

Minutes



Full Board Meeting - June 26, 2019, 9:00 am
Maine Manufacturing Extension Partnership
87 Winthrop Street, Augusta, Maine, 04330

The Chair began the meeting at 9:00 am with a roll call in the room and on the phone. A quorum was declared.

Minutes - The previous 10/25/18 meeting minutes were approved.

The Service Provider had requested WE & OJT Policy Changes that removes an unnecessary limit on the length of combinations of WE and OJT. It provides staff more flexibility to negotiate and create customized programs. The Board voted to approve the changes.

A State Workforce Board Meeting Update was given regarding the 70% Training requirement at the State level, and the lack of quorum at the SWB Meeting.

Financial Discussions Sara McLaughlin, Board accountant and financial consultant, gave a budget status and spoke about a minor addition/ revision to the PY 18 budget. She also discussed the audit process for the FY ending 6/30/19 and reminded the board of the steps. Ms. McLaughlin recapped the State Fiscal Monitoring which occurred on June 10 and June 11 of 2019. The report for the visits is expected within a few months.

The Executive Director Report commended WMCA after attending the State Monitoring of WMCA for the State Interviews Report. Other items discussed a New Grant Watch with the State applying for an Expanded Apprenticeship Grant in the amount of \$752,813 for 450 apprentices; There is also an Opioid NEG Work experience for Opioid affected & long term unemployed and training for recovery type careers behavioral health, case managers. The need for a Social Media Project was also discussed as the Board previously had not social media outreach. First time Twitter, Facebook and Instagram social media pages have been created by the Board.

Important State goals were highlighted: The Board should lead a process to finalize an *MOU & IFA* with WIOA partners. A new item that is part of WIOA but never done before in this region is the Board's **One Stop Center Certification**. Also, and a **Request for Proposals for Youth Program Service Providers** and a **One Stop Operator** were described,

Mrs. Reynaldo discussed the many State Advisements given during the visit which occurred June 10 and June 11 of 2019. They included non-fiscal suggestions on the website, policy list and using the State RFP template (without leaving in State of Maine information) as;

Mrs. Reynaldo discussed her Work Plan, which outlined a schedule to complete the State tasks before others and a plan to visit businesses in a systematic away.

Mrs. Reynaldo also brought up for Board vote, the proposal to extend Harry Simones' employment. He had been acting as Interim Director and his contract expired. Sara McLaughlin presented an analysis showing the budget's ability to withstand such an expense. The Board voted and approved hiring Harry Simones part time with a rate that blended his previous two positions for between 13- 15 hours pe a week.

The Board reviewed the meeting schedule and the meeting was adjourned.

Attachments

Central Western Maine Workforce Development Board

FY 6/30/20 Proposed Budget

Actuals through 8/31/19

Funding Overview (Multi-Year)	2018 WIOA	2019 WIOA	Unrestricted	Total
Contract No.	20170824*765	TBD		
Start Date	7/1/18	7/1/19		
End Date	6/30/20	6/30/21		
Award Amount	\$ 1,830,518	\$ 1,914,811	\$ 38,037	\$ 3,783,366
Admin	183,049	191,481	38,037	412,567
Program	1,647,469	1,723,330	-	3,370,799
Spent as of 6/30/19	56,358	-	-	56,358
Admin	56,358	-	-	56,358
Program	-	-	-	-
Estimated Reserve for FY 19+	-	132,958	38,037	170,995
Admin	-	132,958	38,037	170,995
Program	-	-	-	-
FY 18-19 Budget	1,774,160	1,781,853	-	3,556,014
Admin	126,691	58,523	-	185,215
Program (Estimated)	1,647,469	1,723,330	-	3,370,799

Detailed Administrative Budget	2018 WIOA	2019 WIOA	Unrestricted	Total	2019-20 YTD Actuals	
Salaries	\$ 48,358	\$ 22,338	\$ -	\$ 70,696	19,134	27%
Fringe Benefits	14,366	6,636	-	21,003	2,448	12%
Travel	3,420	1,580	-	5,000	-	0%
Supplies	1,710	790	-	2,500	-	0%
Other						
Outreach, Mktg & Advertising	1,368	632	-	2,000	-	0%
Bank Fees	170	78	-	248	48	19%
Conferences	2,394	1,106	-	3,500	22	1%
Contractual	-	-	-	-	-	0%
Dues and Subscriptions	1,710	790	-	2,500	1,000	40%
Insurance	1,822	842	-	2,664	2,664	100%
Legal Notices	684	316	-	1,000	-	0%
Organization Expense	24	11	-	35	-	0%
Payroll Processing Fees	884	408	-	1,292	220	17%
Professional Fees						
Audit	4,959	2,291	-	7,250	-	0%
Fiscal Mgmt.	40,015	18,485	-	58,500	10,125	17%
Fiscal Monitoring	2,052	948	-	3,000	-	0%
Postage & Delivery	68	32	-	100	-	0%
Recruiting	342	158	-	500	-	0%
Rent, Parking, Utilities	821	379	-	1,200	-	0%
Software	1,078	498	-	1,577	252	16%
Telephone and Network	445	205	-	650	99	15%
Total, Administrative	126,691	58,523	-	185,215	36,012	19%

Variance to Current

2018-2019 Budget	199,884	14,669
2019-2020 Budget Estimate prepared last year	202,350	17,135
WIOA 19-21 funds - actual	191,481	
WIOA 19-21 funds - estimated	169,745	
Variance	21,736	

Detailed CWMWDB Program Budget	2019 WIOA	-	Total
To Service Provider WMCA	1,647,469	\$ -	1,647,469
Recruitment - General Career Service/Intake - Recovery Houses	WMCA	3,000	3,000
Recruitment - Youth General Career Service/Intake with Youth Programs	WMCA	6,000	6,000
Recruitment - Work Ready Career Services at Adult Educations Sites	WMCA	18,000	18,000
Subtotal, WMCA	1,674,469	-	1,674,469
Recruitment - Campaigns, Social and other Media - Work Ready Career Services	Direct	4,000	4,000
Recruitment - Campaign, Social Media - Youth Career Services	Direct	3,000	3,000
Recruitment - Campaigns - Social Media & Radio - Business & Workforce Services	Direct	17,111	17,111
Recruitment - Business, CWM Online Business Databate, Annual Survey, Web Update	Direct	11,000	11,000
Performance Benchmark - Local Area Input Sessions and Surveys	Direct	2,000	2,000
Performance Benchmark - Best Practices Board Webinars & Two Hour Live Session	Direct	2,250	2,250
Recruitment Study - IT Sector Workforce Skills Enhancement	Bid	9,500	9,500
Subtotal, CWMWDB	48,861	-	48,861
Total, Program	-	1,723,330	1,723,330

2019-20 Budget

Full year of ED and Admin Assistant

	<u>Acting</u>				
	<u>Executive</u>	<u>Executive</u>	<u>Bus. Svcs.</u>	<u>Admin.</u>	
	<u>Director</u>	<u>Director</u>	<u>Manager</u>	<u>Assistant</u>	<u>Total</u>
Salary/Hourly Wage as of 7/1/19	57,000	67,787	47,509	18.00	
# Months	2	12	-	-	
Hours/Week	14	40	-	-	
Employment Anniversary Date	-	5/13/19			

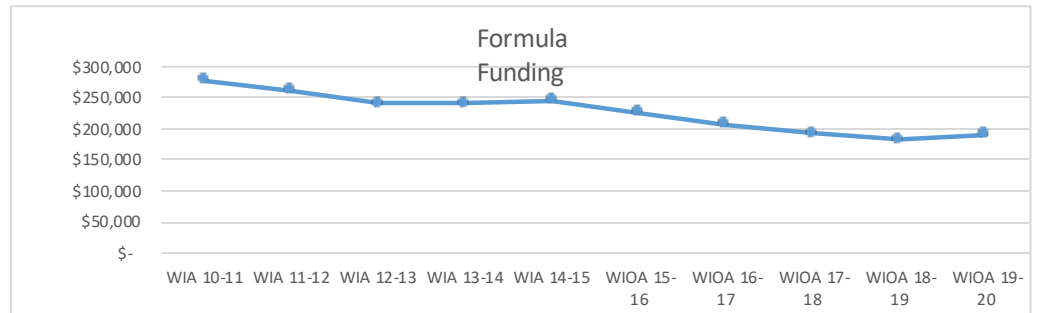
Salaries	2,909	67,787	-	-	70,696
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		2020				
		<u>Proj. Inc.</u>				
Payroll Tax	7.65%	223	5,186	-	-	5,408
Health	995.24 5%	-	11,246	-	-	11,246 starting August 2019
Dental	43.36 5%	-	490	-	-	490 starting August 2019
Vision	5.58 5%	-	63	-	-	63 starting August 2019
403(b)	275.00	-	3,025	-	-	3,025 starting August 2019
Workers Comp	1.09%	32	739	-	-	770
Total Fringe		254	20,748	-	-	21,003
Effective Fringe Rate		9%	31%			30%
Total Salaries & Fringe		3,164	88,535	-	-	91,699

	<u>Item</u>	<u>Vendor</u>	<u>Annual Amount</u>	<u>Frequency</u>
Software	Hosting Fees	Ron Hoskins	280.00	70.00 per quarter
	Office 365	Microsoft	520.69	42.20 per month
	DocuSign	DocuSign	96.00	96.00 per year
	VideoConferencing	Zoom	149.90	149.90 per year
	Card Scanning SW		30.00	
	Survey SW		500.00	
			<hr/>	
			1,576.59	
Telephone	Stacy's monthly cell phone	Simple Mobile	600.00	50.00 per month
	Maine phone number	Burner	50.00	50.00 per year
			<hr/>	
			650.00	
Dues & Subs	NAWB		1,200.00	
	LA Metro Chamber		300.00	
	Mid-Maine COC		199.00	
	Maine Municipal Assoc.		600.00	mandatory
	New? Regional Eco. Dev. Assoc.?		701.00	
			<hr/>	
			3,000.00	

Contract	Jul '10 - Jun 11 Actual	Jul '11 - Jun 12 Actual	Jul '12 - Jun 13 Actual	Jul '13 - Jun 14 Actual	Jul '14 - Jun 15 Actual	Jul '15 - Jun 16 Actual	Jul '16 - Jun 17 Actual	Jul '17 - Jun 18 Actual	Jul '18 - Jun 19 Actual	Jul '90 - Jun 20 Budget	Total
ARRA	\$ 299,684	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 299,684
Health Care Grant	228,635	652,739	419,673	-	-	-	-	-			1,301,047
WIA 10-11	221,941	55,345	-	-	-	-	-	-			277,286
AWI	66,316	46,604	2,137	-	-	-	-	-			115,056
WIA 09-10	62,621	-	-	-	-	-	-	-			62,621
United Way	5,000	5,000	-	-	-	-	-	-			10,000
WIA 11-12	-	259,562	2,174	-	-	-	-	-			261,736
Incentive 2011	-	39,972	-	-	-	-	-	-			39,972
WIA 12-13	-	30,476	204,141	6,800	-	-	-	-			241,417
NEG Associated Grocers	-	1,338	524	-	-	-	-	-			1,862
WIA 13-14	-	-	-	221,366	19,431	-	-	-			240,797
DEI	-	-	-	24,569	140,821	228,008	133,929	-			527,328
WIA 14-15	-	-	-	-	226,730	19,781	-	-			246,511
PSW - UTC	-	-	-	-	23,033	25,769	-	-			48,802
JD NEG	-	-	-	-	9,190	24,840	32,780	-			66,811
WIOA 15-16	-	-	-	-	-	188,917	37,281	-			226,198
SP NEG	-	-	-	-	-	50,360	72,505	27,406			150,270
PSW - Verso Paper	-	-	-	-	-	32,040	35,641	-			67,680
PSW - Madison Paper	-	-	-	-	-	1,944	34,988	-			36,932
WIOA 16-17	-	-	-	-	-	-	171,051	36,634			207,685
TechHire	-	-	-	-	-	-	49,088	28,725			77,813
WIOA 17-18	-	-	-	-	-	-	-	94,250	98,013		192,263
WIOA 18-19	-	-	-	-	-	-	-	-	56,113	126,691	182,805
WIOA 19-20	-	-	-	-	-	-	-	-	-	58,523	58,523
Total	\$ 884,196	\$ 1,091,036	\$ 628,649	\$ 252,735	\$ 419,206	\$ 571,658	\$ 567,262	\$ 187,015	\$ 154,126	\$ 185,215	
# Contracts	6	8	5	3	5	8	8	4	2	2	

Contract	Formula Funding	Inc/(Dec)	
WIA 10-11	\$ 277,286	n/a	
WIA 11-12	\$ 261,736	(15,550)	-5.6%
WIA 12-13	\$ 241,417	(20,319)	-7.8%
WIA 13-14	\$ 240,797	(620)	-0.3%
WIA 14-15	\$ 246,511	5,714	2.4%
WIOA 15-16	\$ 226,198	(20,313)	-8.2%
WIOA 16-17	\$ 207,685	(18,513)	-8.2%
WIOA 17-18	\$ 192,263	(15,422)	-7.4%
WIOA 18-19	\$ 183,049	(9,214)	-4.8%
WIOA 19-20	\$ 191,481	8,432	4.6%





77 Winthrop Street
Augusta, Maine 04330
207-241-4100
www.cwmwdb.org

2019 Quarter 3 Board Meeting

Time: 9:00 am - 10:30 am
Date: September 25, 2019
Meeting Location: Kennebec Registry of Deeds,
77 Winthrop Street, Augusta ME 04330

Call In Number: 1 929 205 6099
Meeting ID: 586-652-386
Zoom In: <https://zoom.us/j/586652386>

1. Minutes
2. Introductions
3. 2020 Meeting Schedule
4. Local Economy Update
5. State Workforce Board Meeting
6. Local Policies & Rules Update Project
7. Industry Sector Development Update
8. Other organizational processes
9. State Dislocated Worker and Opioid Epidemic Grant
10. Recruitment Update
11. Subrecipient Monitoring
12. Office Space
13. New Board Nominee
14. Online Digital Outreach Project
15. PY 19 Budget Review & Approval
16. RFP for Services
17. Human Resources Item: Domestic Partner Benefits for Employees
18. Future Board Meetings:
 - a. 12/18/19 Wed 9:00 am; ME Manufacturing Extension Partnership, 87 Winthrop St, Augusta; <https://zoom.us/j/954720737>
 - b. 03/26/20 Thurs 9:00 am; Lewiston Career Center, 5 Mollison Way, Lewiston; <https://zoom.us/j/281170190>
 - c. 06/20/20 Wed 9:00 am; ME Manufacturing Extension Partnership, 87 Winthrop St, Augusta; <https://zoom.us/j/962020744>
 - d. 09/24/20 Thurs 9:00 am; Lewiston Career Center, 5 Mollison Way, Lewiston; <https://zoom.us/j/948102395>
 - e. 12/16/20 Wed 9:00 am; ME Manufacturing Extension Partnership, 87 Winthrop St, Augusta; <https://zoom.us/j/133390547>

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