



Central Western Maine Workforce Development Board
Quarterly Workforce Board Meeting
January 26, 2023

Board Members Present: Grant Provost, Acting Chair/Vice Chair; Razell Ward, Secretary; Peter Wright, Treasurer; Razell Ward, Secretary; Laurie Glidden, At-Large Member; Sue LeClair; Kendra Wheeler; Cathy Witherspoon; Diane Frigon; Jim Trundy; Chris Winstead; Steve Jorgensen

Board Members Absent: Nick Paquet; Trampas Hutches; Bruce Tisdale; Josh Henry.

Staff Present: Erin Benson, Executive Director

Others Present: Sara McLaughlin, Contractor; Tom Fernands, EMDC; Patti Saarinen, EMDC; Joe Pietroski, Kennebec County Commissioner; Angela Oechsle, Educate Maine; David Delaney; MDOL; Laurie McDonnell, MDOL

1. Welcome and Introductions:

Acting Chair/Vice Chair Grant Provost called the meeting to order at 9:07 a.m. The in-person option for the meeting was cancelled due to the weather, so all those in attendance joined via zoom. All those present introduced themselves.

2. Approve Meeting Minutes:

VOTED: To approve the October 27, 2022 meeting minutes as written.

Motion: Chris Winstead **Second:** Razell Ward **Vote:** All in Favor

3. Recognition of past chairs Craig Nelson & Kelly Aho:

Grant Provost thanked both Craig and Kelly for their service as former chairs of the board. He then opened the floor to other board members. Several gave heartfelt testimony and appreciation for the dedicated service and guidance that both provided in their tenure. Erin Benson showed them the LL Bean totes with their names embroidered on the front, filled with products made in the five counties the board serves. She will deliver them in person next week.

4. Service Provider Report:

Tom Fernands reviewed the data points from a report he created from many reports pulled from information housed in the Maine Job Link. All members received a copy of the report. Patti Saarinen review progress made during quarter 2. EMDC mutually dissolved it subcontractor's agreement with Community Concepts. Six of the staff were hired by EMDC so there will be a seamless transition for participants and partners. She reviewed the outreach and project EMDC had done during quarter 2 and ones that were in the pipeline for the future.

5. Board Overview:

Erin Benson shared a short video from the National Association of Workforce Boards explaining the purpose of a regional board. She also did a powerpoint presentation about board work and the region, highlighting the demographic, economic, education, socio-economic, employment, and industry information. This information was pulled from a regional report out of JobsEQ provided by EMDC. Erin had forwarded the regional report as well as individual reports for each county.

6. Annual Board Business:

Erin shared the names of two new board members: Kate Durkin, Apprenticeship Administrator for Revision Energy, serving as a business representative and Adam Wilson, Labor Management Representative for Sheet Metal/Air/Rail/ Transportation (SMART), serving as a workforce representative. They will be submitted to the county commissioners for approval. Andrea Patstone and Bruce Noddin resigned.

VOTED: To approve slate of new officers:

Motion: Laurie Glidden **Second:** Kendra Wheeler **Vote:** All in Favor

Officers

Chair: Cathy Witherspoon

Vice-Chair: TBD

Treasurer: Peter Wright/Chris Winstead

Secretary: Razell Ward

Member at-Large: Laurie Glidden

Standing Committee Chairs

Recruitment: Grant Provost

Youth: TBD

Resources: Chris Winstead

VOTED: To approve schedule of yearly meetings (list included with board packet:

Motion: Razell Ward **Second:** Chris Winstead **Vote:** All in Favor

Erin reviewed the list of committees. Composition of the Operations Committee. Is predetermined by the bylaws. The Standing Committees will need to be filled from existing board and community members.

7. Finance Update:

Sara McLaughlin reviewed the budget through the end of the second quarter. That excel file was shared with members in advance. We are behind in spending due to lack of any staff through the first quarter and no physical space. Sara also mentioned the addition of money through a new National Dislocated Workers Grant—Quality jobs, Equity, Strategy, and Training (QUEST). There will be additional funding to spend. The board asked about additional staff and voted to support Erin in the search for an administrative assistant. She said she would begin the process next week.

VOTED: To approve the hiring of an administrative assistant:

Motion: Cathy Witherspoon **Second:** Laurie Glidden **Vote:** All in Favor

8. **Executive Director's Report:** Due to time constraints, Erin will send her report to the board for their review.

9. Other/New Business:

EMDC has requested to transfer \$150,000 from the PY21 Dislocated Workers account to the PY21 Adult account. Due to the staffing shortage across the state, people who lose their jobs, can readily find another, which has drastically reduced the number of dislocated workers seeking services. However, the adult program is 110% of second quarter enrollment goals. It is important to spend all PY21 funds prior to June 30, 2023. This transfer will allow resources to be used in the most needy areas.

VOTED: To approve transfer of \$150,000 of PY21 funds from the DW to Adult program:

Motion: Jim Trundy

Second: Cathy Witherspoon

Vote: All in Favor

10. Adjourn Meeting

VOTED: To adjourn meeting.

Motion: Laurie Glidden

Second: Razell Ward

Vote: All in Favor

Next Board Meeting Date: Thursday April 27, 2022, from 8:30am – 10:30am