



Central Western Maine Workforce Development Board

April 28, 2021

Topic: April 28, 2021 (PY 20 Q3 Meeting)

Time: 9:00-Noon

Meeting ID: 885 0176 0960

Passcode: workforce

Link <https://us02web.zoom.us/j/88501760960?pwd=YVhqOnU5MCtzOVJTbHk3K3BjdzhYUT09>

Call In #: 1 (929) 205 6099 Call in Passcode: 472 474 227

1. Minutes Review
2. Chair's Items -
3. Introduction to the One Workforce USDOL approach
4. Update on Workforce Conditions CWRI
5. Ratify - Service Provider Transfer –Fund transfer \$150,000 DW to Adult
Ratify - Youth Program Budget & Other Budget Items Approved by Committees
6. Service Provider Update
7. Financial Consultant/Accountant Update
8. Executive Director's Report: Milestone Updates: Long Range Plan, MOU & IFA,
One Stop Certification
9. Long Range Plan Focus Groups
10. [Annual Schedule on Website](#) [LINK HERE](#)



DRAFT until 04 29 21

Quarter 1 Board Meeting

January 27, 2021

9:00AM-10:30AM

Zoom Meeting ID: 885 0176 0960 Date 01/27/21

The meeting was called to order.

The Board moved to agenda item 1, Minutes Review. Approval of the minutes was motioned by Razell Ward and second by Grant Provost.

The Board moved to agenda item 2, Welcome New Board Members and Review Board Statistics. New Board members Dr. Joshua Henry, Trampas Hutches, Cathy Witherspoon, and Jon Farley, and Harvey Smith in his new Board position were introduced.

The Board moved to agenda item 3, Annual Schedule on Website. The website, meeting dates, calendar feature, and Zoom links were reviewed.

The Board moved to agenda item 4, New Online Quarterly Reporting. The updated service numbers were reviewed.

The Board moved to agenda item 5, Discussion of Draft Corporate By-laws. Grant Provost motioned to strike 3.5(b) "among the representatives of business and industry" and 4.2(b) "shall be chaired by a member of the Workforce Board representing the business community". Kelly Aho second.

The Board moved to agenda item 6, Resolution to instate a new Treasurer & Motions to invite members to join the operational committee. Resolution 2021-01 was motion was moved by Dale Morrell and second by Grant Provost.

Resolution 2021-02 was motioned by Michelle Hawley and second by Dale Morrell.

The Board moved to agenda item 7, PY19 NWDG Opioid Amendment 1 Contract Reduction – Program Funds in the amount \$150,000. Dale Morrell motioned the contract change and Harvey Smith second.

The Board moved to agenda item 8, EMDC Update on Programs & Challenges. Jon Farley and Susan Cerini from EMDC provided a programmatic and staffing update.

The Board moved to agenda item 9, Premiere Virtual – Hiring Event Platform. Resolution 2021-05 was motioned by Dale Morrell and second by Michelle Hawley.

The Board moved to agenda item 10, FYI: Industry Labor Market Data, Real Time Intelligence Reports. It was determined that Board members should reach out to the Chair or staff for further discussion.

The meeting was adjourned.



Central Western Maine Workforce Development Board

January 27, 2021

Topic: 2021 January 27, 2021 (PY 20 Q2 Meeting)
Time: 9:00-10:30 am
Meeting ID: 885 0176 0960
Passcode: workforce
Link <https://us02web.zoom.us/j/88501760960?pwd=YVhqOnU5MCtzOVJTbHk3K3BjdzhYUT09>
Call In #: 1 (929) 205 6099 Call in Passcode: 472474227

1. Minutes Review
2. Welcome New Board Members and Review Board Statistics
3. [Annual Schedule on Website](https://cwmwdb.org/aboutus/upcoming-meetings/),
<https://cwmwdb.org/aboutus/upcoming-meetings/>
4. [New Online Quarterly Reporting](https://docs.google.com/document/d/190hm1L_FLscUSN7ZDlayjLgTc_MhcNduc0zFGXPc9sw/e_dit?usp=sharing)
https://docs.google.com/document/d/190hm1L_FLscUSN7ZDlayjLgTc_MhcNduc0zFGXPc9sw/e_dit?usp=sharing
5. Discussion of Draft Corporate By-laws, Chair
6. Resolution to instate a new Treasurer & Motions to invite members to join the operational committee (Corporate & Board Resolutions)
7. PY19 NWDG Opioid Amendment 1 Contract Reduction - Program Funds in the amount \$150,000 (Motion)
8. EMDC Update on Programs & Challenges
 - a. Workforce
 - b. Enrollment, Recruitment, Success Stories
 - c. Performance Measures
9. Premiere Virtual - Hiring Event Platform (short video)
Discussion of programmatic purchase of a hiring platform (now used by Massachusetts, Wisconsin, Maryland, Virginia, Texas, and Florida) to both rapidly deplore Opioid funds and recruitment efforts (Motion)
10. FYI: Industry Labor Market Data, Real Time Intelligence Reports



R 2021-01 – APPOINTING A TREASURER

**A RESOLUTION OF CENTRAL WESTERN MAINE
WORKFORCE INITIATIVES AND THE CENTRAL
WESTERN MAINE WORKFORCE DEVELOPMENT
BOARD APPOINTING KELLY AHO, CWMWDB
BUSINESS MEMBER, AS TREASURER.**

WHEREAS the Central Western Maine Workforce Development Board in its role as Central Western Maine Workforce Initiatives, FEIN 65-1192940, needs corporate officers including a Treasurer; and

WHEREAS Kelly Aho has served for several years as a business member of the Central Western Maine Workforce Development Board, is a national expert on workforce development, is an executive level decision maker, and has served as a corporate treasurer for other boards;

BE IT RESOLVED that the Central Western Maine Workforce Development Board and Central Western Maine Workforce Initiatives appoints Kelly Aho as Treasurer.

Motioned, seconded, by unanimous consent of all, declared by Chair as approved.

Stacy Kilroy
Executive Director, as witness

Effective Date 01/27/2021



R 2021-02 – OPERATIONAL BOARD 2021

**A RESOLUTION OF THE CENTRAL WESTERN MAINE
WORKFORCE DEVELOPMENT BOARD INVITING
BOARD MEMBERS TO AN OPERATIONAL
COMMITTEE.**

WHEREAS the Central Western Maine Workforce Development Board uses an Operational Committee to advise on decisions between Board meetings; and

WHEREAS the Central Western Maine Workforce Development Board would like to invite to the Operational Committee, in addition to the current members, Chair Craig Nelson, Vice Chair Dale Morrell, and Treasurer Kelly Aho, the following board members:

1. Razell Ward, *member at large*.
2. Grant Provost, Local 7 Ironworkers, *Chair of Recruiting Committee*

Motioned, seconded, by unanimous consent of all, declared by Chair as approved.

Effective Date 01/27/2021

Stacy Kilroy

Executive Director, as witness

REGULAR FLOOR MOTIONS

MINUTES

PASSED

A Motion for The Central Western Maine Workforce Development Board approving the minutes of the 09/24/2021.

Motioned, seconded, by unanimous consent of all, declared by Chair as approved.



Stacy Kilroy

Executive Director, as witness

CONTRACT CHANGE

PASSED

A Motion for The Central Western Maine Workforce Development Board approving a reduction in MDOL National Dislocated Worker Contract CT12A 20200317*2542 (NDWG Opioid Phase 1) in the Amount of \$150,000, Subject to Certain Conditions:

1. Contract CT12A 20200317*2542 is Phase 1, 30% of expected funds.
2. The entire State must expend 70% of Phase 1 funding to access Phase 2 funding, and
3. USDOL through MDOL awarded the Central Western Maine Workforce Development Board \$546,564 in Phase 1 funding and 70% of this amount is not yet expended; and
4. In order to draw down Phase 2 State funds, MDOL requests a programmatic reduction in Contract CT12A 20200317*2542 in the amount of \$150,000; and
5. MDOL will increase CT12A 20200317*2542 by \$150,000 in programmatic funding once USDOL releases Phase 2 funding, which will be awarded in a separate contract.

Motioned, seconded, by unanimous consent of all, declared by Chair as approved.

Effective Date 01/27/2021



Stacy Kilroy

Executive Director, as witness

REGULAR FLOOR MOTION

R 2021-05 – HIRING PLATFORM

PASSED

A motion supporting a rider of public procurement for a Level 2 purchase onto the contract of the State of Massachusetts, Maryland, Florida, Texas, Wisconsin or Virginia to procure a multiyear programmatic purchase of a virtual hiring event platform with the lowest price from Premier Virtual, Said funds coming from programmatic funding under the Opioid NDWG with the support of the service provider;

1. Premier Virtual is a vendor that has won multiple state and local competitive bids to provide a Virtual Hiring Platform specifically for local and state workforce board; and
2. This product has won stringent Level 1 public bidding processes in several states because of which we receive low pricing; and
3. Virtual Hiring Platforms are the job fairs of the future that can help reach new generations for industry sectors like healthcare or to help reach specific populations like the Opioid impacted overcome perceived barriers; and
4. Virtual Hiring Platforms are an essential tool for rural areas; and
5. Virtual Hiring Platforms are critical for civil emergencies or other states of unrest that might require people return to online employment and training activities; and
6. The Local Area needs to reach Phase 1 spending goals for NDWG Opioid Phase 1; and
7. Program funds from Contract CT12A 20200317*2542 - NDWG Opioid Phase 1 will be used to further the immediate deployment of relief under this contract; and
8. The annual contract amount is \$22,300 for up to three years, which would be a total of \$66,900. This includes one (1) main license administrator at \$15,300, two (2) additional administrators at \$3,500 each, staffing for virtual hiring events, fourth- and fifth-year pricing options and is entirely NWDG funding dependent; and
9. The total three-year cost of this is ~4.5% of programmatic funds for the entire Opioid project and approximately and 14% of programmatic funds for Phase 1; and
10. The service provider, EMDC, supports this purchase.

Dale Morrell, Vice Chair

Date January 27, 2021

First Motion

Michelle Hawley, member

Date January 27, 2021

Second Motion

YES VOTES 22

1 member absent

Three CLEOS present voting yes
One CLEO proxy vote yes

NO VOTES 0

Effective Date 01/27/2021



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 programing 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, Exectutive Director



VOTING ITEMS

03/04/21

MEETING CLEO 03/04/2021

SUBJECT: Budget approvals

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.

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- 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 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.

1. Quorum Achieved

2. Motioned, Seconded, Approved by Unanimous Consent declared by CLEO

Chair on this day March, 04, 2021

Stacy Kilroy
Executive Director, as witness

Effective Date 01/27/2021



VOTING ITEMS MARCH OPERATIONAL BOARD

MEETING Operational Meeting
SUBJECT: Budget ratification and operational approvals

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

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VOTING ITEMS

03/04/21

MEETING CLEO 03/04/2021

SUBJECT: Budget approvals

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1. Quorum Achieved

2. Motioned, Seconded, Approved by Unanimous Consent declared by CLEO

Chair on this day March, 04, 2021

Stacy Kilroy
Executive Director, as witness

Effective Date 01/27/2021

[↑ Back to Top](#)

§683.130 Does a Local Workforce Development Board have the authority to transfer funds between the adult employment and training activities allocation and the dislocated worker employment and training activities allocation?

- (a) A Local WDB may transfer up to 100 percent of a program year allocation for adult employment and training activities, and up to 100 percent of a program year allocation for dislocated worker employment and training activities between the two programs.
- (b) Local WDBs may not transfer funds to or from the youth program.
- (c) Before making any transfer described in paragraph (a) of this section, a Local WDB must obtain the Governor's written approval. The Governor's written approval must be based on criteria or factors that the Governor must establish in a written policy, such as the State Unified or Combined Plan or other written policy.

[↑ Back to Top](#)

REQUEST FOR TRANSFER OF WIOA FUNDS

Please complete this form in full, attach documentation of board approval, sign, date, scan and email to Virginia.A.Carroll@maine.gov and cc Lisa.A.Haskell@maine.gov

Provider: Central Western Maine Workforce Initiatives Vendor VC100001417
Contract Number: CT: #12A 10290510*3354

TRANSFER of DW to ADULT	
Total amount of ADULT funds expended to date: \$ 103,435.86	
Total amount of DW Funds to be transferred to ADULT up to \$150,000.	
Amount of funds to be transferred per service provider:	
Service Provider Name: _____	Amount: up to \$ <u>150,000</u>
Service Provider Name: _____	Amount: \$ _____
Service Provider Name: _____	Amount: \$ _____
Revised Numbers to be Served: ADULTS _____ DWs _____	
TRANSFER of ADULT to DW	
Total amount of DW funds expended to date: \$ _____	
Total amount of ADULT Funds to be transferred to DW \$ _____	
Amount funds to be transferred per Service Provider:	
Service Provider Name: _____	Amount: \$ _____
Service Provider Name: _____	Amount: \$ _____
Service Provider Name: _____	Amount: \$ _____
Revised Numbers to be Served: ADULTS _____ DWs _____	

Copy of Local Board meeting minutes approving the transfer attached? Yes X No__

Criteria necessitating the transfer of funds request: The previous service provider did not spend their funds for PY 19. Because the Local Area has two NDWGs this population is being served and we have been requested by the service provider to transfer funds to the Adult program.

Board Executive Director Signature:



Approved on: 03/16/2021

BES Approval Signature: _____
 ____/____/____

Submitted on:

Subject: Draft Request to Transfer Funds
Date: Thursday, February 18, 2021 at 7:29:31 PM Eastern Standard Time
From: Stacy Kilroy <skilroy@cwmwdb.org>
To: Virginia A. Carroll <Virginia.A.Carroll@maine.gov>, Lisa A Haskell <Lisa.A.Haskell@Maine.gov>, Sara McLaughlin <sara@saramclaughlin.com>, Jon Farley <JFarley@emdc.org>
CC: Erica McCarthy <erica@cwmwdb.org>, Paul Karns <Paul@cwmwdb.org>
Category: Transfer Request Budget
Attachments: PY19 Mod 4 Draft Transfer Request 02 18 2021.doc

Hello,

We need to also transfer funds from DW to Adult in PY 19. Here is a draft request for Ginny to review. I don't think this effects the line items though.

Best of health,

Stacy Kilroy Reynaldo
Executive Director
Central Western Maine Workforce Development Board
77 Winthrop Street
Augusta, ME 04330
(207) 241-4100
skilroy@cwmwdb.org
www.cwmwdb.org

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

Emergency Plan to Aide Service Providers

Program Funding Only Youth Plan for PY 19 Youth

03/01/2021 submitted to State

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 30th. 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.

Add new staff to increase outreach, recruitment and worksite		HR Level	Focus	Amount	
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	Close Out Specialist Temp for Staff on Leave
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	MF - High Level Workforce Person
Add (1) permanent FTE 1.0 Virtual Event Position positioned toward youth recruitment and online experiences CWMWDB		Staff	Youth 50%	\$ 10,500	AL- Coordinator
Add (2) Temp FTE 1.0 (4 Months) Youth Enrollment Specialist - CWM + EMDC		Staff	Youth 100%	\$ 60,667	2 Youth Enrollment Specialists
Add (1) Temp FTE 1.0 (4 Months) Tree Street Youth Pipeline Project EMDC		Staff	Youth 100%	\$ 4,500	Julia Sleeper - Tree Street Youth Project
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)					
Influencer Youth Corps Projects					
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. This is an entry level position that can advance to a Peer Connector.		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.					
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					
				\$ 560,333	



One Workforce

The *One Workforce* approach, endorsed and recommended by multiple federal programs, fosters greater collaboration, integrated service delivery, shared data, and leveraged resources that leads to positive employment and training outcomes for customers.

1

1



One Workforce Goal

Improved employment and training outcomes through stronger *connections* between the training offered through the workforce system and the training needed by employers.

2

2



New Strategy 1

Focus on Customer Service

New Universal Service Education

Customer Oriented Benchmarks

- **length of enrollment process**
- **time between contact, notes**
- **diverse contact methods**
- **case + peer team work**



3



New Strategy 2

Optimized Enrollment

Industrial Engineering Efficiency

- **Shorten the length of process**
- **Limit number of actors involved**
- **Virtual & remote services**
- **Track Lead from Contact #1**



4



New Strategy 3 Robust Virtual Environment

Virtual Client Environment

Millennial & Gen Z necessary

- **Enrollment Information Live Online**
- **Program Information Sessions**
- **Soft Skills Training Courses**
- **Mentoring & Peer Groups**



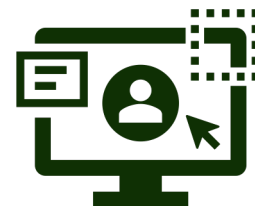
5



New Strategy 3b Robust Virtual Environment

Digital Leadership Strategy

- **Uploaded client data integrity**
- **Business CRM system**
- **Continuous information updates**



6



Industry Sector

I. Local Area is Rich with Innovation & Heritage

II. Local Sector Effort is not Zoom meetings.

- A. Portals of Organized information
 - 1. Provide and collect industry information to create synergistic cluster
 - 2. Organize branding efforts and serve as social media landing pages
 - 3. Create intellectual property in the effort
 - 4. Adult 50+ Focus Baby Boomer, Gen X
 - 5. Youth Gen Z & Millennial
- B. Virtual Hiring Events (Simulated & Real) by Industry
- C. Community Careers of Distinction Campaign

7

7



Career Pathways

I. Local Workforce Area Strategy is additive to the State Workforce Board

II. Sector Effort is not just the usual Committee meetings.

- A. Adult 50+ Focus Baby Boomer, Gen X
- B. Youth Gen Z & Millennial
- C. Portals
 - 1. Provide and collect industry information to create synergistic cluster
 - 2. Organize branding efforts and serve as social media landing pages
 - 3. Create intellectual property in the effort
- D. Virtual Hiring Events by Industry
- E. Community Careers of Distinction Campaign
- F. Business CRM to retain and grow those that know about services and to ready to help set up connections

8

8



Report on the Transition Plan 2020

The goal is to provide a seamless but meaningful transition of service provider obligations in the five-county area. To do this, information needs to be collected, analyzed, and discussed with the current service provider, and then discussed jointly with the proposed new service provider. The dates are estimated and subject to the needs of the Team.

07/07/2020 Fiscal and File Obligations

- MDOL and CWMWDB staff discussed the detailed the steps that are needed with financial paperwork and any progress. (See Financial Transition, page 3).
- MDOL and CWMWDB outline a file transfer strategy. It is detailed page 4.

07/16/2020 - 07/30/2020 Survey - Existing Obligations

- WMCA, CWMWDB and MDOL survey existing obligations in place.
- The service provider will collect a list of all contracts in place with ending dates for WIOA programs and vendors.
- WMCA will make a list of existing clients. Communication to clients will be discussed and a plan to contact each one put in place.
- WMCA estimate the amount of funding necessary to transition services.
- WMCA will collect all lease data for a space transition plan.



Debrief on the Transition Plan

07/30/2020 Meeting - Proposed Transition Funding (WMCA, CWMWDB and MDOL)

- WMCA, CWMWDB and MDOL will discuss all data collected and set a schedule of transition that includes bright lines demarking when service provision ends for the current provider and begins for the future provider.
- A transition period will be decided. This will allow a tapering of one service provider while the other ramps up. A start and ending date will be set.
- The service provider will submit a 3-month and a 6-month funding request for its existing contracts with the CWMWDB to decide on the transition period once the financial and file procedures have been reviewed.
- CWMWDB Operational Committee will consider allowing a range of funding as requested from 3- 6 months to be available for the current service provider.

08/01/2020 Weekly Meeting – Service Providers & Board Staff

- The current and future service providers (WMCA, EMDC) along with CWMWDB staff will meet to discuss details of the transition on a weekly basis.
- 08/06/202 Biweekly Transition Update (recurring)
- CWMWDB and EMDC staff will provide an update to CWMWDB Executive Committee on transition progress every other Thursday

Central Western Maine Region
Quarterly Report
Jan 1st – Mar 31st 2021

Inquiries/Referrals	
County of Residence:	#:
Androscoggin	29
Franklin	3
Kennebec	57
Oxford	16
Somerset	14
Total Inquiries/Referrals:	118

Customers Enrolled	
Androscoggin	6
Franklin	1
Kennebec	3
Oxford	2
Somerset	6
Total Enrolled:	18

Total Enrolled as of 4/16/21	
Androscoggin	10
Franklin	2
Kennebec	11
Oxford	5
Somerset	7
Total Enrolled:	35

Customers Enrolled in Training		
Training Provider:	Program of Study:	# of Students:
UMA	Mental Health & Human Services (Addiction Counseling)	3
	Substance Abuse Rehabilitation Technician	1
Washington County Community College	SUD & Recovery Certificate	2
Northern Maine Community College	Behavioral Sciences	1
Total # of Customers Currently in Training:		7

Referral Sources

- NTI
- Recovery Connections of Maine (RCOM)
- Augusta City Council
- Bangor Area Recovery Network (BARN)
- Blue Sky Counseling
- Probation Officers
- Maine Pre-Trial Services
- Maine Prisoner Reentry Network (MPRN)
- National Farmworker Jobs Program (NFJP)
- Catholic Charities of Maine
- Co-Occurring Disorders Court
- Common Ground Counseling
- Crisis & Counseling Centers
- Downeast Community Partners (DCP)
- Goodwill of Northern New England
- Somerset County Jail
- Maine Educational Opportunity Centers (MEOC)
- Maine State Prison
- Mt. View Correctional Facility
- Washington County Community College (WCCC)
- Maine Dept. of Labor
- Southern Maine Women's Reentry Center
- Wabanaki Public Health
- Wellspring

Outreach Activities to Partners & Organizations

- In January presentations were made to Augusta City Council and key municipal employees as well as at the Governor's Office on Opioid Response monthly statewide seminar
- In February relationships were established with Recovery Connections of Maine in Lewiston and with ENZO Recovery in Augusta
- March outreach efforts included: meeting with all probation officers and supervisors from each CWM county; meeting with staff and residents engaged in the MAT program at Kennebec County Jail in Augusta; met with key staff at Somerset County Jail in Skowhegan; and a presentation to the Waterville Rotary Club

Workforce Update



TO: CWMWDB
FR: Susan Cerini/Jon Farley
CC: Lee Umphrey
DA: April 19, 2021
RE: update

Staffing Updates

We are pleased to announce that we have filled the position previously held by Myles Robert out of the Augusta office who moved on to a new job opportunity this past winter!

- Santasia Marcoux-Barrows, Workforce Development Specialist out of Augusta

Over the last quarter there have been other updates that have left some additional vacancies that are posted. Karen Henderson who served the Franklin County region was promoted to the Manager position for the WIOA programs through Community Concepts. This was a position that had not been filled prior. There is also a new vacancy in Lewiston through Community Concepts due to a staff member accepting a new position with another organization. We are currently hiring for the following:

Workforce Development Position-Lewiston (1), Franklin County (1), Augusta (1) and Hinckley (1).

Peer Navigator for the COVID 19 Project (4)

We have had 2 peer navigators find full time positions which is great for them but also leaving vacancies to the project.

We are pleased to have our Connecting with Opportunities Grant fully staffed as of February 1, 2021. There is a success story behind one of the hires. We promoted Katie McKay from a peer connector into the role of Workforce Development Specialist. Katie came to EMDC as an individual who was affected by the Opioid Crisis. She excelled very quickly into her role and because of her commitment and dedication and success with the role we promoted her to a Workforce Development Specialist. Katie has been doing outreach and has helped train staff on registrations and enrollments with the grant. She was recently recognized when presenting to the Governors Opioid team last month. We also hired another fulltime Workforce Development Specialist for the grant Anthony Williams. Since bringing Katie and Anthony on board our enrollments in the program have increased significantly.

The other addition is Doug Dunbar who previously had a focus on outreach across the state. Doug's primary role now will be outreach and engagement in the Central Western Maine Region. This change has increased the number of inquiries over the last month. Attached you will see a snapshot of the quarter as well as where we stand with numbers. All these changes will help meet objectives and deliverables around the grant.

Program Updates

Attached you will see a full update of activity around training and cohorts with our partners. The team has been busy populating the programs, providing career and training opportunities for individuals and working closely with partners to help design sector industry trainings. This helps address employer needs in the region.

For the remainder of this year we are focusing on continuing to reach out to every area possible to help with awareness of the opportunities with our grant funded programs. We are also working to closely identify youth who would be available to help us engage other youth. We find that the peer to peer connection works well and that real stories of success help others see the possibilities.

At the start of the quarter we were able to launch a Virtual Office Hours (VOH) approach to outreach and participant engagement. The VOH offered real time opportunity for individuals or partners to log into a zoom where they would have an opportunity to meet with staff on demand. Staff have schedules set and are in their own individual break out rooms for people to have privacy when speaking. We started out with small referral base and used it as a tool for our Connecting with Opportunities Grant and COVID 19 project. In late February after making sure the process would work we expanded it to the public and are using the Maine DOL as a way of getting the word out. Right now the VOH is available on Tuesday and Thursdays from 9 to 5. This will allow a one stop referral process for our partners!

Business Engagement

EMDC has been working closely with the CWMWDB to help address the increase of employers reaching out for assistance with helping to recruit employees for positions in their companies. EMDC had started a process with Puritan Medical last spring with launching their job opportunities through Email and social Media. This process was used recently in CWM with AMI and is something offered to those who are interested. The CWMWDB has had several employer discussions and have brought EMDC in to help coordinate possible projects and opportunities for job seekers. There has been a significant increase in this outreach model by the board. We are pleased to be a part of that process.

Leadership

The leadership team for workforce are planning their quarterly staff day over zoom. There was a successful quarterly virtual gathering on April 16th that brought the entire workforce team in CWM and the NE together for staff training/development. We used the break out rooms for small group discussions around the way we provide services. Please see attached the agenda from that day. We have received positive feedback around the staff development days and will continue to offer them with hopes to have an in person opportunity this summer.

Successes

Central Western Maine Success

Everett sought employment service as a dislocated worker, due to an explosion that resulted in eliminating his position. He had been employed in the paper making industry for 33 years, withstanding the change of ownership and management 3 different times. When he initially approached employment and training services, he shared that due to lifelong learning challenges he was “so anxious” to try something new. Student has a high school diploma but no other certifications or degrees. Candidate elected to enroll in the CDL driving course identifying a desire to potentially work for the State Highway Department or municipal service in his community. This student overcame multiple barriers including, self-reported learning challenges, lack of training outside the paper manufacturing field and falls within the over 55 age older demographic. Per instructor feedback, candidate exceeded expectations in academic instruction, obtaining his Haz Mat endorsement also. Upon course completion student reported that not only has he gained a CDL B driver license he gained mastery of Zoom technology, email etiquette, ability to use his Smartphone to create PDF's and a newfound confidence in his capacity to learn. Next steps for this student include resume update and employment.



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 programing 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, Exectutive Director