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CWMWDB OPERATIONS COMMITTEE MEETING MINUTES

Date: October 20, 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 (Adult Ed), Commissioner Robert Sezak (CLEO Chair, non-board member)

Contracted: Susan Cerini (EMDC)

Staff: Stacy Kilroy, Tobin Williamson, Blaine Flanders

Absent: None

1. Call to Order – Chair Kelly Aho

Meeting called to order by Chair Aho at 8:03a.

2. Review and Approve Last Meeting's Minutes - (motion) Chair Kelly Aho

Motion to approve the September 2021 Operations Committee Minutes: Mr. Provost

Second Motion: Ms. Ward

Discussion: None

Unanimous vote to approve the September 2021 Operations Committee Minutes

3. Policy Review: Grievance Policy – 30-Day Comment Period Start - (motion) Chair Kelly Aho

The CWM Region Grievance Policy was approved by MDOL and needed to be reviewed by the Operations Committee. Ms. Kilroy added that the last USDOL WIOA audit of the State of Maine, there was one finding for the CWM Region, which was this grievance policy. This was last updated in 2004. Since, it was updated by Erica McCarthy and Liz Pelcyger who worked with Ginny Carroll and Peaches Bass at MDOL. There was an approval from MDOL on this updated version. Ms. Kilroy added that this is the way in which the CWMWDB conducts policy review and updates, but it has all the citations that policies are meant to have. Ms. Ward asked what is different from the State of Maine's version of grievance policy. Ms. Kilroy said this policy was designed to match the federal 2 CFR and WIOA standards, and nothing additional was included. After development, it was approved by the State of Maine. Chair Aho asked if this policy needs to be on the website, and Ms. Kilroy responded that it was already on the website at <https://dev.cwmwdb.org/cwmwdb-policy-updates/>. Ms. Kilroy mentioned that CWMWDB staff are tracking policies in a tracker, are working on improving them, and have pushed this one to the front of the line due to the MDOL High-Risk Letter.

Motion to move this updated Grievance Policy to the board for additional input: Ms. Ward

Second to Motion: Commissioner Robert Sezak

Discussion: None

Unanimous vote to move the Grievance Policy forward to the board

The document will be sent out for the next board meeting on October 27th, with the addition of a cover sheet indicating why this document was updated, original date, updated date, and this is the updated copy.

4. Procurements – Stacy Kilroy

Ms. Kilroy said the only procurement issues currently is that we have to put out the CPA letter. We have an outside auditor, Tim Poitrus, and we can add additional services to that contract. That bid is done every few years. The old bid we used for Tim, was simple, and Tim confirmed that it was the correct RFP. Tim confirmed he has a current engagement letter and that it has the scope of work. The next step would be to take that information, correct it for this year, work with MDOL and get MDOL approval, and then present it to the next Operational Committee meeting for the request for price quote. That will ensure we have an auditor for this year. The last audit covered two years, even though there is room in the budget for an audit every year. Ms. Kilroy recommended an audit every year, not every two years.

The Maine CPA Association lists which CPAs are qualified for government and non-profit accounting, and staff have made a list of qualified CPAs based off this list online. The list will be with Tim and with those that have both government and non-profit experience. Chair Aho asked what the best timeframe is to get this CPA letter out. Ms. Kilroy said she wants to have the updated RFP, updated scope for the RFP, passed the update with MDOL, and the Operational Committee develop a list of committee members (3-5 people), all by next Operational Committee meeting.

Ms. Kilroy sent a financial staff hiring report with five parts, in hierarchy form, to the Operational Committee for review in the procurement section. It is not a full role, but this would be the recommendation. This includes a weekly review with a CPA until MDOL is comfortable. In addition, a monthly review of all the draws by the internal CPA. With all of these different pieces, there will be more hands-on deck, will be able to produce more financial reporting, and that is her recommendation. Chair Aho asked about the internal person, there would be an internal CPA review weekly? Ms. Kilroy said yes until everyone is comfortable to put together a draw. It would be simple because there are multiple funding streams. I've interviewed two CPAs and other bookkeepers so far. Chair Aho asked for Ms. Kilroy to re-send out the hierarchal recommendation document for the internal versus external CPA/financial hires. We need to justify what we are doing, which is why this report was developed. Some people have retired in Maine, but want to have part-time jobs, which is who we are hoping to hire. Chair Aho asked what the timing was for this new hire, since Sara is concluding her contract in a few weeks, and there will probably be an interim period for board and staff. How can we deal with the interim period and what needs to happen at the board level to hire these new individuals. Ms. Kilroy said the board does not need to approve a new hire for staffing. She added that the external review process CPA hire needs to be reviewed by the board. Ms. Kilroy added that Commissioner Sezak has asked for timelines, and that she will add this timeline to that effort via procurement timelines and staffing issue timelines.

5. Finance Report – 100% Funding

Since there is a transition with Sara McLaughlin leaving her contract with the CWMWDB, there is no financial document for this month's meeting. There will be an updated 90% Service Provider budget report for the next Operational Committee meeting on November 10th 2021. Ms. Kilroy added that if EMDC can help us by the next meeting, that would be great, even though that is not exactly their responsibility. We have a current administrative report that we could add to the next board packet. Chair Aho stated that would be fine for the next board meeting with a disclaimer on the month-old status.

Ms. Kilroy is waiting on EMDC to sign the opioid second round contract. Ms. Kilroy said we need to budget for the next round now that EMDC has moved forward with round two. She has been in contact with the Northeastern County Executive Director, Joanna Russell, to discuss how to best work together on the funds given to their county. Ms. Kilroy is working to learn how Joanna has moved forward with the next round of funding. Tracy Poulin and staff had a great meeting yesterday, who understands that we haven't been audited in several years, but have received several letters from MDOL, but we have a constructive plan in place with her advice.

Ms. Kilroy suggested to Ms. Cerini that EMDC develop and present a third-round budget to CWMWDB for the opioid funding, at which point the CWMWDB could progress forward with budgeting for round three. Ms. Cerini said that the third round will be worked on and sent over to CWMWDB soon and she will send the Mod chart to Ms. Kilroy so it can be used for round three. Ms. Kilroy has asked Lisa Haskell at MDOL to meet on this topic 3-4 times now, but have not heard back. Ms. Cerini said it was last week that she heard about the Mod chart for the next iteration.

6. Service Provider Report – Events, Enrollments, Program/County Breakdowns – Blaine Flanders & EMDC

Ms. Flanders reported out for the September 2021 Monthly Service Provider report. She reported out on behalf of the CWMWDB, and then Ms. Cerini will report out on behalf of EMDC. Hiring efforts: Mr. Williamson Williamson and Ms. Flanders Flanders were hired to the CWMWDB. Professional development: Mr. Williamson is a part of the Aspen Leadership Academy out of Washington, DC. Collaboration efforts: Mr. Williamson and Ms. Flanders have been working with Strengthen LA, local representatives and commissioners, chambers of commerce, new organizations in the community, all while trying to expand relationships with immigrant organizations. She has been developing relationships with MDOL, too.

Ms. Cerini pointed out the weekly trainings for staff, and the agendas attached. Monthly data day happens on the last Monday of each month to review files and double-check case notes and uploads. This keeps staff on-track with documents outside of monitoring times. Ms. Kilroy asked about how many people were enrolled in other regions for COVID-19, and Ms. Cerini said she reports on enrollments for the region, and by grant, but numbers by grant are cumulative, and do not stand individually. Ms. Kilroy made a point that the Coastal Counties are not enrolling in other areas, even though EMDC is enrolling into other counties outside of the CWM Region. She thinks the Operational Committee should discuss this practice.

Ms. Kilroy clarified that the NE Region was not given COVID-19 grant funding, and that MDOL wanted the two regions who got funding, CWM and CC, to enroll participants in the NE Region where they did not receive funding. There is not enough emphasis on the CWM Region by EMDC for the COVID-19 NDWG. Ms. Cerini asked for the clarification in writing because this was the first she was hearing of the concern, and that she will definitely address this concern. MDOL insisted that the money put forth was specifically for staffing and not for direct use on participants. This means all staffing for EMDC working on the COVID-19 NDWG are staffed out of the CWM Region. Because of the pandemic, this grant was initially focused in the Androscoggin County area, but was then expanded to other counties and regions because of the high needs of other areas. MDOL said that EMDC can assist people outside of the CWM Region, with resources, and not with funding. Ms. Kilroy clarified that the Operational Committee will decide if it is a concern or not, based on the information I am presenting to them now. Chair Aho asked for this in writing, so that she can review and decide whether this is an actual concern for the CWMWDB. Parking lot item for the next meeting with the concern in writing.

Mr. Provost asked about who qualifies for this funding, and whether or not construction qualifies for this grant. Ms. Cerini said that COVID-19 funding goes to the position of manager and staff. The funding pays for disaster relief worker positions and a manager position. The participants qualify for WIOA Dislocated Worker, and are referred to resources related to COVID-19, which the disaster relief workers work with these individuals. Grant asked why EMDC gets money to not fund participants. Ms. Cerini explained that WIOA Title 1B qualified individuals, could also be qualified for COVID-19 assistance, as a dislocated worker, and can get WIOA Title 1B funds.

7. Board Staff Report

Tabled to save time.

8. Upcoming Elections Preparation – Stacy Kilroy

Ms. Kilroy said that there have never been elections during her time with the board. Chair Aho asked how we can move forward with elections moving forward.

Ms. Kilroy thanked Ms. Cerini for being available for everyone, and she wants to be sure if anyone has any questions, that we should have another meeting about qualifications and points of access. Maybe that is a meeting in the future. Chair Aho said this would be a great idea to have this meeting together.

Chair Aho decided to wait to tell the board about Sara's departure until the next board meeting, and the operational committee agreed. Mr. Williamson and Ms. Kilroy will send an email to Chair Aho after drafting an email about elections for the board.

Ms. Kilroy spoke with Ginny Carroll at MDOL about the four new board members. Ginny went on to explain that Adalah Mohammad could not be in the business category because it wasn't an industry in demand, and that Kim Lindlof could not be in the business category but she could be in the economic development category. Ms. Kilroy explained that these industries were in demand and are currently in demand. Ms. Kilroy agrees about Kim in the economic development category; however, she does work for a chamber and a growth council. Chair Aho asked about Adalah's businesses. Ms. Kilroy said she owns Scorecard, The Third Place, and she owns residential properties. She has great understanding of the Lewiston academic poverty problem, and has great insight.

Commissioner Sezak does not have any other recommendations. Ms. Kilroy recommended again Mary LaFontaine to join the board once again under a new term. She was going to work for CMCC, but the position collapsed during the pandemic, and now she is an HR Director at Sebege Technics. The CLEOs need to agree on this effort, which is the only hesitancy moving forward with Mary LaFontaine. Commissioner Sezak told Ms. Kilroy to submit her resume to the CLEOs so that they can review and see her credentials for a board position. Ms. Kilroy will also speak with Mary to see if she is still interested in this effort.

9. MDOL High Risk Status Update/Working Session

Tabled to next meeting due to time constraints.

10. Adjourn

Chair Aho adjourned the meeting at 9:06a.

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