



Operational Committee Meeting Agenda

9 AM to 10 AM

<https://us02web.zoom.us/j/8568063574>

Meeting ID: 856 806 3574

Call In: 1 929 205 6099

1. Approve previous minutes
2. Covid-19 Update – Operations
3. New Employees Update
4. Website Update
5. Transition Schedule
 - a. Management Level – Budgets and Paperwork required by MDOL
 - b. Staff to Staff Level – Client Focused transition meetings
6. Budget Discussions
 - a. Lewiston Staff Space
 - b. Transition Budget
 - c. PY 2020 Budget Prorated
7. WIOA Milestone Review
8. One Stop Certification (in process)
9. Board Certification (Review Updated Statistics)
10. Bylaws - Corporate Entity
 - a. FYI the “EC” - Operational committee has the chair, vice chair (board members) and outside experts. State seems satisfied.





DRAFT MINUTES - Operational Committee
Meeting Minutes: June 10, 2020 Time: 9 AM

Attendees: Chair, *Craig Nelson*; Vice Chair, *Dale Morrell*, James Trundy, WMCA, Robert Sezak, CLEO Commissioner, Sara McLaughlin

The meeting was called to order. The Executive Director gave a brief review of Covid-19 Operations which includes the inability to use the Augusta office for any meetings and the exclusion of outside guests. The cost of COVID 19 supplies has balanced out with less travel. The Career Centers are open to the public. The progress on hiring new employees was updated. New hire Jerry Castaldo is working on the website update, business engagement system and Opioid grant activities. He provided a detailed summary. The search for the public policy fellow was narrowed down to two candidates and ultimately awarded to Erica McCarthy, a recent Northwestern University MPA. Three board members and one outside stakeholder and Jerry aided in the interview process.

The Executive Director brought up a joint proposal with the Chamber for a small office space in the Lewiston Chamber so that CWMWDB can hold one to one and group meetings again. There is a State Workforce Board Policy that requires collaboration with chambers of commerce. So, it is seemed like a good idea when searching for office space. The submission of the corporate audit and the State's fiscal monitoring were also discussed. Both are in the early stages and more information will follow

It was noted by the Executive Director that there are documents requested by the State that are needed such as the corporate bylaws and CLEO bylaws. The State, via Ginny Carroll has asked a few times about our governing structure. We also need to find a monitoring tool or checklist for fiscal subrecipient monitoring. To this end the use of a WIOA legal Consultant was suggested and research into the matter was discussed. Also discussed was end of the year unused funding.

Information on board members and compliance requirements were discussed. The Executive Director presented detailed statistics as required by regulation. The submission of a PY 20 Budget that meets the new PY 20 allocations was mentioned. That funding decreased 120,000 was noted. Board Member Compliance to Federal and State WIOA Requirements.

Certain members left the call and did not listen to the following details: the RFP schedule was disclosed and an aggressive goal to set to finish the RFP process before the end June or at least as soon as possible.

Oct-18 Feb-19 May-19 Aug-19 Dec-19 Mar-20 Jun-20 Sep-20 Jan-21

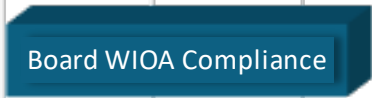
RFPs - OSO / Services



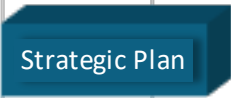
1Stop Certification



Board WIOA Compliance



Strategic Plan



MOU & IFA

