

Minutes

Central Western Maine Workforce Development Board Executive Committee of the Board of Directors Meeting

June 17, 2019

Law Offices Doyle & Nelson

150 Capital Street, Augusta, Maine 04330

Attendees: Craig Nelson, Chair; Robert Sezak, Harry Simones, Jim Trundy; via phone: Amy Landry, Sara McLaughlin

1. The Executive Committee tabled approving the previous meeting minutes until the next meeting.
2. The Executive Committee reviewed the June 26, 2019 Board Meeting Agenda, which is attached, and made the following decisions:
 - a. Agreed with the proposed changes Work Experience & On the Job Training policies detailed in the meeting documents, which are attached.
 - b. Agreed to support and facilitate Robert Sezak as David Duguay's replacement on the State Workforce Initiatives Board.
 - c. Agreed to continue with annual audit services from the firm Chester M. Kearney for the financial year ending June 30, 2019. The board policy is to RFP every five years. This upcoming year will be the fourth year of services.
3. Sara McLaughlin, CWMWDB's fiscal consultant reviewed the CWMWDB administrative budget as of 5/30/19, which is attached in the meeting documents. In the 11th month, 68% of the budget was spent compared to the normative 92%. There were 63,037 dollars remaining. Most of this was salary savings, with \$29,302 remaining in the budget. The PY 19 budget has an increase of 4.6% over las year.
4. The Executive Committee will resume monthly meetings between board meetings. These will be scheduled for convenience. A meeting of the Chief Elected Officials will also be scheduled via teleconference monthly.
5. The meeting was adjourned.



Executive Committee Meeting Agenda

June 17, 2019, 9:30 am

Law Offices of Doyle & Nelson

150 Capitol Street Augusta, ME 04330

1. Previous Executive Meeting Minutes **Table until next meeting**
2. Review Agenda & Presentation for Upcoming June 26, 2019 Board Meeting
 - Previous Meeting Minutes
 - WE & OJT Policy Changes
 - State Presentation (not included)
 - State Workforce Board Meeting Update
 - Fiscal Agent Report
 - PY18 Budget Addition
 - PY18 Budget Status
 - Audit Process for FY ending 6/30/19
 - State Fiscal Monitoring 6/10-6/11/19
 - Executive Director Report
 - State Monitoring of WMCA - Interviews - Report
 - New Grant Watch
 - Legislative Update
 - Social Media Project
 - MOU & IFA with partners
 - One Stop Center Certification
 - Request for Proposals for Program Service Providers
 - State Monitoring Advisements
 - Work Plan
3. Set 2019 Executive and Full Board Meetings Vote

[Facebook.com/cwmwdb](https://www.facebook.com/cwmwdb), [Instagram.com/cwmwdb](https://www.instagram.com/cwmwdb) [Twitter.com/WorkforceMaine](https://twitter.com/WorkforceMaine)



**77 Winthrop Street
Augusta, Maine 04330
Phone 207.576.7040
www.cwmwdb.org**

Central Western Maine Workforce Development Board Meeting Agenda & Minutes

March 28, 2019 (9:00 –11:00)

Maine Manufacturers Extension Partnership

87 Winthrop Street, Augusta, ME

877-647-3411 # 592287

Introductions (Craig)

Approval of 10/25/18 Board Minutes (Craig)

Board Member Discussion with Peaches Bass, Program Manager, MDOL (Possible discussion questions attached for your pontification prior to the meeting)

EEO/Non-Discrimination Presentation (Peaches Bass, Program Manager, MDOL)

Treasurer's Budget/Financial Report (Sara)

Request for Transfer of Funds (Jim)

Executive Director Job Search Update (Craig)

Update on Multiple Employer Driven Training Projects in 5 County Area (Jim & Harry) (handout)

Procurement & Procedures Policy (tabled)

Infrastructure Funding Agreement (Ed Upham)

Adjournment & Next Meeting

Minutes of 3/28/19 Meeting

Attendance:

Board Members: Craig Nelson, Laurie Glidden, James Trundy, Dale Morrell, Larry Robinson, Harvey Smith, Robert Sezak (CEO Chair), Razell Ward, Amy Landry (phone), Kelly Aho (phone), Linda D'Alessandro (phone) Grant Provost, Ironworkers Local 7 (By Proxy for Chris Greenleaf)

Guests: Ed Upham (MDOL), Peaches Bass (MDOL) David Duguay (Oxford County Commissioner), Patsy Crockett, (Kennebec County Commissioner)

Staff: Harry Simones (Acting Ex Director), Sara McLaughlin

After introductions by both those present and on the phone, the October 28 CWMWDB Meeting Minutes were approved unanimously after a motion to approve made by Jim Trundy and seconded by Robert Sezak.

Sara McLaughlin our financial specialist for the board presented the budget with actuals spent through 2/28/19. The budget was approved unanimously with a motion from Razell Ward and seconded by Laurie Glidden. All approved.

James Trundy, Interim Director of WMCA, presented a request to the board to transfer Dislocated Worker Funds to Adult Worker Funds as there are currently more disadvantaged adults than dislocated workers who need these training funds right now. (WIOA Transfer of Funds Policy No. PY15-04 attached). A transfer of up to \$80,000 was approved to take place between 7/1/17 and 6/30/19. A motion was made to approve by Amy Landry and seconded by Razell Ward. All approved.

No vote was needed for the new and revised Procurement and Procedures Policy as it was tabled until the June 26, 2019 meeting. The policy still needs to be vetted by MDOL before being brought to the Board for approval.

Peaches Bass conducted the MDOL Board monitoring assessment by asking a series of questions regards Board members understanding their roles and responsibilities as Board members. A lot of good input from several Board members was provided to Peaches, especially around identifying the needs of local employers among the questions answered and duly recorded by Peaches for her report.

Peaches Bass did a presentation required of all local boards on Accessibility, Equal Opportunity, and Nondiscrimination and universal Access for all career services provided to the public at our various CareerCenters, One Stops, and required partners.

Craig Nelson gave an update to the Board on our job search for a new Executive Director to replace the current Acting Executive Director, Harry Simones. The first three interviews were held in Augusta on 3/27/19 and the last two will be held 4/4/19. Before the Board meets again in June we should have a new Executive Director in place as there are some very strong candidates being interviewed. Craig thanked Harry for his job as Acting Director for the past year since he took the position in March of 2018.

Jim Trundy and Harry presented to the Board the multiple employment driven training projects ongoing and planned for our 5 - county region including Class B Truck Driving, CNA, Certified Medical Assisting, Structural Welding, the very successful Construction Training in the Lewiston area now entering its 4th cohort recently showcased on a piece aired by WMTW, Manufacturing Technician training, and Culinary/Food Manager Certification training. Future trainings are being discussed for CDL in Oxford County and shoe stitcher trainees for a new employer in northern Oxford County. A third round of the 21st Century Youth Project has begun in Somerset County with a possible future class in Androscoggin County.

Ed Upham, Director of the Bureau of Employment Services, gave the Board the 90,000-foot view of Infrastructure Cost Sharing required by WIOA for all of our partners and answered questions from Board members regards their involvement in this process. There is an all required WIOA partner meeting coming up 4/9/19 to explain the process and another meeting in May with technical assistance provided by Maher and Maher as this is a complex process that needs to be developed with all parties at the table.

David Duguay, Oxford County Commissioner, notified the Board that he would like to be replaced as our representative on the Sate Workforce Board as soon as the Board finds a replacement. Craig Nelson indicated he already has one Board member who is interested and will put this out to members hip in an e-mail to see if others might be interested in this position.

As there were no further items on the agenda a motion was made to adjourn the meeting with our next meeting scheduled for 6/26/19 from 9:00 to 11:00.

Respectively submitted by:

Harry J. Simones

Acting Executive Director

Central Western Maine Workforce Development Board

77 Winthrop Street

Augusta, ME 04330

Cell: (207) 576-7040



The Central Western Maine Workforce Development Board provides Equal Opportunity in employment and programs. Auxiliary aids and services are available upon request to individuals with disabilities

Central/Western Maine Workforce Development Board (CWMWDB) General Policies and Procedures	
Policy: Work Experience	EFFECTIVE DATE: May 19, 2017 <i>Review Date: May 22, 2019</i>
Approved by: CWMWDB	

I. General Information

The following policies and procedures will govern the application of the Work Experience (WE) options for WIOA Title I eligible adult, dislocated worker, and youth customers. They are based on the Workforce Innovation and Opportunity Act Sec. 134 (c) (2) (A) (xii) (vii), and Federal Register Part VI, 20 CFR (V) (D) (Part 680) (Section 680.180) and (E) (Part 681) (Section 681.600)

Work experience activities support the development of the comprehensive workforce investment system under WIOA and Maine's workforce development vision, by providing additional preparedness and training options for both employer and employee customers.

II. Definition

For Adults and Dislocated Workers: Planned, structured, leaning experiences, linked to careers, that takes place in a workplace for a limited amount of time. May be in the non-profit, for-profit, or public sectors. May be paid or unpaid depending on whether it meets the employer/employee relationship as identified in the FLSA. Work experience is considered an individualized career service and does not require an academic component.

For Youth: planned, structured, learning experiences that take place in a workplace for a limited period of time. They may be paid or unpaid and may occur in for-profit, non-profit or public sectors. As with all workplace relationships labor standards and laws apply. WE provides youth with an opportunity to explore careers and develop skills. WE must include a combination of academic and occupational education components. Academic component includes reading, math, or language skills. Work experience is one of the 14 program elements.

III. Participant Screening –criteria trainee needs to meet:

- Participant must be eligible for one of the WIOA training programs
- An assessment will be completed. Assessment may be an intensive interview and/or a CIP, WIP, CASAS, CAPS (if requested by employer), and review of labor market information (LMI) will be conducted. Results should match the WE expectations
- Participant must be appropriate for WE and able to complete the activity
- A training plan needs to list WE and document the need for training
- The WE agreement will be reviewed with the participant and s/he will sign on the training summary page and receive a copy
- Participant must be in contact with CareerCenter staff and/or partners weekly throughout the WE

IV. Additional Requirement for Youth:

- An academic component consisting of reading, math, or language skills must be included as part of the WE agreement for all youth, even those who are not basic skills deficient
- The academic component may occur concurrently or sequentially with the WE inside or outside the worksite

- The academic component may be provided by the worksite, WIOA provider, educational facility, or any other appropriate entity; the WIOA provider will make the determination based on input from the participant, worksite, and other facility involved
- The academic component must be math, language, reading and/or English proficiency activities that are required by most jobs that the youth participant can practice on the worksite and that are appropriate to the youth's ability levels

V. Employer Criteria:

- Must have enough work to keep the participant engaged for the hours listed on the WE agreement
- Ensure participant only does tasks listed in the training summary unless a change is requested
- Participants receive the same working conditions as all other employees
- Certifies that no member of the participant's immediate family is engaged in an administrative capacity for the employer, or will directly supervise the participant. For the purpose of the WE agreement, immediate family is defined as spouse, children, parents, grandparents, grandchildren, brothers, sisters or person bearing the same relationship to the participant's spouse.
- Provides adult supervision at all times and progress on training summary and academic components (for youth, if done on site) will be tracked
- Provides the academic component for youth, when it is agreed that it will occur at the worksite
- Immediate supervisor will sign and maintain a copy of accurate time attendance sheets on a daily basis and ensure that these sheets are accurate and that participants will not be paid for hours not worked.
- Agrees to periodic visits by CareerCenter and/or partners and to complete weekly timesheets with participant
- Will inform CareerCenter and or partners and participant of any problems and to work out a correction plan, if appropriate
- May unofficially (temporarily) terminate, recommend transfer, or withdraw any WE participants under his/her authority
- Ensures that training will not involve working on those parts of sites used for sectarian activities or religious worship
- Assures that no WE participant will participate in any political activities
- Ensures compliance with state and federal labor laws and assure work site safety supervision.
- Employer has not exhibited any pattern of discrimination against protected legal classes. Classes are: Race, Color, National origin, Religion, Sex (including pregnancy, childbirth, related medical conditions, gender presentation, and sexual orientation), Disability, Age (40 and older), Citizenship status, Genetic information, Familial status (having children), Veteran status; and, in Maine: Past workers' compensation claim, Past whistle-blowing, and Medical support notice for a child
- Unsubsidized employees will not be terminated, laid off, or working hours reduced in anticipation of hiring WIOA participants, and no unsubsidized employee is on layoff from the same or substantially equivalent job that the participant will be placed in nor is there a hiring freeze
- Employer shall not request nor receive compensation for providing the services described herein

VI. WE Agreement Conditions to Meet:

- Conduct a review with the employment site to make sure that employer criteria will be met, especially for new companies. Employer screening items listed above may serve as the review criteria
- Employer should sign the WE agreement prior to the participant beginning work
- Only actual hours worked: classroom training, seminars, etc., for which the employer considers as work, will be considered hours worked; we will not pay for holidays, vacations, sick time, when participant is not on site. We will not pay “non-regular” wages such as overtime pay, shift differential, premium pay, etc.
- Length of WE will be determined by the needs and characteristics of the participant and the conditions under which the WE agreement are developed i.e., direct hire upon completion. WE agreements will not be less than 2 weeks and will not exceed 26 weeks with the average being 8 – 12 weeks
- ~~If a work experience is done prior to the On-the-Job Training (OJT), then the number of weeks of the WE will count toward the total number of weeks of the OJT (Example: if there is an 8-week WE followed by an OJT, and the OJT alone would normally be written for 12 weeks, then the OJT will only be written for 4 weeks (8weeks of WE + 4 weeks of OJT = 12 weeks))~~
- Extended WEs must be reviewed with the CareerCenter supervisor who will determine if it should be sent to the Local Workforce Development Board (LWDB) Executive Director for a waiver. Factors such as characteristics of participant, quality of training, and advancement opportunities need to be explained in the waiver request. WE may be considered as an incentive for employers to hire customers with significant barriers to employment
- WE wages will range from minimum wage up to the entry level of the worksite position; wages will be determined by such factors as program funding, opportunities for direct hire upon completion, participant characteristics, etc.
- Additional costs, such as supportive services, may be covered, if they are necessary for the occupation and required by the employer in order to participate in WE
- Training summary will be developed by/with the employer
- Tracking participant’s progress will be done by reviewing the training summary during site visits and/or other methods
- Preference will be given to an employer whose positions fall under the LWDB sectors but this is not mandatory
- Any dispute arising from this agreement, which is not disposed of by the mutual consent of the parties hereto, shall be decided by the LWDB executive director or his authorized representative, in accordance with the provider’s grievance procedure
- All WEs are contingent upon the availability of funding

VII. Responsibilities of the WIOA Provider:

- Pay the salary of all WE participants it assigns to the employer. Paychecks will be issued through direct deposit or mailed to the address designated by the participant
- Payroll office will maintain records of all employee earnings
- Participants will be covered under worker’s compensation law, and any accident incurred by participant must be reported to CareerCenter counselor within twenty-four (24) hours
- Track WE expenditures

- Youth programs are required to expend a minimum of **20%** of youth funds on Work Experience; however, the costs that make up the 20% may include, not only participant wages, but also:
- Staff time spent on identifying potential work experience opportunities;
- Staff time working with employers to develop the work experience;
- Staff time working with employers to ensure a successful work experience;
- Staff time evaluating the work experience;
- Delivery of youth participant work experience orientation sessions;
- Classroom training or the required academic education component related to the work experience; and/or
- Delivery of work experience orientations to employers.
-

XI. WIOA and/or Partner Staff Expectations:

- Receive training on policy, employer/participant screening, WE agreement preparation/maintenance/closure, WE agreement modification
- Recruit new employers for WE, as appropriate
- Provide orientation to all immediate work site supervisors concerning their duties and responsibilities to the program and the participants
- Complete WE agreements, get signatures, distribute copies
- Arrange for the academic component (for youth)
- Provide counseling services and other necessary supportive services on appropriate basis to participants
- Monitor sites weekly and contact supervisors and participants to track and document work and academic progress

X. Standards

Training provided must be in accordance with WIOA Subtitle E – Administration, Sec. 181 Requirements and Restrictions, Sec. 188 Nondiscrimination, and Sec. 194 General Program Requirements.

Direct Inquiries:

Executive Director

Central/Western Maine Workforce Development Board

5 Mollison Way Lewiston, ME 04240

207.753.9011

Central Western Maine Workforce Development Board (CWMWDB) General Policies and Procedures	
Policy: On-the-Job-Training	EFFECTIVE DATE: 7/1/18 <i>Review Date: 2019</i>
Approved by: CWMWDB	

I. General Information

The following policies and procedures will govern the application of On-the-Job Training (OJT) options for WIOA Title I eligible adult, dislocated worker, and youth customers. They are based on the Workforce Innovation and Opportunity Act Sec. 134 (c) (3) (A – D) (H), and 20 CFR D. Part 680, 7. Subpart F, 680.700 – 680.740

On-the-Job Training activities support the development of the comprehensive workforce investment system under WIOA and Maine’s workforce development vision, by providing additional training options for both employer and employee customers.

II. Definition

The term “on-the-job training” means training by an employer that is provided to a paid participant while engaged in productive work in a job that that

- a. provides knowledge or skills essential to the full and adequate performance of the job:
- b. is made available through a program that provides reimbursement to the employer of up to 50% of the wage rate of the participant...
- c. is limited in duration as appropriate to the occupation... Sec. 3 Definitions (44)

III. Participant Screening –criteria trainee needs to meet:

- Person is not already skilled in the occupation for which s/he would be trained
- S/he must be eligible for one of the CareerCenter training programs
- An assessment will be completed. Assessment may be either an intensive interview or a CIP, WIP, CASAS, (and CAPS if requested by employer) will be conducted. Results should meet employer expectations
- Person must be appropriate for the training and be able to complete the training
- A training plan needs to list OJT and document the need for training
- The contract will be reviewed with the trainee and they will sign on the training outline page and receive a copy
- CareerCenter staff must stay in contact with the participant at a minimum of once a month throughout the OJT

IV. Employer Criteria:

- Positions must be full-time based on employer’s definition of full-time but never less than 30 hours
- Part-time positions are only permissible if there is documentation that the trainee has conditions limiting them to part-time work such as a disability or health
- No OJT will be written for seasonal or temporary positions
- It is not permissible to do OJT with temp agencies for Temp-to-Hire positions
- Employer has not relocated causing the loss of jobs, or it has been more than 120 days since the relocation

- There must be a formal payroll system where employee hours are tracked and standard deductions taken for IRS, social security, etc.
- Training does not impair existing contracts for services or collective bargaining agreements
- Training does not involve working on those parts of sites used for sectarian activities or religious worship
- Preference given to an employer whose positions fall under the LWDB sectors, but not mandatory
- Employer has not exhibited a pattern of failure (not fired or laid off trainees upon completion of OJT)
- Wages must meet the state or local municipality's minimum wage (whichever is higher). Preference will be given to employers who pay higher or will provide an increase within 6 months of the start date.
- Wages may start at less than the customary starting wage (but never below minimum), if it is an earn-while-you-learn situation where the person is working toward a license or certificate; however, once the trainee receives the license or certificate, s/he must receive the same wages as other workers who are already licensed or certified. Preference will be given to employers who will provide an increase within 6 months of the start date. Under earn-while-you-learn, the trainees are hired in a different capacity (trainee position) than those that are already certified, so it is permissible to pay them a different wage for that period of time.
- OJT is a hire first program so all OJT participants need to be paid the same as other people in the same position. We cannot pay them less under OJT, even though it's training. The incentive we can offer employers to hire people with significant barriers, is to reimburse them 75% of the wages instead of 50%. We could also offer to do work experience for a period of time in place of or ahead of OJT.
- Preference will be given to an employer that offers benefits but it is not a mandate
- There is no pattern of discrimination against protected legal classes
- No current employee will be laid off or displaced to accommodate an OJT trainee
- Trainees must be retained for 26 weeks after completion of OJT (unless there are circumstances that warrant otherwise)
- Employer certifies that no member of the OJT trainee's immediate family is engaged in an administrative capacity for the employer or will directly supervise the OJT trainee. For the purpose of this contract, immediate family is defined as spouse, children, parents, grandparents, grandchildren, brothers, sisters or person bearing the same relationship to the OJT trainee's spouse.
- Trainees must be "regular" employees and not contracted employees
- Trainees receive the same benefits and working conditions as all other employees
- Employees must be covered by Worker's Compensation
- Supervision must be provided and progress on training components must be tracked
- Employer agrees to periodic visits by CareerCenter and to do monthly invoices
- Employer agrees to inform CareerCenter and trainee of any problems and to work out a correction plan, if appropriate

V. Contract Variables that must be met:

- Conduct a pre-OJT review to make sure that employer criteria will be met, especially for new companies. Employer screening items listed above may serve as the pre-OJT review
- Employer must sign the contract prior to the trainee beginning work

- We will reimburse up to 50% of actual hours worked; classroom training, seminars, etc., for which the employer pays wages and considers part of training will be considered hours worked; we will not reimburse for holidays, vacations, sick time when training does not occur. We will not reimburse 50% of “non-regular” wages such as overtime pay, shift differential, premium pay, etc. We can pay 50% of the regular wages for overtime hours, if training occurs during those hours, but we cannot reimburse at the time and a half rate
- Reimbursement of up to 75% must be reviewed with the supervisor who will determine if it should be sent to the LWDB Executive Director for a waiver. Factors such as size of employer, characteristics of participant, quality of training, and advancement opportunities need to be explained in the waiver request. The 75% reimbursement will be considered as an incentive for employers to hire customers with significant barriers to employment.
- ~~Only 50% of the total number of company employees may be trained~~
- Length of contract will be determined by SVP code of the occupation, **the readiness of the trainee (based on assessment and work history), and available funding**. Contracts for SVP codes of 4 or under will not exceed 12 weeks (max of 480 hours) ~~with the average being 8–10 weeks (max of 320–400 hours)~~. Contracts for SVP codes of 5 and above will not exceed 26 weeks (max of 1040 hours) ~~with the average being 12–16 weeks (max of 480–640 hours)~~.
- ~~If a work experience is done prior to the OJT, then the number of weeks of the WE will count toward the total number of weeks of the OJT (Example: if there is an 8 week WE followed by an OJT, and the OJT alone would normally be written for 12 weeks, then the OJT will only be written for 4 weeks (8 weeks of WE + 4 weeks of OJT = 12 weeks or 12 weeks of OJT – 8 weeks of WE = 4 weeks of OJT)~~ **Remove this altogether**
- Wage increase at end of training will be the preference.
- Additional costs may be covered if they are necessary for the occupation, required by the employer, and necessary in order to maintain employment
- Skills training outline will be developed by/with the employer based on the number of hours
- Tracking training progress will be done by reviewing the training outline each month when the invoice is signed
- We will certify that skill training was completed by having the supervisor or HR sign-off on the training outline
- All OJTs are contingent upon the availability of funding
- Combining OJT with apprenticeship is permissible and will be considered on an individual basis

VI. Employed Worker* OJTs:

OJTs for employed workers will be handled the same as above except the following conditions must be met:

- Trainee is not earning a self-sufficient wage, or wages comparable to or higher than wages from previous employment, as determined by LWDB policy,
- Training must result in an increase in wages and/or hours (unless already working full-time),
- The job training provider will be able to backfill the vacancy created as a result of the employed worker moving up (if a vacancy is created)
- Training is necessary for the introduction of new technology, production, or service process, upgrades to a new job that requires additional skills, workplace literacy, or other appropriate purposes identified by LWDB policy.

Under the WIOA act an employed worker is someone who is working but still meets the title I WIOA eligibility guidelines, Section 680.780 WIOA Federal Register.

VIII. Employer Payments:

OJT payments to employers are deemed to be compensation for the extraordinary costs associated with employees-in-training, additional supervision related to the training, and the costs associated with lower productivity of the trainees.

Employers may be reimbursed up to 50% of the wage rate of an OJT trainee for the extraordinary costs. Reimbursement of 75% will only be made with LWDB approval.

Employers are not required to document such extraordinary costs.

Funds provided to employers for OJT must not be used to directly or indirectly assist, promote, or deter union organizing.

XI. Staff Expectations:

- Receive training on policy, employer/participant screening, contract preparation/maintenance/closure, contract modification
- Recruit new employers for OJT as appropriate
- Complete monthly invoices, get signatures, distribute copies
- Monitor sites and contact trainee to track and document participant progress
- Get signature from employer and trainee on OJT training outline page signifying that training was completed

X. Standards

Training provided must be in accordance with WIOA Subtitle E – Administration, Sec. 181 Requirements and Restrictions, Sec. 188 Nondiscrimination, and Sec. 194 General Program Requirements.

Direct Inquiries:

**Executive Director
Central/Western Maine WDB
5 Mollison Way Lewiston, ME 04240
207-753-9011**

Central Western Maine Workforce Development Board

FY 6/30/19 Budget

Actuals through: **5/31/19**

Funding Overview (Multi-Year)	2017 WIOA	2018 WIOA	Unrestricted	Total
Contract No.	20170824*765	TBD		
Start Date	7/1/17	7/1/18		
End Date	6/30/19	6/30/20		
Award Amount	1,922,638	\$ 2,013,567	\$ 34,442	\$ 3,970,647
Admin	192,263	183,049	34,442	409,754
Program	1,730,375	1,830,518		3,560,893
Spent as of 6/30/18	637,490	44,294	-	681,785
Admin	94,250	44,294	-	138,545
Program	543,240	-	-	543,240
Estimated Reserve for FY 19+	-	81,178	34,442	115,620
Admin	-	81,178	34,442	115,620
Program	-	-	-	-
FY 18-19 Budget	1,285,148	1,932,389	-	3,217,537
Admin	98,013	101,871	-	199,884
Program (Estimated)	1,187,135	1,830,518	-	3,017,653

Detailed Administrative Budget	2017 WIOA	2018 WIOA	Unrestricted	Total
Salaries	\$ 41,953	\$ 43,604	\$ -	\$ 85,557
Fringe Benefits	6,117	6,358	-	12,474
Travel	2,452	2,548	-	5,000
Supplies	1,471	1,529	-	3,000
Other				
Advertising, Mktng, Outreach	490	510	-	1,000
Bank Fees	49	51	-	100
Conferences	490	510	-	1,000
Contractual	4,815	5,005	-	9,820
Dues and Subscriptions	1,226	1,274	-	2,500
Insurance	1,046	1,087	-	2,133
Organization Expense	29	31	-	60
Payroll Processing Fees	486	505	-	990
Professional Fees				
Audit	3,678	3,822	-	7,500
Fiscal Mgmt.	28,685	29,815	-	58,500
Fiscal Monitorng	1,471	1,529	-	3,000
Postage & Delivery	123	127	-	250
Rent, Parking, Utilities	588	612	-	1,200
Software	2,452	2,548	-	5,000
Telephone and Network	392	408	-	800
Total, Administrative	98,013	101,871	-	199,884

2018-19 YTD	
Actuals	
55,855	65%
5,470	44%
1,314	26%
212	7%
800	80%
200	200%
982	98%
3,888	40%
2,113	85%
2,133	100%
95	158%
1,005	101%
7,250	97%
54,000	92%
-	0%
50	20%
1,200	100%
152	3%
127	16%
136,847	68%



Board of Directors Meeting

June 26, 2019



Agenda

- | | |
|--|---------------------|
| 1. WE & OJT Policy Changes | Board Vote |
| 2. CWRI Maine Dept. of Labor | Presentation |
| 3. State Workforce Board Meeting | Update |
| 4. Fiscal Agent | Report |
| 5. Executive Director | Report |
| 6. Set 2019 Executive and Full Board Meetings | Board Vote |



WE & OJT Policy Change #1

- **Removes an unnecessary limit on the length of combinations of WE and OJT**
- **Provides staff more flexibility to negotiate and create customized programs**



WE & OJT Policy Change #2

- **Removes an arbitrary limit on the percentage of employees from a company that can be trained.**
- **Removes unnecessary language about average length of WE and OJT**



State Workforce Board Meeting June 7, 2019

- **No Quorum**
- **By-Laws will be reviewed by a smaller subcommittee over the Summer**
- **Statewide Plan 2020-2024 action calendar will be ready by September 2019**
- **New Requirement to Track other funds leveraged along with WIOA**
- **70/30 Policy - Special Meeting Needed**



State Workforce Board Meeting Presentation on Policy 17-02

- **Presentation on Policy 17-02, which mandated a minimum of 70% of funds was to be spent on narrowly defined training activities**
- **CWMWDB and other local regions worked with State's staff to create a presentation that educated the State Workforce Board about the real effects of Policy 17-02 and safeguards already in place for best use of funds**



Policy 17-02 Issues

- **Career Services is designated as an administrative cost and not allowed in the training costs in Policy 17-02.**
- **WIOA defines administrative costs for example as overhead, fiscal agent activities and monitoring type activities**
- **Career Services is really a program service**



Required Career Services

Under WIOA, Section 134 (c)(2) required “Career Services” are

- ✓ Basic career services
- ✓ Outreach to rural areas
- ✓ Individualized career services
- ✓ Follow-up services
- ✓ Case management services
- ✓ Business services
- ✓ Interagency collaboration



Spending requirements for WIOA Title 1B funds

- **State must not use more than 5% of statewide funds on administrative costs**
- **Local areas must not use more than 10% of local funds on administrative costs**
- **State and Local Boards must spend grants with the shortest period of availability first**



Spending requirements for WIOA Title 1B funds

- **Local Boards must ensure that not more than 10% of funds for adults that meet specific priorities – low income or basic skills deficient – and dislocated workers are spent on any of the following activities**
 - ✓ Transitional job training
 - ✓ Incumbent worker training
 - ✓ Pay-for-performance contracts



Spending requirements for WIOA Title 1B funds

- **Local Boards must spend 75% of all youth funds on Out-of-School youth ages 16-24**
- **Local Boards must spend 20% of all youth funds on Work Experience activity**
- **The definitions for the annual spending report required by WIOA are different from those required Policy 17-02**



State Plan Steering Committee Basic Skills Definition

As required by 20 CFR 681.290(e) this policy further defines the phrase “*Are unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual’s family, or in society*” and identifies ways service provider staff may determine and document whether a person meets this definition.



Fiscal Agent Report

State Fiscal Monitoring 6/10-6/12/19

PY18 Budget Addition

PY18 Budget Status

Audit Process for FY ending 6/30



Executive Director Report

- **State Monitoring of WMCA**
- **Lewiston Lease**
- **New Grant Watch**
- **Legislative Update**
- **Social Media Project**



State Monitoring of WMCA

- **Day long Session with State Staff**
- **43 Program Interview Style Questions**
- **Ginny Carroll, Peaches Bass, Jim, Patti, Stacy and program staff**



Culinary & Northern Lights

Culinary Livermore Falls

Orientation	5/6/2019
Panel Interviews	5/8/2019
Enrollments	5/13/2019 -5/17/2019
Class Begins	5/20/2019
Partners:	MSAD73 Spruce Mtn. Ad. Ed, WMCA
Business Partners:	The Homestead Kitchen Bar & Bakery, LeFleur's Restaurant, Calzolari Pasta Co. , White Fox Tavern

Northern Lights/Lakewood Waterville

Employer Interviews	05/11/2019 – 06/21/2019
Staff Assess/Screen	06/06/2019
Enrollments	06/10/2019 – 06/28/2019
Class Begins	07/01/2019
Partners:	Northern Lights, MSAD #11 Ad Ed, WMCA



Maine Veterans Home & Customer Service Class

Maine Veterans Home Augusta

Open House	05/11/2019
Employer Interviews	05/11/2019 – 06/10/2019
OJT Starts	06/10/2019
Class Starts	06/13/2019
Partners:	Maine Veterans Home, Augusta Ad & Com. Ed., WMCA

Customer Service Mechanic Falls

Orientation	6/10/2019
Enrollments	6/17/2019 -6/21/2019
Class Begins	6/24/2019
Work Experience	7/8/2019
Partners:	RSU16 Ad & Com., Ed, WMCA
Business Partners*:	Poland Spring Inn, Cyndi's Dockside, Oxford Casino

**expressed interest but not confirmed:*



CDL & 21 Century

CDL/A/B Region #9

Orientation	6/3/2019
Panel Interviews	6/11/2019 -6/12/2019
Enrollments	6/17/2019 -6/28/2019
Class Begins	7/1/2019
Partners:	Region 9 Ad Ed, Region 9 CDL training, WMCA, BES/CSSP
Business Partners:	MDOT, Hammond Lumber Co, Auburn Concrete, Schneider National

21st Century Skowhegan #2

Information Sessions	6/17/2019
Interviews	6/19/2019
Assessment	6/20/2019
Work Experience	7/29/2019
Partners:	MSAD54 Ad & Comm Ed., Lawrence Ad Ed, DHHS, WMCA
Business Partners:	Mt. St. Joseph's, J + M Machining, Quinn Hardware, Lake George State Park, other local businesses



Bancroft & MA Training

Bancroft Structural Welding

Orientation	7/10/2019
Panel Interviews	7/15/2019 -7/16/2019
Enrollments	7/22/2019 -7/26/2019
Class Begins	7/29/2019
Partners:	Bancroft Construction, Ox. Hills/ Nezinscot Ad & Com, Ed, WMCA

Medical Assistant Franklin Memorial

Open House	07/10/2019
Orientation	07/22/2019
Enrollments	07/23/2019 – 07/29/2019
Class Begins	07/30/2019
Partners:	MSAD73 Spruce Mtn. Ad. Ed, WMCA, BES/CSSP



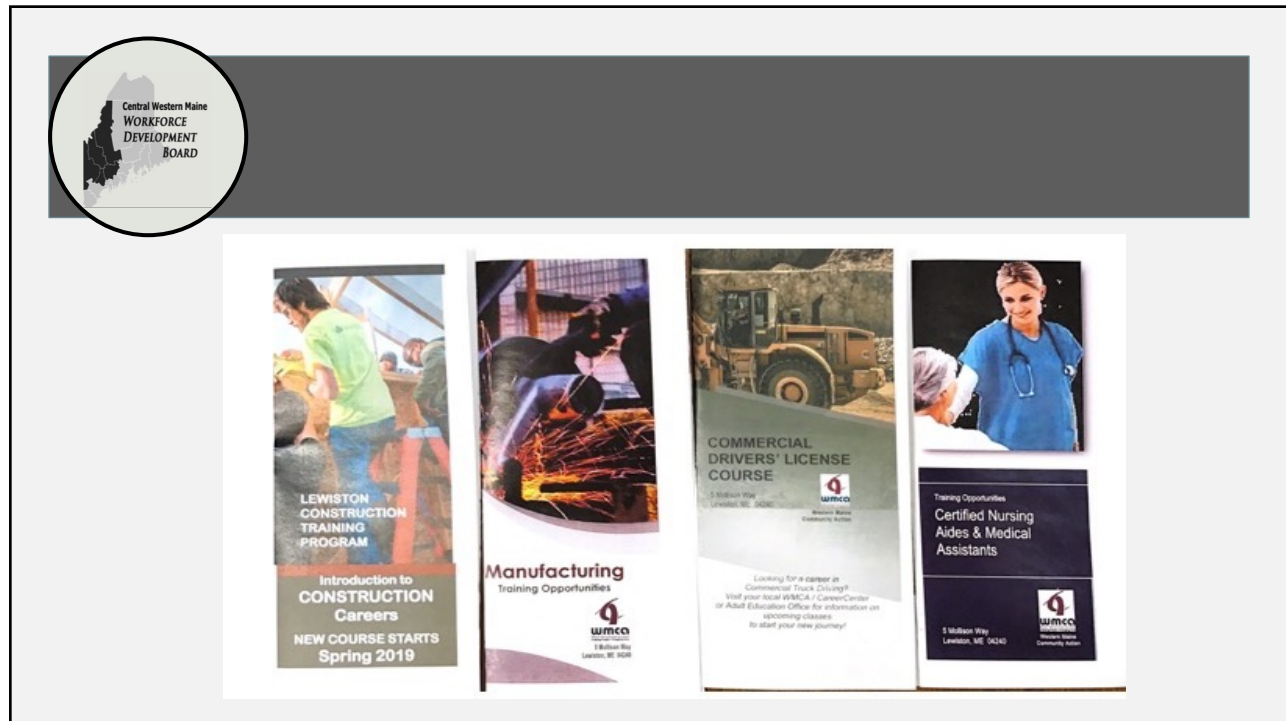
Lewiston Construction & Manufacturing


Lewiston Construction Project

Cohort #4 Completed on 5/22/19	
Partners:	CWMWDB, Lewiston Ad Ed, WMCA, BES/CSSP, John T. Gorman Foundation, Com. Concepts, Inc, City of Lewiston, Take 2 Youthbuild , FedCap ,
Business Partners:	Hahnel Bros , Northeast Painting & Coatings, St. Laurent & Sons, Consigli

Lewiston Manufacturing Project:

Will end on 6/20/19	
Partners:	Northeast Technical Institute, WMCA, BES/CSSP
Business Partners:	Modula, Elmet Tech , International Paper, Boston Brands, Auburn Mfg.





Lewiston Lease

- The lease expires January 31, 2020
- 40% of Center is not used
- Impasse with landlord
- Our concern: WMCA is responsible for more than its share as other Title partners do not contribute as required to costs yet.



Grant Watch

State Expanded Apprenticeship Grant

- \$752,813 for 450 apprentices;
- State will hire staff and add a module to Maine Job Link to connect with USDOL
- No funds for local workforce boards



Grant Watch

Health Emergency Opioid Crisis

- Work experience for Opioid affected & long term unemployed and training for recovery type careers behavioral health, case managers
- Median award 24 months, \$5,000 per participant immediate with \$15,352 threshold.

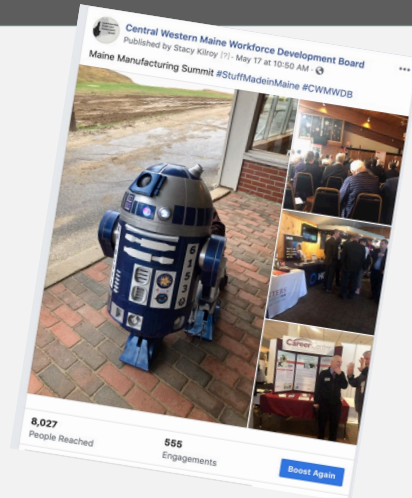


Social Media Project

[Twitter.com/WorkforceMaine](https://twitter.com/WorkforceMaine)

[Facebook.com/cwmwdb](https://facebook.com/cwmwdb)

[Instagram.com/cwmwdb](https://instagram.com/cwmwdb)



Executive Director Report

- **MOU & IFA with partners**
- **One Stop Center Certification**
- **Request for Proposals**
- **State Monitoring Advisements**
- **Work Plan**

CWMWDB Executive Director – Six Month Work Plan

Mission: CWMWDB's vision is a strong, vibrant, sustainable economy that generates growth opportunities for employers and creates high demand-high wage jobs for job seekers. It is a system that promotes active, engaged industry partnerships to create a highly trained, educated, and diverse workforce leading to improved quality of life for the residents of Central/Western Maine.

The workplan does not include recurring meetings, job fairs, association summits and other daily operational activities.

May 2019 Week 3-4

- Introduction to staff and offices. Both individual and group meetings to learn personal details and understand the functional and divisional hierarchy of the organization. Existing memberships and IT structure reviewed. Existing meetings covered.
- Created electronic notebooks using existing Microsoft Enterprise 3 account

June 2019 Week 1-2

- In-depth review of leadership files both paper and electronic.
- Introduction to the Board via email and telephone messages. Review existing governance structure including State contract.
- Social Media space created on Facebook, Instagram, Twitter

June 2019 Week 3-4

- Review past presentations on the mission, history and strategy.
- Begin in-depth programmatic review focusing on State monitoring advisements.
- Continued change-over of accounts and memberships

July 2019 Week 1-2

- Meet 3 key external stakeholders and constituents in the government sphere
- Create MOU Work Group with 17 required members. Schedule meetings with estimated finish of signed Infrastructure Agreement for Cost Sharing 9/1 and MOU 10/1.
- Statewide Plan Steering Committee
- Opioid Grant Project development
- State requested updates to website: meeting minutes and agendas
- Continued changeover of accounts and memberships

July 2019 Week 3-4

- Meet 3 key external stakeholders in the private sphere, top ten firms
- MOU Work Group Meeting to review and understand operating One Stop budgets
- Required monitoring of subrecipient WMCA and associated paperwork
- Employer and Business Services Updates
- Opioid Grant Project draft application for review
- State requested updates to website: Unified Fiscal and Personnel Policy
- Continued changeover of accounts and memberships, especially IT

August 2019 Week 1-2

- Meet 3 key external stakeholders - small business and education
- MOU Work Group Meeting to review and understand operating One Stop budgets
- Statewide Plan Steering Committee
- Opioid Grant Project draft application for review
- State requested updates to website: Budgets and Financial Statements

August 2019 Week 3-4

- MOU Work Group Meeting to review draft IFA with Vote
- Required monitoring of subrecipient WMCA and associated paperwork
- Employer and Business Services Updates
- Opioid Grant Submission
- State requested updates to website: Unified Fiscal and Personnel Policy

September 2019 Week 1-2

- Meet 3 key external stakeholders - business and education
- Review notes on past staff summaries of strategies and planning efforts
- MOU Work Group Meeting to sign IFA and begin MOU Signature process
- Employer and Business Services Updates
- Executive Board Committee Meeting
- Create RFP Subcommittee with goal to let RFP by 11/15/2019.
- State requested updates to website: Community Resources Updates
- State requested Property Inventory

September 2019 Week 3-4

- MOU Work Group Meeting to sign IFA and begin MOU Signature process
- Statewide Plan Steering Committee
- Board Meeting. & CEO Meeting
- RFP Subcommittee meets electronically and reviews State advised documents
- Required monitoring of subrecipient WMCA and associated paperwork
- State requested updates to website: Board updates, content on accomplishments
- State requested Property Inventory finalized and sent to insurer

October 2019 Week 1-2

- Meet 3 key external stakeholders - business and education
- State Plan Process Begins
- CWMWDB Strategic Plan Update Conference/Webinar
- Prepare data surveys for major stakeholders and the public for planning efforts
- RFP Subcommittee reviews process, calendar and appeal
- MOU Work Group Meeting to sign IFA and begin MOU Signature process
- State requested updates to website: Document archive

October 2019 Week 3-4

- Meet 3 key external stakeholders - business and education
- RFP Subcommittee scope of services and nonlegal content reviews
- Required monitoring of subrecipient WMCA and associated paperwork
- CWMWDB Strategic Plan Research