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## CWMWDB OPERATIONS COMMITTEE MEETING MINUTES

**Date:** November 30, 2021

**Time:** 3:30 PM – 4:30 PM

**Zoom Meeting:** <https://us02web.zoom.us/j/8568063574>

**Board Members Attending:** Kelly Aho (Acting Chair & Treasurer), Grant Provost (Vice Chair), Razell Ward (Secretary)

**Staff:** Stacy Kilroy, Tobin Williamson, Blaine Flanders

**Absent:** Laurie Glidden (Member at Large), Nick Paquet (Recruiting/Resource), Commissioner Robert Sezak (CLEO Chair, non-board member)

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### 1. Call to Order – Chair Kelly Aho

Meeting called to order by Ms. Aho at 3:40p.

### 2. Payroll Update - All

Ms. Kilroy attested to the meeting she and Ms. Flanders had with EMDC to answer all the questions they had on the pending draws. Ms. Flanders added that they reviewed all outstanding draw requests from EMDC. EMDC is currently updating their processes and accounting software, so EMDC will now request draws biweekly as opposed to weekly. The next draw the board will receive from EMDC will be next week (two weeks since the last draw). Ms. Flanders and Ms. Kilroy have a process for reviewing draws which includes: a two-person live review together, recording the review process, type questions to EMDC on the document located in DropBox, screenshot items for each question, and send all questions to EMDC.

Ms. Aho stated she would send the previous payroll records to include in the drawdown submission to MDOL. She requested all staff timecards from Ms. Kilroy from last week. Ms. Aho will send the previously approved timecards to Ms. Kilroy and Ms. Flanders, so that they can be added to the draw request that will be sent to MDOL this week.

Ms. Kilroy will review the QuickBooks coding from online information.

Mr. Williamson requested itemized paystubs, along with accrued PTO and sick time. Ms. Aho stated she would ensure Bangor Savings would provide this information. Ms. Flanders stated that the paycheck from timesheet dated 11/12/21 might have only included net pay and not additional expenses. This will need to be double-checked by staff once itemized paystubs are available from Bangor Savings. Mr. Williamson agreed.

Mr. Provost asked about the 403(b) and whether CWMWI matches contributions. Ms. Kilroy confirmed that the 403(b) is matched and is currently a problem. Mr. Provost clarified that means there is currently

no 403(b) match and needs to be addressed. Ms. Flanders stated she enrolled over two months ago with her salary reduction agreement, however, has not seen the reduction on her paystub. She requested this to be addressed and confirmed that she worked with Maura Esten from AIG. Mr. Williamson agreed he has had the same issue. Ms. Aho stated she would rectify the issue with the 403(b) salary reduction and employer match. Ms. Flanders sent her salary reduction form to Sara McLaughlin on 10/7/21 and Mr. Williamson sent his form on 10/26/21. Mr. Provost stated that AIG and Bangor Savings need to connect in order to rectify this 403(b) and the employer match moving forward.

### **3. Financial Services Update & Overview – All**

Ms. Aho shared the problems that Lisa Haskell (from MDOL) had with the Backoffice Solutions contract: that services were on a monthly basis, the additional cost and fee schedule for reports. Backoffice Solutions stated they would share the same reports that Sara did. Ms. Kilroy clarified that Backoffice Solutions still needs to run reports in QuickBooks. These were the only concerns from MDOL. Ms. Aho wanted to review the other concerns from board staff at this point. Ms. Kilroy stated that it would include a not to exceed amount and the interest should be removed (services are being reimbursed, not paid upfront) (Backoffice Solutions needs the grant accounting and schedule before signing the contract).

Ms. Kilroy suggested that the board take this Backoffice Solutions contract, with edits, and sign this contract at this moment of emergency need. Then the board and board staff could look at the additional quotes and select a long-term solution. Ms. Aho stated that this contract has 30-day notice, so we would be able to backout whenever necessary. Ms. Kilroy stated that MDOL agrees, and board staff have provided their thoughts and redlining, so this contract is read for signatures.

Ms. Flanders asked for clarification on which contract was under discussion – with board staff redlining or the original contract from Backoffice Solutions. Ms. Aho clarified it would be the edited copy, that this committee will now review via zoom.

Ms. Kilroy explained the staff-reviewed, redlined copy of the Backoffice Solutions contract with the committee. The name should be switched to Central Western Maine Workforce Initiatives. Kennebec County was OK and does not need to be switched in the contract under ‘Applicable Law’. Ms. Kilroy will add these redlined notes to the final document and Ms. Aho will follow up with Backoffice Solutions to finalize the contract. The treasurer will be the primary contact for this contract, along with the Executive Director.

### **4. Motion to Enter Executive Session – Pursuant to M.R.S.A. Sec. 405(6)(E) to confer with legal counsel.**

Tabled for another date.

### **5. Open Discussion/Any New Business - All**

*Healthcare Plans* - Ms. Aho asked Ms. Kilroy about what the board needs to do with the Maine Municipal Association healthcare rates for 2022, whether rates need to be reviewed or just approved. Ms. Kilroy stated the rates were given, but there is an option for us to change plans. Ms. Kilroy said the plan change has been advised to the board before for a few reasons; 1) this POS is a Cadillac plan, 2) there is really no difference between this and the best PPO plan, and 3) it keeps all staff in one type of plan. There are reasons and there are savings, even though it is expected that most employees pay more for healthcare these days. She advocated for a good healthcare option since staff are on the front lines and EMDC staff saw a lot of COVID. Ms. Kilroy will resend the front page of the MMT to Ms. Aho to make the consideration. The next steps are for the board to state the new healthcare rates to staff. Ms. Kilroy stated

that during the public budgeting process this year, we will need to review what the healthcare plan should be for the following year.

*Technology* - Ms. Kilroy stated that Ms. Flanders still needs a work computer. Ms. Aho stated they can purchase a laptop any time, once they get the accounts payable and credit down. Ms. Aho asked if this could be put into the current draw and see if they will give us an advanced payment. Ms. Kilroy agreed on this effort that it would go into the supply category. Ms. Kilroy stated she would add it to the current draw in hopes for MDOL approval.

*Calendar Invites* – Mr. Provost requested a calendar invite to the next committee meeting. The next Operations Committee meeting is December 8<sup>th</sup> at 8:30a.

**6. Adjourn** - *Chair Aho*

Meeting adjourned by Ms. Aho at 4:45p.

Future Meeting Notice: <https://cwmwdb.org/aboutus/upcoming-meetings/>