

Operational Committee Meeting Minutes

Thurs , July 23, 2020 9 AM – Draft until August 26, 2020 or revised.

Attendees: CN, DM, RS, SK, JF, SM, TF, SF,

Chair Nelson called the meeting to order after a few brief minutes due to a conductivity issue. There was a consensus approval of the previous minutes after a brief review. An update was given on the status of Covid-19 Operations in Augusta due to the public closure of the office site and DOL's continued closure. Mrs. Reynaldo introduced EMDC but then first discussed the start date for Erica McCarthy, along with technical issues and steps in the website process that were causing delays. The WIOA Milestone Review and one Stop Certification processes were referenced in the opening status update moving them up the agenda, when Mrs. Reynaldod referred to the planning schedule sent out. The Board Certification was almost complete and was first on the list of items to achieve.

Mrs. Reynaldo led a discussion of the transition to a new service provider. The first issues were management level items needed for a transition and as required by MDOL. There was a recap of phone conversation SM and SK had with MDOL. It was explained that this led to the creation of a two-tier transition team meeting process: one for the management concerns and one just for staff and client focused needs. The second meeting were described as those meetings for case management (see transition memos). There was no opposition to the transition approach and the items recommended by MDOL.

The agenda item of a budget discussion was started with a status of funding, and a review of a proposal by Mrs. Reynaldo to use travel and other savings to procure office space at the Lewiston Chamber of Commerce for Erica McCarthy to use. (The office arrangement and transition plans were detailed in an informational memos). The public nature of the space was detailed including the use of the common room for up to 14 people with COVID spacing. The item was approved.

It was proposed that the PY 2020 budget receive Board approval after the service provider had time to assess staffing, locations and equipment. This would require CLEO and EC Operational committee approval before the September full Board meeting.



Eastern Maine Development Corporation's Jon Farley gave a status update on their approach to service provision and their staffing approach, which was reassuring in that it involves the current staff and a review of the current locations. There was discussion of the Opioid Grant not being utilized yet, and the equipment or supplies category of items. Information technology and potential opportunities using a virtual approach on top of existing in person management were discussed.

There was a continued item regarding necessary Board and corporate documents. Corporate Board By laws (of the fiscal agent CWMWI) were discussed in the context of State required documents for WIOA. Chair Nelson was working on this item to be simpler, more streamlined rather than the duplication method suggested by MDOL. This included new EC Operational Committee members.

It was agreed by all that an outside people required by WIOA to be on a Board Committee could be experts, could be CLEOS or someone such as SM. It agreed the committee members did not need to be random or unknown. The selection method was up to the CLEO and/or Board, with guidance of the EC Operational Committee or whatever other committee was designated. The Chair would finish the document with Sage and CLEO input. The official meeting was adjourned but the discussion continued on.