



Central Western Maine Workforce Development Board

March 10, 2021

Topic: Operational Committee Meeting
Time: 8:30-9:30
Call: 1 (929) 205 6099
Meeting ID: 856 806 3574
Zoom in: <https://us02web.zoom.us/j/8568063574>
Operational Committee Room

The meeting was called to order.

The committee moved to agenda item 1. Minutes Review. The approval of the minutes was motioned by Dale Morrell and second by Razell Ward. The minutes were approved.

The committee moved to agenda item 2. Update on Programs & Staff. Jon Farley described WIOA programs as on-going with Dislocated Worker spending the highest of all programs. Susan Cerini explained staff have been upskilled in recent months.

The committee moved to agenda item 3. Budget Amendments & Updates and the Executive Director described the administrative process.

The committee moved to agenda item 4. Budget Amendments & Updates. Sara McLaughlin explained that WMCA had sent back funding under PY19 WIOA. The need to spend out the funds will be met by hiring BusinessFlare for the Local Plan, and hiring a Virtual Event Coordinator

Sara McLaughlin explained that WMCA had sent back funding under the Opioid grant. The need to spend out the funds will be met by purchasing Primer Virtual and increased staff salaries.

Additional spending will include youth Work Experience and the outward facing portals for the industry sectors.

The committee will reconvene to vote on budget amendments.

The committee moved to agenda item 6. Industry Sector Update. The Executive Director described the rollout process, including assessing and presenting data, career access points, and sector definitions on the outward facing portals.

Kevin Crowder provided an overview of BusinessFlare.

The meeting was adjourned.



VOTING ITEMS MARCH OPERATIONAL BOARD

MEETING Operational Meeting
SUBJECT: Budget ratification and operational approvals

VOTED ON
03/16/2021
ORIGINAL
03/10/2021

REVISION

The revision incorporates received input: funds to be laser focused on the youth component, ensure continued constant coordination with Sara Griffin and other efforts to yield a great local product that works seamlessly with other efforts while developing our local talent and strengths.

ITEM 1

This vote ratifies the CLEO Board approved changes to the PY 2020 Administrative and Program Budgets for CWMWDB, which includes carry over PY 19 WIOA, NDWG Opioid, NDWG Covid-19 funding awards.

- The amendments allow left over funding not used by WMCA to be distributed to a jointly developed EMDC and CWMWI Youth Services Program that includes a new policy, an online youth workforce academy, remote work experiences, and industry portals, and programming to reconnect youth to their communities. There will be new, permanent staff as well as temporary staff, some relief workers & some programming experts.
- There will be a position to schedule and organize Virtual Events which can be Hiring Events and Benefit Enrollment fairs on weekends at night, Youth Training Enrollment Fairs, and other types initially residing with the Board but envisioned to move to the Service Provider when the economy recovers, and the New PV platform can be a monetized.
- There is a targeted Youth Industry Sector Outreach and Relationship Campaign. **Use or Lose funding**
- The Local Plan consultants will be funded by a mix of the remaining Adult, Dislocated Worker and Youth funds up to \$30,000 to complete the research, community processes, and 103 narrative data points. **Use or Lose funding**
- The service provider also requests authority to transfer up to \$150,000 between DW worker and Adult funds as needed.

This vote approves administrative or board operations level changes. (those marked as * are courtesy ratifications that don't require approval but are there for consensus approval)

- Hire Virtual Events Position (out of program, agreed upon with EMDC)
- Increase to the regular salary rate of \$45,000 for the Director of Business Engagement (Erica McCarthy) based on a multiple source Salary Audit of the Position, her experience and education, retroactive to January 1, 2021;
- Temporary Staffing to fill in for staff on leave; **Use or lose funds.**
- Temporary Staffing to complete build out of the in progress regional Youth Career Pathways and Industry Sector Committees to work with Adult Education Phase 1 by April 30, 2021 Total Education Consortium Phase 2 (inc Adult Ed) by June 30, 2021 **Use or lose funds**
- Temporary Staffing & Supplies to complete Youth Connections and Pipeline by June 30, 2021 **Use or lose funds**
- Influencer project work experience position (ongoing project) No cost to us.

03/16/21 A quorum was present. RW, CN, GP All in favor. RS concurs, not voting.

The Chair, Craig Nelson, called for a vote, as is the right of the chair, and the motion passed. Dale Morrell was not able to attend due to work obligations.

Sworn to and ascribed to by Stacy Kilroy, Executive Director