



Central Western Maine Workforce Development Board

Topic: Operational Committee Meeting Minutes
Date: September 22, 2021
Time: 11:00am-12:00pm over Zoom

Committee: Kelly Aho (Treasurer, Acting Chair); Grant Provost (Recruiting Chair); Robert Sezak (Community Member); Razell Ward (2nd Chair, Member-at-Large)

CWMWDB Staff: Blaine Flanders, Stacy Kilroy, Tobin Williamson

Contractors: Erin Benson (EMDC)

1. **Call to Order** – *Acting Chair Aho*

The meeting was called to order by Ms. Aho at 11:01am.

2. **Bylaws: Detailed Review of Suggested Changes, Discussion, Decisions** – *All*

Ms. Kilroy said the bylaws were the most important item on the agenda and said it was something the Committee could look at as a group. Ms. Aho mentioned this discussion had been tabled from the last time. Before discussion the bylaws, Ms. Aho asked about the minutes from the last meeting; Ms. Kilroy said they were not available yet, as CWMWDB staff had been in the midst of an audit and had been short-staffed.

Ms. Kilroy discussed the bylaws, along with the suggested revisions, change sheet, and impact sheet. She described the suggested changes to the committee, as described in the change sheet. The first topic Ms. Kilroy mentioned was clarifying the fiscal agent designation (Central Western Maine Workforce Initiatives) by the CLEOs (Chief Local Elected Officials). She then went over charitable activity, management of the Board of Directors by the CLEOs, and terms of Board Members. The previous term conditions were picked by the previous Operations Committee. The proposed idea would be three consecutive terms of three years per term. Ms. Kilroy then reviewed the Board composition requirements. Ms. Aho had a question about the condition of missing three meetings; Ms. Kilroy said she was not sure why that had been put in and left it up to the committee to decide, pointing out the Board meets only three times per year. Ms. Kilroy said a participating, high-impact Board really mattered to her. She pointed out there had not been a full Board meeting without a quorum since she became Executive Director; Mr. Provost said he really appreciated Ms. Kilroy's efforts in this regard, and that it was a challenge getting a quorum in state workforce board meetings. Ms. Kilroy then mentioned striking out some things that

were not required by the law. Ms. Kilroy then asked the Committee about membership numbers for the Board; Mr. Sezak suggested going with whatever the minimum allowed was. Ms. Kilroy mentioned it would be ideal if the Board was not an even number in the case of a split vote; she recommended either 17 or 19. Ms. Aho asked if anyone was opposed to 17; no one was. Ms. Ward said as long as that met all the commitments, she was fine with it. Ms. Kilroy then pointed out the importance of demographic composition. Mr. Sezak mentioned balanced geographic representation; Ms. Kilroy mentioned the region's core of Lewiston and Augusta and then diffusing out. Nothing the time, Ms. Kilroy just wanted to make sure there was a healthy amount of bylaws review. Mr. Sezak suggested approving the bylaws changes so the Board could have a look at them for their next meeting. The next Board meeting was scheduled for October 27. Ms. Kilroy said the bylaws and changes guide would be sent out to the Board.

ITEM 1 - Board Officer Elections for 2022

The next topic was setting a date for Board elections in the bylaws. The proposed motion was to set the 2022 Board Officer elections to be held at the October 27, 2021 quarterly board meeting, and subsequently according to Board bylaws provisions. The main takeaway is that there would not be elections at the annual meeting in January this year, but rather a meeting early in October. That said, a motion to have Board Officer elections at the October 27 Board meeting was made by Mr. Provost and seconded by Ms. Ward. The motion passed by a 4-0 unanimous committee vote.

ITEM 2 - Proposed Officer Slate

This motion was to set a recommended 2022 Board Officer slate for the October 27, 2021 Board Meeting. Ms. Kilroy explained the Chair had to be a business member. The Maine Division of Corporation lists three officers as essential/prime: Chair, Treasurer, Secretary. A Vice Chair, Member-at-Large, and Recruiting/Resource Chair have also been added. After speaking to a variety of Members, this slate (representing old and new) was proposed:

Chair	TBD
Treasurer	Kelly Aho
Secretary	Razell Ward
Vice Chair	Grant Provost
Member at large	Laurie Glidden
Recruiting/Resource	Nick Paquet

Ms. Aho asked if this needed to be sent to the Board; Ms. Kilroy said yes, she would send it out this week so there was plenty of time. Mr. Provost commended Ms. Aho for doing a great job as Acting Chair. Ms. Aho appreciated him, adding that she was not able to take on the role full-time due to personal/family commitments. A motion to approve the proposed officer slate was made by Mr. Sezak and seconded by Ms. Ward. The motion passed the Committee unanimously 4-0 and was adopted on this day, September 22, 2021.

ITEM 3 – 2022 Annual Schedule

Ms. Kilroy included both Wednesday and Thursday dates in the chart below, saying she was not sure what the Committee’s preference was. Ms. Ward said she could usually do either one, and Mr. Provost agreed. Ms. Aho said she would make them whenever she could; she sometimes had conflicts on Wednesdays, but said not to schedule around her. Ms. Kilroy suggested keeping it the same (Wednesdays) as long as it was not controversial in order to keep the same flow going.

2022 Required Board Meetings

01/19/22	January	Wed 9 am	Reports on PY Q2 ending 12/31
04/27/22	April	Wed 9 am	Reports on PY Q3 ending 3/31
06/22/22	June	Wed 9 am	Reports on PY Q4 ending 6/30
10/26/22	October	Wed 9 am	Reports on PY Q1 ending 9/30

2022 Operations Meetings

02/09/22	February	Wed 8:30 am	Annual Report
03/09/22	March	Wed 8:30 am	Spring RFPs
05/11/22	May	Wed 8:30 am	Budget Workshop
07/13/22	July	Wed 8:30 am	Goals
08/10/22	August	Wed 8:30 am	Monitoring
09/14/22	September	Wed 8:30 am	Fall RFPS
11/09/22	November	Wed 8:30 am	One Stop System Annual Review
12/14/22	December	Wed 8:30 am	Officer and Board Committees Slate
01/20/22	January	Thurs 9 am	Reports on PY Q2 ending 12/31
01/28/22	April	Thurs 9 am	Reports on PY Q3 ending 3/31
06/23/22	June	Thurs 9 am	Reports on PY Q4 ending 6/30
10/27/22	October	Thurs 9 am	Reports on PY Q1 ending 9/30

A motion to approve the proposed 2022 meeting dates was made by Ms. Ward and seconded by Mr. Provost (keeping the Wednesday Board Meeting dates). The motion passed the Committee unanimously 4-0 and was adopted on this day, September 22, 2021.

3. Staff Hiring Update: Role Details – Ms. Kilroy

Tabled to a future meeting due to time constraints.

4. Staff Detail & Meet Staff – Ms. Kilroy

Tabled to a future meeting due to time constraints.

5. Planning Meetings – Ms. Kilroy

Ms. Kilroy explained she and Ms. Flanders have come up with a regional reporting structure, aligned with the three things CWMWDB does:

1. Business employer services
2. Individual WIOA grants / dislocated worker grants
3. One-stop operator

CWMWDB staff are asking our provider to have two hours a week to plan and get what is needed reported out in order. Ms. Kilroy mentioned USDOL has performance statistics that do not always show efficiency; there needs to be more transparency on things staff would like reported. Ms. Flanders has done a great job taking over this project, Ms. Kilroy said, particularly in keeping up with reports involving MDOL and the One Stop Operator. Soon there would be more concrete reports available of things that needed to be tracked.

6. Business Solutions Program Progress – Ms. Kilroy

Ms. Kilroy would work with Ms. Flanders on putting together a video about this.

7. Recruitment Campaign Improvements

Tabled to a future meeting due to time constraints.

8. FEMA

Tabled to a future meeting due to time constraints.

9. Adjourn and Meeting Notice – Ms. Aho

The meeting was adjourned by Ms. Aho at 12:00pm. Future meeting notices can be found at <https://cwmwdb.org/aboutus/upcoming-meetings/>