

Central Western Maine Workforce Development Board
Operations Committee Minutes
June 14, 2023

Board Members Present: Cathy Witherspoon, Chair; Razell Ward, Secretary; Laurie Glidden, At-Large Member; Grant Provost, Chair of Recruitment

Not Present: Chris Winstead, Treasurer & Chair of Resources

Others Present: Erin Benson, Executive Director; Sara McGlaughlin, Financial Manager; Patti Saarinen, EMDC Director of Workforce Services

Call to Order

Chair Cathy Witherspoon called the meeting to order at 8:35 am.

Review and Approve Last Meeting Minutes

VOTED: To approve May 10 meeting minutes.

Motion: Laurie Glidden **Second:** Razell Ward

Discussion: No discussion.

Vote: All present in favor

Board Membership Update

Christian Savage, the ED of Skowhegan, did not respond to several emails regarding board membership. Erin sent an email to Sabrina Jandreau from the Central Maine Growth Council offering her the board position representing economic development. She has yet to respond. Galan Williamson met a banker in our region that has a great deal of board work experience. He seemed interested in workforce and Galan mentioned our board. I will reach out to him. Bruce Tisdale has not attended a board meeting since January 2022. According to the bylaws, he should be removed from the board. I reached out to Mike Roughton from the manufacturing Association of Maine for a referral to represent manufacturing on the board. Met with Sappi new HR person to discuss training support for her company. After cultivating the relationship, I will ask again for Sappi to be on the board. To Erin's knowledge, Jason Brochu from Pleasant River Lumber has not responded to Chris Winstead. Cathy knows the family and will reach out. Cathy also mentioned Lisa Gibso from Remington Fairview. She knows we have representation from several hospitals, but that could be a possibility. Chris had mentioned at the 5/10 ops meeting contacting Peter's hospital to see if they would like to replace him on the board. Erin realized that new board member Monique Roy is in the same organization. CEO Board had training June 13 with Ginny Carroll from MDOL about their roles and responsibilities. She made it clear that they were responsible for nominating people to the board. Hopefully we will get more help from them.

High Risk Update

Sara and Erin finished the review and editing of the financial manual, the last of the five requirements to remove the board from high-risk status. Erin emailed it to Kimberly Moore and Ginny Carroll at MDOL on 5/31/2023. Ginny responded on 6/8 with some edit suggestions. Sara and I will review and send back with appropriate edits by the end of the week or early next week. This should remove us from high-risk status!

Provider Update

Report is attached.

Financial Update

Sara made a presentation on the new budget for PY23. It includes funding from six contracts: WIOA PY22, WIOA PY23, Opioid, Quest, Career, and ARPA. The budget is attached. The budget includes the total amount of each contract, the dates of the contracts, the amount that goes to the board, the amount that goes to the service provider (EMDC), the amount that will be used to fund the PY23 board budget, and what will go into reserves for the following year. She also showed a chart of what funding was available since PY2010. Sometimes there is only funding through the WIOA formula grants (Adult, Dislocated Worker, and Youth), and other times there are discretionary funds (Opioid, Quest, Career) that bring temporary allotments into the budget. This budget represents those additional discretionary funds. It is important to spend that extra funding on items that will not add to the fixed costs moving forward, as those discretionary funds may not be available in the future. Extra money has been added to supplies for computer/office supplies, independent contractor to review policies, travel and conferences for training with the hope to bring board members to the NAWB conference. The board discussed the budget and agreed to vote to recommend it to the full board for approval.

Review and Approve PY23 Budget and Recommend Approval to the Full Board

VOTED: To approve PY23 Budget and recommend the approval to the full board in July.

Motion: Grant Provost Second: Razell Ward

Discussion: No discussion.

Vote: All present in favor

Open Discussion/New Business

Staffing—Carrie Parker has been hired as the part-time Administrative Assistant for CWMWDB. Laurie, Sara and Erin reviewed 37 applicants, offered to interview three, one was a no-show, and Carrie was the stand-out. While she is not eligible for health benefits or retirement, she should be eligible for holiday pay and vacation/sick leave accrual. The current personnel policy only mentions full-time employees regarding these items. Erin will suggest changes to the policy and bring it before the board at the July meeting. Part-time regulars typically have access to holiday pay and vacation/sick leave accrual.

CEO training—Three of the five commissioners of the Chief Elected Officials Board attended the board training on Tuesday, June 13. Ginny Carroll from MDOL went over the roles and responsibilities of the board. There was no representation from Franklin or Androscoggin counties. The CEO board must approve the budget, as well as the CWMWDB. The commissioners agreed to meet Friday, June 23 at 10 to review the budget with Sara.

\$500,000 grant—the \$500,000 ARPA grant was revised to lower the marketing campaign from \$200,000 to \$100,000 and increase the Support Services not covered by WIOA from \$200,000 to \$300,000. The amount for the Community-based Organizations will remain the same. The \$300,000 item needs more work for MDOL to approve it, but they did send a contract for \$200,000 to begin the RFP process for the marketing campaign and the CBOs. The contract can be amended when the final section is revised to the satisfaction of the MDOL. Erin will request some board members to serve on review committees for the proposals.

Other info—see list of meetings below. Keep in mind that any connections with businesses might lead to future board membership.

Adjourn

Chair Cathy Witherspoon adjourned the meeting at 9:38 am.

Next meeting: Wednesday, July 12, 2023, at 8:30 am.

Meetings attended by ED

5/11/2023 attended Biddeford Saco Chamber zoom event for their businesses to share services for businesses through MDOL. We might choose to do a similar event for our businesses.

5/12/2023 attended MAME Summit.

5/16/2023 facilitated meeting with MAP and the City of Waterville to fill a Mechanic I position.

5/16/2023 met with Sam Boss from AFL-CIO to discuss pre-apprenticeship program planned for Lewiston. Patti Saarinen and Razell Ward were in attendance too.

5/17/2023 attended Business After Hours in Waterville.

5/18/2023 attended the Learning Exchange sponsored by the Maine Youth Coalition that serves youth transitioning out of foster care. Great opportunity for creating partnerships.

5/18/2023 attended the Greater Franklin Connectivity Celebration. Met the ED in Farmington and the adult ed directors from Farmington and Livermore Falls.

5/23/2023 attended the Maine Employer's Summit. Am in conversations with a few businesses about connecting to services.

5/30/2023 met with the Ready Seafood (contact from Employer Summit). They will be opening a plant in Auburn this fall. We talked about employer services and embedding English language learning in the workplace. Connected them to a company I met at the NAWB conference.

6/1/2023 met with Foster Technology, the CTE in Farmington, also a MAP apprenticeship grantee. Went on a tour of facilities and talked about ways to partner with WIOA. Also spoke with their JMG specialist and sent them the youth eligibility guidelines.

6/1/2023 met with Tri County Mental Health staff, along with Patti Saarinen and Razell Ward to discuss career pathways in mental health.

6/2/2023 joined Antoinette Mancusi and Galan Williamson to make a presentation about the workforce boards at the Economic Development Council of Maine's annual summit. Met several ED directors in the CWM region.

6/2/2023 met with all 14 MAP grantees at a Community of Practice meeting to discuss ways that we can partner.

6/6/2023 had a zoom meeting with the Economic Director from Lisbon.

6/7/2023 met with Kelly Flagg from AGC to discuss options for pre-apprenticeship academies for OSY and adults. We talked about recruitment strategies, as the Skowhegan academy needed to be canceled due to low enrollment and the Oxford Hills academy is struggling as well.

6/8/2023 met with the workforce development team at Central Maine Community College.

6/9/2023 attended the State Workforce Board meeting.

6/12/2023 met with the owner and a staff member of Be Well My Friends agency that works with people in recovery. Talked about the Opioid and Quest grants and how to refer clients.