



## Central Western Maine Workforce Development Board

March 4, 2021 3pm - 4pm

Topic: CLEO Meeting  
Time: 3pm

Meeting ID: 845 4302 8444  
Call in #: +1 929 205 6099  
Call Passcode: 632414

Zoom Passcode: cleo

Link:

<https://us02web.zoom.us/j/84543028444?pwd=QjhYaXNYV0ZlTDN5T2kzVm9KUmRTOU09>

1. CLEO Bylaws
  - a. Bylaws Draft
  - b. Proxy Vote Form
  
2. WIOA Milestone Review
  - a. MOU / IFA – Outline Plan
  - b. Local Plan – Meet the Proposed Consultants
    - i. New Economic Data for Each Region
  - c. One Stop Certification – Project Update
  
3. Virtual Event Platform Update
  
4. Budget Changes
  - a. Unexpected Return of WMCA PY 19 Funding
  - b. Detailed Youth Plan - EMDC + CWMWI Collaboration
    - i. Staffing
      - Additions – Permanent
      - Additions – Four Month Project
    - ii. Industry Sector Innovations – Youth



Proxy Vote on CLEO By Laws  
03/04/2021 Meeting

**A PROXY VOTE BY A CHIEF LOCAL ELECTED OFFICIAL OF THE  
CENTRAL WESTERN MAINE WORKFORCE  
LOCAL AREA REGARDING THE 2021 CLEO BY LAWS UPDATE  
AND CONSENTING TO THIS STATEMENT AS A BALLOT,  
DIGITALLY SIGNED, AS I CAN NOT ATTEND THE MEETING.**

WHEREAS the Central Western Maine Workforce CLEO Board votes on matters that require all members or a quorum of 3 of 5 members to be present: and

WHEREAS nationally known circumstances and other matters have made this difficult to achieve so that a proxy vote has been called.

BE IT RESOLVED that I, \_\_\_\_\_, cast the below proxy vote because I cannot attend the virtual meeting on 03 04 2021.

YES VOTE

I approve of the presented CLEO By Laws

NO VOTE

I do not approve of the presented CLEO By Laws

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature



77 Winthrop Street  
Augusta, Maine 04330  
207-241-4100

## **DRAFT**

Cleo Monthly Update

February 3, 2021

Time: 9:00-10:00AM

Link: <https://us02web.zoom.us/j/84543028444?pwd=QjhYaXNYV0ZITDN5T2kzVm9KUmRTQT09>

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The meeting was called to order.

Augusta General Assistance program was identified as a referral source for EMDC. It was also noted that there are new members of the city council.

The bylaws were discussed and identified as a WIOA requirement. Passing the bylaws requires a quorum and as such were tabled.

WIOA milestones were reviewed. Ongoing milestone activity includes the MOU/IFA, Local Plan, and monitoring the service provider. New federal guidance on coordination dubbed the One Workforce, was discussed and identified as a replacement for the One-Stop concept. The change will require a new logo and branding.

The MOU in process will identify two points-of-contact and the milestone timeline was reviewed and the approach will use software tools to support implementation. The One-Stop-Operator certification resolution will be presented to the Board, although it is not required. The process included the use of ISO, Baldrige scoring criteria, and planning team approved by the Operational Committee.

Budget changes were discussed. WMCA returned \$130,000, much of which was youth funding.

Partnerships among EMDC and Skowhegan Adult Education, New Mainers with Catholic Charities, Equal Justice, Goodwill Hinckley, Skowhegan Art Institute was noted.

The meeting was adjourned.



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## DRAFT

CLEO Monthly Update

November 25, 2020

<https://us02web.zoom.us/j/84543028444?pwd=QjhYaXNYV0ZITDN5T2kzVm9KUmRTQT09>

Meeting ID: 845 4302 8444

Passcode: cleo

Telephone Call In: 1 (929) 205-6099 DIAL IN CODE: 632414

*Information will stay the same for all CLEO 2021, Excluding full CWMWD Board meetings*

The meeting was called to order.

A budget update of the actuals through October 31 was provided by Sara McLaughlin. Ms. McLaughlin noted that current funding includes PY19 and PY20 formula funds and two National Dislocated worker grants.

A program update was provided by Jon Farley. Mr. Farley noted that cultivating a referral pipeline from various partners and engagement with the career center is underway. The Career Centers are closed. Staffing is progressing with available positions in Somerset and Kennebec for the DW Opioid grant.

Susan Cerini provided a business engagement update, noting especial activity with AMI and New Balance, and connection with corrections offices in Somerset and Oxford counties.

Ms. Kilroy discussed operational activity. The new Board schedule will include meetings that will be at the end of the quarter to ensure data discussed is current. The Chair must approve the new schedule. The Board's use of a new software tool, Airtable, that will be used for project management and organization was shared.

The meeting was adjourned.



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## **Spring – Request for Proposals or Request for Prices**

### **Level 1 Procurements – RFPS/RFQs**

There are not any new Level 1 procurements, which are those new purchases over the Single Acquisition Threshold, for the PY 20 Q3 and Q4.

### **Level 2 Procurements – Price Proposals**

Level 2 procurements are between the Single Acquisition Threshold and Microenterprise Purchase Limit. At least two comparative prices are needed, three is preferred and the benchmark.

- |  |                                  |
|--|----------------------------------|
| 1. Local Plan                            | Received 2/19/21, Price Contract |
| 2. Audit Services                        | In Process Writing Task List     |
| 3. Accounting, Payroll & Fiscal Services | In Process Writing Request       |
| 4. Temporary Staff Services              | In Process Assessing Pool        |
| 5. Website Updates Hourly Prices         | In Process Writing Task List     |

### **Level 3 Micro enterprise Purchases**

The following Level 1 purchases are being programmed into our Youth Industry Sector Efforts. These do not require approval, but we like to share these details as well.

1. Industry Sector Specific Web portals with Career Pathways, Area Education Opportunities, Specific LMI, Survey Opportunities, Data Reports by Industry, Committee Assignments
2. Online CWM Youth Core Academy Website
3. Sector branding strategies using intellectual property



## VOTING ITEMS

### 03/04/21

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**MEETING** CLEO 03/04/2021

**SUBJECT:** Budget approvals

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#### ITEM 1

This vote amends 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 programming to reconnect youth to their communities. There will be new, permanent staff as well as temporary staff, some relief workers and some programming experts.
- There will be a position to schedule and organize Virtual Events, initially residing with the Board but envisioned to move to the Service Provider when the economy recovers, and the New PV platform can be monetized.
- There will be a targeted Youth **Industry Sector** Outreach and Relationship Campaign.
- The Local Plan consultants will be funded by a mix of the remaining Adult, Dislocated Worker and Youth funds up to \$30,000.
- The service provider also requests authority to transfer up to \$150,000 between DW worker and Adult funds as needed.

MOTION BY \_\_\_\_\_ . SECONDED BY: \_\_\_\_\_

The motion passes/fails by a vote of \_\_\_Y \_\_\_N or by a consensus of all.

From the EMDC perspective we can comfortably give Ginny a *guarantee* that we will spend *all* PY 2019 Adult and Dislocated Worker funds by June 30<sup>th</sup>. We have a growing caseload in both programs and currently have \$90,000 booked in participant training and support service obligations. We also are anticipating invoices from MDOL for CareerCenter costs which are planned but not yet expended. We have four more months of operational expenses and will be booking additional participant expenses.

| <b>Add new staff to increase outreach, recruitment and worksite</b>   |            |            |    | <b>HR Level</b> | <b>Focus</b> | <b>Amount</b>                                       |  |
|---|------------|------------|----|-----------------|--------------|---|--|
| Reassign (1) FTE .1.0 (4 Months) Youth Case Manager   | Staff      | Youth 100% | \$ | 21,000          |              |   |  |
| Add (1) Temp FTE .1.0 (4 Months) Youth Compliance Lead CWMWDB   | Management | Youth 100% | \$ | 30,333          |              | <i>Close Out Specialist Temp for Staff on Leave</i> |  |
| Add (1) permanent FTE 1.0 Senior Management Workforce Expert to oversee the new work experiences, cohorts, build out the curriculum. EMDC | Management | Youth 100% | \$ | 23,333          |              | <i>MF - High Level Workforce Person</i>             |  |
| Add (1) permanent FTE 1.0 Virtual Event Position positioned toward youth recruitment and online experiences CWMWDB                        | Staff      | Youth 50%  | \$ | 10,500          |              | <i>AL- Coordinator</i>                              |  |
| Add (2) Temp FTE 1.0 (4 Months) Youth Enrollment Specialist - CWM + EMDC  | Staff      | Youth 100% | \$ | 60,667          |              | <i>2 Youth Enrollment Specialists</i>               |  |
| Add (1) Temp FTE 1.0 (4 Months) <b>Tree Street Youth</b> Pipeline Project EMDC  | Staff      | Youth 100% | \$ | 4,500           |              | <i>Julia Sleeper - Tree Street Youth Project</i>    |  |

**Other Anticipated Youth Work Experience & OJTs**

|   |       |            |    |         |  |
|---|-------|------------|----|---------|--|
| Current Expected Youth WE & OJT in Pipeline | Staff | Youth 100% | \$ | 125,000 |  |
|---|-------|------------|----|---------|--|

**Add Youth Work Experience - Hybrid Remote Environments (underway)**

| <b>Influencer Youth Corps Projects</b>   |                 |            |    |        |  |  |
|--|-----------------|------------|----|--------|--|--|
| Youth work experience funds to upskill, engage and train 20 youth to Reconnect the Community and tell stories that remove perceptions of barriers to employment for Economic Inclusivity. <b>This is an entry level position that can advance to a Peer Connector.</b> | Work Experience | Youth 100% |    |        |  |  |
| ☛ Youth Corps - Reconnect After Pandemic (USDOL goal)  | WE              | Youth 100% | \$ | 80,000 |  |  |
| ☛ Youth Corps - Destroying Digital Divides in Rural Maine  | WE              | Youth 100% | \$ | 80,000 |  |  |
| ☛ Youth Corps - First Steps In Tech  | WE              | Youth 100% | \$ | 80,000 |  |  |

**Add Core Online 14 Elements Program for Hybrid Remote Environments (underway) creating youth online sites to organize trust circles and to promote a dedicated curriculum of meaningful youth programming.**

|  | <b>HR Level</b> | <b>Focus</b> | <b>Amount</b> |        |
|--|-----------------|--------------|---------------|--------|
| Outreach efforts using Constant Contact, Grass roots mobilize Saas, and other performance tracking methods | Contract        | Youth 100%   | \$            | 25,000 |
| Add (1) Temp FTE .1.0 (4 Months) Youth Projects Tech Coordinator   | Contract        | Youth 100%   | \$            | 20,000 |
| ☛ Youth Core Academy Online  |                 |              |               |        |
| ☛ New Mainer Youth Academy Online  |                 |              |               |        |
| ☛ Teen Parents Academy Online  |                 |              |               |        |

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|  |  |  |    |                |  |
|--|--|--|----|----------------|--|
|  |  |  | \$ | <b>560,333</b> |  |
|--|--|--|----|----------------|--|

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