOL to focus on career pathways in the renewable energy sector. Grant objectives will be to educate and train 315 individuals for this sector. Partners include education & training providers, Employer partners, Industry partners, and State government partners.
- B. WIOA PY 2022 in Review – Participant numbers have increased substantially across all WIOA services.

VI. Economic Overview for Maine’s Six Coastal Counties – *Richard Bilodeau, Interim Director, and Tara Wheeler, Research Associate, Maine Center for Business & Economic Research (CBER), USM*

- Through Industry research, CBER indicated that regardless of the modest increases in Maine’s past, current, and future population, they expect 24% of them will be retiring in 0-3 years.
- Population projections in York & Waldo Counties are predicted to increase.
- Comparatively to the rest of Maine, CCWI’s labor force has a higher concentration of workers.
- The fluctuations in the labor force are being driven by retirements, not people leaving the area.
- The top industries in the region, Healthcare and Retail, are decreasing in size.
- Growth has been seen in the Manufacturing, Construction, and Professional Services sectors.

VII. Program Reports

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

VIII. ADJOURNMENT

CCWI Chair Carrie Murphy adjourned the meeting at 11:47a.m.

Respectfully Submitted:



Valerie Odams
CCWI Executive Assistant

APPROVED: 4/11/24