



MINUTES 05/12/2021 CWMWDB OPERATIONS

77 Winthrop Street
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OPERATIONS COMMITTEE MEETING MINUTES

Date: May 12, 2021

Effective
6/9/2021

Time: 8:30 AM – 9:45 AM

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

Board Members Attending: Dale Morrell (Chair), Kelly Aho (Treasurer), Grant Provost (Recruiting Chair), Razell Ward (Member-at-Large, Adult-Ed), Robert Sezak (Community Member), Diane Frigon (Regional Administrator MDOL), John Farley (Service Provider Advisor).

Call-in Members/Guests: Saige Friedman (WIOA Legal, Murray Plumb & Murray), Susan Cerini (Service Provider, EMDC) Jenn Root (Transcriptionist from Gaige & Feliccitti, LLC)

Staff: Stacy Kilroy (Executive Director), Sara McLaughlin (Financial Consultant), Erica McCarthy (Director of Business).

Absent: Craig Nelson, Chair

CALL TO ORDER & INTRODUCTIONS

The meeting was called to order by Dale Morrell, Acting Board Chair, and introductions of all Board members and guests were made by Stacy Kilroy.

APPROVAL OF MARCH MEETING MINUTES

ACTION ITEM: Motion to accept the 3/10/21 meeting minutes/Razell Ward
Second/Robert Sezak
Discussion: None
Vote by members present: Approved
Objection: 0

PRESENTATION OF THE AUDIT

S. McLaughlin presented a clean audit prepared by Tim Poitras of Chester M. Kearney, PA, Presque Isle. Audit cost was \$7250.00. The audit was distributed to everyone. She reminded the Board that our financial policy states that we will procure auditing services at a minimum of every 5 years. An RFP will need to go out for auditing services to obtain bid submissions from accounting firms.

FISCAL REPORT ON 10% BOARD BUDGET

S. McLaughlin gave the Board an overview of the FY financial statements versus budget as of April 30, 2021. Fund expenditures are 71% with two months remaining in the budget year, which she felt was a good benchmark.

Current WIOA contracts and new allocation of administrative funding for next year was reviewed.

FY2022 budget estimates were reviewed, but full proposal will be presented to the Board after discussion and review with S. Kilroy and approval by CLEO.

Due to tight timeframe of WIOA allocations, budget review and approval steps, S. McLaughlin recommends either giving thought to a change of internal policy date for budget deadline or special meetings called to meet those deadlines.

SERVICE PROVIDER -EMDC UPDATE on 90% BOARD ACTIVITY

Jon Farley presents new and goal enrollments as being on target for WIOA and DWG Opioid and Covid programs. He is overall pleased from a performance standpoint.

Contract budgets were reviewed.

- WIOA PY19 Adult DW programs budget expenditures are on track at 83% with 85% enrollment. 46% have been spent on training and support services, a positive increase and predicted to continue. Most other costs are below budget and funds will be entirely spent by end of June.
- Youth Program Grant is only at a 23% expenditure for end of June.
- Opioid Grant enrollment is at 55% expenditure of allocation. We are waiting on approval from DOL to access the remaining funds and for the project to extend an extra year.

LOCAL PLAN UPDATE

Erica McCarthy presented slides to review the progress thus far in three-part focus of the plan (data, modeling, and community input). Publish date is set for June 4th. The plan will be released to the Board for comments prior to forums for public comment.

S. Kilroy reports 20% of plan is written. A total of 103 data points. All focus forums done yesterday and will be available for future meetings.

CONFLICT OF INTEREST ISSUE

S. Kilroy requests discussion on hiring independent third party on conflict-of-interest issue that she was brought up in regarding consultants for Local Plan Update. Requests Saige Friedman to explain MDOL policy on this matter.

S. Friedman recommended following policy. Authority to investigate, adjudicate, and discipline if appropriate lie with CLEO. Offers to provide copies of policy. Recommended this conflict be forwarded to CLEO. Informs that outside counsel may or may not be brought in.

ACTION ITEM: Motion to go to executive session to discuss referring conflicts to CLEOS/Robert Sezak

Second: Grant Provost

Discussion: There was concern that process could not be discussed without issues being discussed.

Grant rescinded second motion.

ACTION ITEM: Motion to move conflict of interests and employment claims to CLEO/Razell Ward

Second: Grant Provost

Discussion: None

Opposed: 0

OTHER BUSINESS

Next meeting was announced as scheduled for the second week of June.

S. Kilroy added that the staff are working with Jon Farley on collaborative efforts for weekly updates.

ADJOURNMENT

No other business was conducted, and the meeting was adjourned.