

Central Western Maine Workforce Development Board
Workforce Board Quarterly Meeting Minutes
January 27, 2022
Via Zoom Video Technology

Board Members Present: Kelly Aho, Acting Chair/Treasurer; Grant Provost, Vice Chair; Razell Ward, Secretary; Laurie Glidden, At-Large Member; Andrea Patstone; Sue LeClair; Trampas Hutches; Kendra Wheeler; Cathy Witherspoon; Diane Frigon; Kim Lindlof; Josh Henry; Bruce Noddin; Jim Trundy; Bruce Tisdale; Harvey Smith

Board Members Absent: Peter Wright; Nick Paquet

Staff Present: Blaine Flanders, Interim Executive Director

Others Present: Sara McLaughlin, Contractor; Susan Cerini, EMDC; Tom Fernands, EMDC

1. Call to Order

Chair Kelly Aho opened the meeting at 9:00am.

2. Welcome and Introductions

Blaine Flanders welcomed the four new board members: Andrea Patstone, Bruce Tisdale, Christopher Winstead, and Kelly Zolad. She then encouraged all board members to share their name, affiliation, and why they are a member of the CWMWDB:

- Andrea Patstone: President of Stephens Memorial, Western Maine Health in Norway, ME, part of the Maine Health System
- Chris Winstead: Deputy Executive Director for Workforce Development and Training at the Harold Alford Center, within the Maine Community College System
- Kelly Zolad: Director of Sunday River
- Razell Ward: Lewiston Adult Education, Workforce Projects
- Sue LeClair: CareerCenter Manager for Kennebec Valley and Augusta sites, for MDOL
- Kendra Wheeler: Branch Manager, Bangor Savings Bank, both Lewiston and Auburn Branches
- Kim Lindlof: President and CEO of Mid-Maine Chamber of Commerce, Executive Director at Central Maine Growth Council, State Workforce Board member, and Mid-Maine Regional Adult and Community Education Board member, and works with a Workforce Practitioners Group
- Cathy Witherspoon: CHRO for Boyne Resorts: Sugarloaf, Sunday River, and Shawnee Peak
- Diane Frigon: Bureau of Rehabilitation Services, MDOL
- Trampas Hutches: President of Franklin Community Health Network in Farmington, ME
- Steve Jorgensen: President and CEO of St. Mary's Medical Center in Lewiston, ME
- Laurie Glidden: Manage the Family Self-Sufficiency Program, Maine Housing
- Joshua Henry: President and CEO of GO Lab, Timber HP in Madison, ME
- Bruce Noddin: Executive Director, Maine Prisoner Re-Entry Network
- Jim Trundy: Executive Director, Western Maine Community Action
- Bruce Tisdale: Founder of Mountain Machine Works in Auburn, ME

- Grant Provost: Business Agent for Ironworkers Local 7, AFL-CIO Executive Board member, State Workforce Board member, State Construction Board member, Road Map Advisory Committee member for Offshore Wind for the State of Maine
- Harvey Smith: Kennebec Technologies
- Kelly Aho: Director, TalentLaunch

3. Board Chair Update

- Staffing Updates:** The Operations Committee has decided to invite Blaine Flanders on board as the Interim Executive Director. She is receiving a weekly stipend. Executive Director, Stacy Kilroy has resigned from the board as of December 15, 2021. There are a few staff openings currently, with the resignations of Tobin Williamson, Erica McCarthy, and Stacy Kilroy last month. We will need support from the board to make decisions on the direction this organization should work toward. Please refer staff candidates to Kelly Aho and the Operations Committee. Kelly will send job descriptions to board members when they are finalized.
- Accountant Contract:** Sara McLaughlin has contracted with the board as the CWMWDB financial consultant.

Razell Ward suggested that the board members break up some of the work that Ms. Aho and Ms. Flanders are working on.

4. Review and Approve Last Meeting's Minutes

VOTED: *To approve the October 27, 2021 meeting minutes as written, to include that Harvey Smith was not present.*

Motion: Razell Ward Second: Grant Provost Vote: All in Favor

5. Discussion Items

- Staff Retirement/Employer Match:** Ms. Flanders shared her screen, with the proposed 403(b) retirement employer match rate sheet. The proposed rate for time period, backdated, from 7/1/2021 to 6/30/2022 is \$275/month employer match for employees who contributed >\$25/pay period. It is noted that the cycle of board approval for the employer contribution needs to be discussed and voted on by the full board prior to the first of the program year, starting July 1 annually, regardless if there are staff to enroll in the employer match at that given time. Ms. Lindlof: Without knowing salaries of staff, how do we know how generous this it? She thought it was high to give. Ms. Wheeler: Should we have a uniform percentage of salary instead of a set amount? Ms. McLaughlin: It can be written however the board decides it to function. Ms. Aho: We need to recognize that other staff may onboard, and enroll in this plan, therefore we would pay more into this plan overall. Ms. McLaughlin: If a staff member inputs \$25/pay period, a total of \$650 per year, the staff member then receives 12 monthly matches of \$275, the employee gets a match of \$3300 total in a year. Mr. Jorgenson: Expressed interest in knowing the pay scale of existing staff members and clarified that an 'employer match' should be simply a 'match'. Ms. Ward: Can a committee work on the next program year employee match rate? Ms. Flanders: Yes, the finance focus group could focus on this brainstorming and work. Mr. Winstead: Stated

this program does align with other non-profits and allows us to compete with other opportunities. Mr. Henry: I don't think this is particularly rich, there is a competitive workforce. For example, UMaine provides 10% match and private sector provides a higher scale match.

VOTED: *To approve the proposed employer match rate for the time period 7/1/2021 to 6/30/2022, as a \$275/month employer match for employees who contributed >\$25/pay period.*

Motion: Joshua Henry Second: Grant Provost Vote: All in Favor

- b. **Stacy Kilroy's Resignation as of December 15, 2021:** mentioned above in Board Chair Updates: Ms. Aho explained the board Operations Committee has been working with an attorney for the past few months. Stacy submitted her resignation and dated it 12/14/2021. It was recommended we have the full board accept and vote on this resignation.

VOTED: *To approve the proposed employer match rate for the time period 7/1/2021 to 6/30/2022, as a \$275/month employer match for employees who contributed >\$25/pay period.*

Motion: Kim Lindlof Second: Harvey Smith Vote: All in Favor

- c. **Grievance Policy:** Ms. Flanders stated that the MDOL pre-approved this policy, and the Operations Committee had also approved this draft. We are looking for a motion to approve.

VOTED: *To approve the CWM Local Area Grievance Policy as written in the January 27, 2022, board packet.*

Motion: Laurie Glidden Second: Christopher Winstead Vote: All in Favor

6. Program Performance Presentation & Success Story

Ms. Flanders shared the performance measure table, including the goal, actual, and % attained. Mr. Fernands explained the different structure pieces of the table. The data shows all three grant contracts that EMDC has currently with CWMWDB: WIOA Adult, Dislocated Worker, and Youth, COVID-19 NDWG, and the Opioid Connecting with Opportunities NDWG. Susan Cerini discussed that the WIOA Youth is struggling to make enrollments and goals but are working to increase the amount of youth outreach. This is not from a lack of trying, but OSY eligibility is difficult to meet, and we are hoping to gain more referrals from our partners in the region. Mr. Henry asked for an acronym key in this table, and suggested seeing this data in a graph format in order to identify trends or problem areas. Ms. Wheeler asked for clarification line-by-line on the table, and Ms. Flanders added that would be covered at orientation in February.

7. Finance Update

- a. **CWMWI:** Ms. McLaughlin explained that WIOA is the Workforce Innovation and Opportunity Act, which is formula funding, funding that automatically goes to workforce boards, for adults, dislocated workers, and youth. CWMWI has three discretionary grants currently: COVID NDWG, Opioid NDWG, and CAREER NDWG. WIOA funds do not need to be spent proportionally between the admin versus program funds, however the discretionary grants need to be spent in

proportion of % spent. If discretionary grants are not spent in proportion, whatever the difference is, we will need to pay back the difference to our contract holder: MDOL. Our Service Provider, EMDC, has a contract for each grant, receiving 90% of funds, and the CWMWI keeps 10% of funds for administrative cost. EMDC had a hard time spending the full WIOA PY19 funds, and right now they are behind in spending PY20, especially for WIOA youth. When the PY20 contract is completely spent, EMDC will start spending in the WIOA PY21 contract. The CWMWI receives WIOA contracts annually, each for a two-year period. Ms Glidden: What are the repercussions if we don't spend all our contractual funding? If the discretionary funds are not spent 100% by both the CWMWI and Service Provider (EMDC) we will return to the State. Unfortunately, if we spend less than 100%, this could affect our chances for funding in the future, and the state/feds might be less likely to give money to this region. This theory does not apply to WIOA, however funds will be sent back to the MDOL after the end of the contract. At that time, MDOL will have one additional year to spend the remaining funds that workforce boards do not spend.

- b. **Service Provider:** review above.

Chair Kelly Aho extended the board meeting until 10:30 AM.

8. High-level Board Overview

- a. **Local Workforce Board Defined:** Ms. Flanders reviewed the goals for the next three months: 1) board orientation, 2) committee and focus group development, 3) improving internal operations and reviewing governance documents, 4) developing a response to MDOL for the High-Risk Letter, 5) finalize annual calendar, 6) finish triage item task list, and 7) develop staff roles and start the hiring process. Six months from now, I would like to: 1) implement the MOU with our OneStop Partners, 2) develop the IFA with OneStop Partners, 3) start the local plan development, 4) create the PY22 budget, 5) develop a plan and action steps to increase enrollments across all grants, 6) research additional funding opportunities, and 7) hire and train new staff.
- b. **Roles & Responsibilities Review with Ginny Carroll, MDOL:** Ms. Flanders shared her screen, showing the CWMWDB Roles & Responsibilities, EDU #22-01 for CWMWDB Education. The purpose of this document is for anyone who comes in contact with the Workforce Board, including the CEO Board, staff, contractors, and board members, to know the roles and functions of the Workforce Board as required by federal law. Ms. Flanders reviewed the purpose of the document, and oriented board members to the document. Ginny Carroll presented the functions of the Workforce Board, as also discussed in EDU #22-01. All workforce board functions can also be found here: [eCFR :: 20 CFR 679.370 -- What are the functions of the Local Workforce Development Board?](#)
Workforce Board Functions reviewed:
 - Develop a 4 year local plan
 - Conduct workforce research and labor market analysis
 - Convene local stakeholders
 - Engage employers
 - Lead efforts to develop career pathways

- Identify and promote best practices
- Maximize accessibility and effectiveness through technology
- Work in partnership with CEO Board Commissioners (several tasks)
- Negotiate Performance Levels
- Negotiate MOU and cost sharing
- Select providers
- Assess accessibility of local CareerCenters
- Develop a budget for the local board
- Certify OneStops

9. Committee & Engagement: Poll Interest

Tabled to email due to time constraints.

10. Other/New Business

Susan Cerini will be transitioning from EMDC to Eastern Maine Community College as the Dean of Workforce.

11. Adjourn

Chair Kelly Aho adjourned the meeting at 10:30 am.

Next CWMWDB meeting: April 28, 2022, 8:30 AM – 10:30 AM.