



MEMO

CENTRAL WESTERN MAINE WORKFORCE DEVELOPMENT BOARD

DATE: JULY 6, 2020

TO: Craig Nelson, *Chair*, and the CWMWDB

FROM: Stacy Kilroy Reynaldo, *Executive Director*

SUBJECT: Recommendations for a Transition Plan

SUMMARY

The reason for his memo is to provide a transition plan that staff drafted along with MDOL to ensure continuity of service for our Adult, Dislocated Worker, and Youth Programs in Androscoggin, Franklin, Kennebec, Oxford, and Somerset counties.

TRANSITION PLAN

The goal is to provide a seamless but meaningful transition of service provider obligations in the five-county area. To do this, information needs to be collected, analyzed, and discussed with the current service provider, and then discussed jointly with the proposed new service provider. The dates are estimated and subject to the needs of the Team.

07/07/2020 Fiscal and File Obligations – MDOL

Status: COMPLETE

- MDOL and CWMWDB staff discussed the detailed the steps that are needed with financial paperwork and any progress. (See Financial Transition, page 3).
- MDOL and CWMWDB outline a file transfer strategy. It is detailed page 4.

07/16/2020 - 07/30/2020 Survey - Existing Obligations

- WMCA, CWMWDB and MDOL survey existing obligations in place.
- The service provider will collect a list of all contracts in place with ending dates for WIOA programs and vendors.
- WMCA will make a list of existing clients. Communication to clients will be discussed and a plan to contact each one put in place.
- WMCA estimate the amount of funding necessary to transition services.
- WMCA will collect all lease data for a space transition plan.



07/30/2020 Meeting - Proposed Transition Funding (WMCA, CWMWDB and MDOL)

- WMCA, CWMWDB and MDOL will discuss all data collected and set a schedule of transition that includes bright lines demarking when service provision ends for the current provider and begins for the future provider.
- A transition period will be decided. This will allow a tapering of one service provider while the other ramps up. A start and ending date will be set.
- The service provider will submit a 3-month and a 6-month funding request for its existing contracts with the CWMWDB to decide on the transition period once the financial and file procedures have been reviewed.
- CWMWDB Executive Committee will consider allowing a range of funding as requested from 3- 6 months to be available for the current service provider.

08/01/2020 Weekly Meeting – Service Providers & Board Staff (recurring)

- The current and future service providers (WMCA, EMDC) along with CWMWDB staff will meet to discuss details of the transition on a weekly basis.

08/06/2020 Biweekly Transition Update (recurring)

- CWMWDB and EMDC staff will provide an update to CWMWDB Executive Committee on transition progress every other Thursday.



FINANCIAL TRANSITION and CLOSEOUT

1. Based on work that must take place during the transition period, have WMCA estimate (best to estimate higher costs than anticipated so they won't fall short) the full amount of PY19 funds they will need in order to close out current responsibilities, such as staff costs during transition period, payment of outstanding bills such as OJT contracts, training authorizations to schools, supportive service payments to clients up until transition date, office costs such as IT, phones, rent, etc.
2. Once the total figure has been identified, modify, and reduce their current PY19 contract down to that amount with new end-date. Do the same with each contract WMCA has with CWMWI (Opioid DWG is the only one).
3. Contract remaining PY19 funds with new provider, this will require a new line item budget and implementation plan from the new provider; any unspent WMCA PY19 funds left over after their contract close out can be added to the new provider contract later.
4. Contract PY20 funds with new provider, ensuring they spend/allocate all PY19 funds first.
5. These contract modifications will likely result in a modification of BES contracts with CWMWI also, once the transition has occurred as line item budgets and implementation plans will be different under your new provider.



FILES TRANSFER

Client Files

1. All paper client files and documentation will be uploaded by the current service provider to Maine Job Link for all past and existing clients.
2. Once scanned, all paper files will be clearly labeled as such and put in order by PY, Program, and Client into boxes. Each box should have a number and should be clearly labeled on three sides what range of files it contains: Box 7 - PY XXXX – WIOA Adult, M- Z.
3. A separate document - **Index of Files by Box Number** - will be made by the current service provider and transmitted to both the future service provider and the Executive Director prior to physically moving the boxes via return receipt courier to the future service provider.

Work Product Files

1. All internal electronic files not related to financial reporting will be copied into a Drop Box folder "Administrative Transfer" created by CWMWDB or via a removable media storage device.
2. Internal electronic files include all employee files. Employees will copy their work-related folders and Outlook contacts in csv format and include it in the file transfer.
3. Paper files not related to clients or businesses partnerships and which have no binding authority, no pertinence to WIOA and which generally would be considered unnecessary may be shredded.

Financial Files

1. Internal electronic files related to financial reporting will be organized by Sara McLaughlin, using either a Drop Box folder or other method created by her.