

Central Western Maine Workforce Development Board  
**Operations Committee Minutes**

December 15, 2021

*\*Minutes are sparse due to the access to prior Zoom recordings.*

**Board Members Present:** Kelly Aho, Acting Chair; Grant Provost, Vice Chair; Razell Ward, Secretary; Laurie Glidden, At-Large Member; Nick Paquet, Recruiting & Resources Chair; Robert Sezak, Non-voting Community Member

**Staff Present:** Blaine Flanders, Senior Manager; Tobin Williamson, Director; Stacy Kilroy, Executive Director

**Others Present:** Susan Cerini, EMDC; Tom Fernands, EMDC

Chair Kelly Aho called the meeting to order at 8:00am.

**1. Minutes – Tabled Until Next Meeting**

**2. Service Provider Update**

Ms. Flanders reviewed her work with business targeting and the creation of the business solutions workflow for EMDC/CWMWDB to follow in the CWM Region.

**3. One Stop Operator Update**

Ms. Flanders and Ms. Cerini updated the Operations Committee on the Business Working Group. So far, the group has met once and is meeting later in January for their first brainstorming session.

**4. WIOA Milestones Update**

Ms. Kilroy reviewed board statistics, to include: board appointment, communication schedule, tools & resources for board members. Ms. Kilroy proposed hosting an immediate WIOA refresher course for Staff/Board. Ms. Flanders explained that this type of WIOA training would be included in the board orientation in early February.

**5. Finance Professional Updates**

Ms. Kilroy reviewed her findings for a CPA and reviewed her long-term accounting solution for the CWMWDB. There was discussion about proposing an RFP for an outside CPA.

**6. Other Financial Updates**

Ms. Kilroy and Ms. Aho reviewed the following:

- a. Bill Payments to EMDC via ACH
- b. Bill Payments to CWM Vendors – QuickBooks
- c. Bank Account Access
- d. New Financial Accounting Software Purchase
- e. QuickBooks Financial Reports Needed for Draws

**7. Meeting Schedule for 2022**

Reviewed by all committee members.

Chair Kelly Aho adjourned the meeting at 9:30am.

*Next meeting: Wednesday, January 12, 2022 at 8:30am*