



Executive Committee Meeting Minutes

01/22/2020 11 am <https://zoom.us/j/158555311>

+19292056099 Meeting ID: 158 555 311

The phone meeting was attended by Chair, Craig Nelson, Vice Chair Dale Morrell, James Trundy and Amy Landry

Mrs. Reynaldo updated members that Jim Trundy was working with Sara when they can, to draft a budget that removes the \$42,000 from debate of program versus administrative funding for the sake of efficiency. She apologized for missing it as an agenda item. There is also a discussion of an agenda item to transfer DW to adult funding that the state initiated directly with the service provider.

Mr. Morrell asked Mr. Nelson to describe how he wanted the meeting run. Mr. Nelson offered that usually experts such as Glenn Mills give updates. It was agreed if Glenn was available for him to be scheduled, at this or if not at the next meeting.

Mr. Morrell made it clear to never use the word script with him again. He repeated it twice. Mrs. Reynaldo explained the script was meant to be an item that was worked on together in the future as the email of the draft agenda and was to prior and meant to be collaborative.

Mr. Nelson did not understand the CLEO Update. Mrs. Reynaldo mentioned the CLEO would not be attending. The Bill Tracy nomination was accepted. Mr. Morrell made it clear he could have reviewed the procurement policy this week.

It was noted conflict of interest and procurement policy were emailed 1/5/2020 and 1/6/2020, respectively. It was not clear who reviewed the policies besides Mr. Sezak.

Mr. Nelson mentioned that the CWMWDB Nominating Committee was chaired by Jim Trundy. Mrs. Reynaldo mentioned that the Service Provider cannot not chair on a committee that selects board members. Mrs. Reynaldo explained this is called the segregation of duties (which is an internal control). Such a principle would not allow the contract recipient to select Board members who are responsible for contract oversight. There seemed to be a question as to if this was true.

Mr. Morrell requested written minutes. Mrs. Reynaldo thanked those members who have helped her regarding her hospitalization.

Suggested Draft Agenda emailed to Chair on 1/21/2020

1. Minutes Approve
2. Craig Nelson- Introductions
3. Economic update with labor force participation or unemployment rates (script provided)
4. Healthcare news including the Lewiston area consortium, high wage jobs in healthcare by Vice Chair, healthcare Industry Sector Chair Dale Morrell (script provided)
5. ETA Service Provider Update by James Trundy
6. Communication Service Provider Update by Stacy or TakeFlyte
7. CLEO Update on
 - * Board Renomination,
 - * Fiscal agent appointment process,
 - * appointment of officers,
 - * appointment of chair by business members of the board,
 - * appointment of new board member Bill Tracy
8. Policies
 - * Conflict of interest

- * procurement policy
- * appointment of the fiscal agent
- * Board nomination process

Suggested Agenda after 1/22/2020 Call

1. Minutes Approve
2. Craig Nelson- Introductions
3. Transfer of Funds from Dislocated Worker to Adult
4. PY 19 Mod 1&2 (draft Sara and Jim)
5. Economic update if available
6. ETA Service Provider Update by James Trundy
7. Appointment of new board member Bill Tracy
8. Policies TO BE DECIDED by EC if they have time to review.
 - * Conflict of interest
 - * Procurement policy

The first draft of these minutes was emailed for review on January 23, 2020 at 7:02:08 AM. No responses were received.

Minor revisions made 2/25/2020