Central Western Maine Workforce Development Board   
**Operations Committee Minutes**  
January 12, 2022

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Board Members Present**: Kelly Aho, Acting Chair; Grant Provost, Vice Chair; Razell Ward, Secretary; Laurie Glidden, At-Large Member; Nick Paquet, Recruiting & Resources Chair; Robert Sezak, Community Member  
**Staff Present**: Blaine Flanders, Interim Executive Director  
**Others Present**: Susan Cerini, EMDC; Tom Fernands, EMDC

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Kelly Aho called the meeting to order at 8:32am.

1. **Approve Last Meeting Minutes**   
   **VOTED:** *To approve November 10, 2021, November 30, 2021, and December 15, 2021 (with reference that the December zoom recording was deleted prior to writing meeting minutes) meeting minutes as written.*   
   Motion: Grant Provost Second: Laurie Glidden Vote: All in Favor
2. **Board Chair Updates**   
   Ms. Aho explained the desire to streamline operations and included that Sara McLaughlin is up to speed with what needs to be fixed and addressed. Ms. Aho added that the attorney the committee is working with will be forming a letter response with the personnel file request. Ms. Aho stated she would be gathering work performance documents that pertained to Stacy, as requested by the attorney. She requested the committee to send her any files or communications that members had with Stacy about work performance. Ms. Aho said the attorney, Amy Dieterich, explained that this is a very stock letter, which means they are only investigation mode, and are not yet filing a report. There is an option to include other information in the future.
3. **Staffing Roles & Structure**   
   Ms. Aho stated that she has worked with Ms. Flanders, Coastal Counties Workforce Inc., Sara McLaughlin, and Maine DOL, to make sure CWMWI is heading in the right direction with roles and transitions. Ms. Aho requested that the Operations Committee work this morning to finalize Ms. Flanders’ role.   
   **VOTED:** *To enter executive session to determine Ms. Flanders’ role.*  
   Motion: Grant Provost Second: Laurie Glidden Vote: All in Favor   
   Operations Committee entered executive session.   
   At this time, Nick Paquet joined the meeting – Ms. Flanders transferred him directly to the executive session.  
   **VOTED:** *To appoint Blaine Flanders the Interim Executive Director, with a stipend of $350 per week, backdated to December 20, 2021.*  
   Motion: Laurie Glidden Second: Razell Ward Vote: All in Favor  
   Ms. Aho asked if Ms. Flanders would accept the interim position with the CWMWI? Ms. Flanders accepted the interim position.   
   **VOTED:** *To include in the budget extra funds for career development and training for Ms. Flanders and other future staff.*  
   Motion: Robert Sezak Second: Razell Ward Vote: All in Favor
4. **Review 3-6 Month Plan**   
   Ms. Flanders explained she has a 3–6-month plan developed and is expanding into 9-12 months soon. 3-month plan items include: 1) review current contracts and ensure we are up to date and that each has the correct/required information, 2) MOU/IFA finalization, 3) Workforce Board orientation, 4) program policies and organization policies review, 5) restructure internal operations, and 6) budget.
5. **Discuss Standing and Ad Hoc Committees**  
   Ms. Aho explained that we need to engage the board and utilize the expertise of members. Finance and Personnel committees could provide best practices to the board, but also improve the CWMWI personnel policy and financial manual. Ms. Flanders stated that per the CWMWI bylaws, Ms. Aho has authority to appoint members to chair committees. Ms. Flanders stated her support for committee development to take pressure off the chair role and engage the work of the board overall. Ms. Flanders and Ms. Aho requested that the Operations Committee send feedback with thoughts. Ms. Ward requested that Ms. Flanders send out committee information to the Workforce Board to gauge interest. Ms. Glidden agreed to send out the committee information, and to phrase the outreach with a positive, new-year focus to keep members interested. Ms. Ward emphasized adding the time requirement, too. Ms. Glidden stated she would be comfortable on any committee that might work best for her, that she would like to slide right in and help.
6. **Finance Update & Accountant Update**  
   Ms. Aho shared that Ms. McLaughlin is up to date on outstanding invoices, priorities, and draws with MDOL/EMDC. There will be a finance report starting next committee meeting, likely at the upcoming board meeting.
7. **Program Performance Update**  
   Ms. Flanders reviewed the new format for the monthly service provider report. Ms. Cerini stated it was a team effort to develop this report, and to let us know if you have any questions. Ms. Flanders added that the Operations Committee should review the green/gray table at the end of the packet. This report shows the performance measures, goal vs actual, for the CWM Region.
8. **Staff Updates**  
   Ms. Flanders reviewed the board meeting agenda including a presentation from Ginny Carroll at MDOL on LWB Roles and Responsibilities, and we will be discussing local policies, board member introductions, future CWMWDB planning, committee development, and staffing changes.
9. **Other New Business**  
   Mr. Paquet thanked Ms. Aho, Ms. Flanders, and Mr. Fernands on the performance report. Ms. Ward appreciates the effort everyone has put in to improve the report in the last few months. Mr. Provost agreed and emphasized a positive 2022.

Chair Kelly Aho adjourned the meeting at 9:30am.

*Next meeting: Wednesday, February 9, 2022 at 8:30am*