



77 Winthrop Street  
Augusta, ME 04330  
(207) 241-4100

## CWMWDB OPERATIONS COMMITTEE MEETING MINUTES

**Date:** November 10, 2021

**Time:** 8:00 AM – 9:00 AM

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

**Board Members Attending:** Kelly Aho (Acting Chair), Grant Provost (Vice Chair), Razell Ward (Secretary), Laurie Glidden (Member at Large), Nick Paquet (Recruiting/Resource), Commissioner Robert Sezak (CLEO Chair, non-board member)

**Contracted:** Susan Cerini (EMDC)

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

**Absent:** None

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

Meeting called to order by Ms. Ward at 8:11a in absence of Chair Aho and Vice Chair Provost.

### 2. Review and Approve Last Meeting's Minutes - *(motion) All*

Motion to approve the October 2021 Operations Committee Minutes as read: Ms. Glidden

Second Motion: Mr. Sezak

Discussion: None

Unanimous vote to approve the October 2021 Operations Committee Minutes

### 3. National Association of Workforce Boards Update – *Tobin Williamson*

Mr. Williamson described how CWMWDB staff recently met with Ron Painter, the CEO of the National Association of Workforce Boards. Mr. Painter shared his expertise on workforce trends around the country, the role of workforce boards, and the services offered to NAWB members. Of note is the possibility of a training offered to CLEOs and Workforce Board members in the future. CWMWDB would follow-up as they learn more about this possibility.

### 4. Corrective Action Update – *All*

In absence of Ms. Kilroy, Ms. Flanders reviewed the current MDOL BES Policy 13-02 for High-Risk Grantee Status. This was created in 2013 by the LePage administration. There are no concrete measures of corrective action listed in this document. The state has put the board on high-risk status based on this policy here, yet we also received an additional monitoring report from PY19 at the same time. This is the basis for claims from MDOL. CWMWDB Staff will update the committee on the corrective action plan at the next committee meeting.

Ms. Ward asked for clarification about the two monitoring reports/findings. Ms. Flanders said this is the most up to date policy. Mr. Sezak found the PY19 findings from MDOL to be vague and lacked a basis for which to make claims. The only purpose for MDOL to send it was to cover their tracks. Ms. Aho emphasized that the board still needs additional clarity and improvement overall as an organization.

Ms. Flanders then presented, via zoom, the committee the 2021 CWMWDB Corrective Action document, which outlines the definition of corrective action and includes background supporting references. The document was written by Ms. Kilroy to be sent to the Operations Committee as of November 2<sup>nd</sup>.

Ms. Flanders also showed and reviewed, via zoom, the Petition for Immediate Relief that Ms. Kilroy has written and would like to send to Commissioner Laura Forman at MDOL. Ms. Ward asked if the document has been sent to MDOL, and Ms. Flanders stated it has not been sent. Mr. Sezak said that this document would be a strong base document to write a document to MDOL, for instance, he stated he would remove the information about Bob Devlin. Ms. Glidden and Ms. Ward agreed with this statement from Mr. Sezak. Ms. Flanders stated that the board has the ultimate responsibility to respond to MDOL and submit a corrective action plan, and that this petition is an addition and is not asked of the board from MDOL.

Ms. Aho clarified that an initial response to MDOL was send on October 29<sup>th</sup> by Ms. Kilroy, however, the Operations Committee did not have sufficient time to review the response before sending it to MDOL. The Operations Committee has asked MDOL to ignore the initial submission and has asked for an extension to submit an initial response by November 10<sup>th</sup> which is today. Some additional information and a summary response will be submitted to MDOL.

Ms. Aho is asking why the board would not just make the improvements necessary, instead of sending a letter for relief. Ms. Glidden says that the high-risk letter feels contentious with MDOL and agrees with Ms. Aho's statement. Ms. Ward is asking whether the board will do either or: respond to MDOL or send this relief letter? Ms. Ward agreed that the relationship with MDOL needs to be improved and should be continued to be improved on. The board is taking this seriously, and we need to continue that motivation forward to work on these steps. Ms. Glidden added that she believes MDOL thinks the CWMWDB is taking this seriously, as we have taken the time to ask questions, get clarification, and work on the problems.

Ms. Flanders emphasized her and Tobin's hard work to build good, strong relationships with all staff at MDOL through the board staff lens.

##### **5. Reporting and Service Provider Delivery Update – Blaine Flanders**

Ms. Flanders reviewed the attached October 2021 Service Provider Report. She stated the format will be updated as soon as possible, with a deadline of January 1, 2022. There is an additional section for CWMWDB Enrollments by County/Office, which has two pieces to pay attention to, the 'unique count' (outlines physical individuals, and does not duplicate the number of dual-enrolled individuals into more than one program) and 'date as of 11/2/21'.

Ms. Cerini outlined the Performance Report (green and grey document) and how Mr. Fernands has developed this document. The partnerships and programs that these five counties have worked on are so strong and developed. For the CWM Region, this strength of the region has only gotten stronger since EMDC has joined the region, but this strength was preexisting to our organization. EMDC is pivoting to the environment, so when there are lower enrollments in Somerset County, EMDC spends a greater amount of time on this county whenever the data shows a need. Even through the pandemic, the CWM

Region has been able to serve hundreds of individuals and meet participants where they need assistance and physical meetings.

Mr. Provost offered his services and support to EMDC with apprenticeship efforts in the region. Ms. Glidden appreciates that EMDC meets clients where they can meet, because this region is so vast, the area needs a stronger presence of staff travel. Mr. Fernands indicated that some participants are dual-enrolled in WIOA Title 1B and apprenticeship programs. Ms. Bubar from the EMDC financial team will be present at committee meetings moving forward to present on EMDC financial documents.

#### **6. Open Discussion / Any Other New Business – All**

The Grievance Policy, grievance form, and notes are in the Operations Committee packet. Mr. Williamson informed the committee of the Opioid Advisory Task Force meeting next week. Ms. Flanders gave a brief overview of Business Solutions and her work with EMDC on this effort for the region.

Ms. Aho suggested entering an executive session for a personnel policy discussion.

Motion to enter executive session to discuss personnel policies: Ms. Glidden

Operations Committee members entered executive session at 9:11a and reconvened at 10:07a.

Motion to have the operations committee to proceed with communication with the Executive Director and the Executive Director will provide all staff and chair with all access to information, logins, passwords, and any access and information that pertains to the CWMWDB by the close of business today.

Second Motion: Ms. Glidden

Discussion: None

Unanimous vote to the above-mentioned motion.

#### **7. Adjourn - Chair Aho**

Chair Aho adjourned the meeting at 10:08a.

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