



CLEOs - Central Western Maine
Workforce Development Board
AUGUST 4, 2021

Topic: CLEO Meeting

Time: 9:00-10:00 AM

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=QjhYaXNYV0ZITDN5T2kzVm9KUmRTQT09>

1. Call to Order

page 2

2. Minutes

page 5

3. *NEW!* Annual Program Budget Review & Ratification (YR Ending 6/30/22) with Service Provider Update

page 8

4. Board Statistics & Composition (Interactive Links Below)

Category: <https://airtable.com/shrYOzqus4uD3VQYe/tblfosWwXPUR7s32H>

County: <https://airtable.com/shr4NB79QQJao2hHk/tblfosWwXPUR7s32H>

All records expand, and are interactive

page 34

5. Industry Sector Update: Manufacturing, Podcast; Other portals

page 24

6. Quarterly Reports – FYI & 10 Year Funding History Reminder

page 45

7. CWMWDB Personnel Manual Revisions

8. New Business – Letter from Bob Devlin, Internal Audit of MDOL, Stacy's Options, *PRIVATE BENEFIT UNDER IRC 501(c)(3)* Retrieved from <https://www.irs.gov/pub/irs-tege/eotopich01.pdf>

9. <https://cwmwdb.org/aboutus/upcoming-meetings/>



MINUTES 06/02/2021 CWMWDB CLEO

77 Winthrop Street
Augusta, ME 04330
(207) 241-4100

CLEO BOARD MEETING MINUTES

Date: June 2, 2021

Effective
8/4/2021

Time: 9:00 AM – 10:00 AM

Zoom Meeting:

<https://us02web.zoom.us/j/84543028444?pwd=QjhYaXNYV0ZlTDN5T2kzVm9KUmRTQT09>

Board Members Attending: Robert Sezak (CLEO Chair), Patsy Crocket (Kennebec County Commissioner), David Duguay (Oxford County CLEO), Terry Brann (Franklin County Commissioner).

Call-in Members/Guests: Jon Farley (Service Provider, EMDC), Susan Cerini (Service Provider, EMDC).

Staff: Stacy Kilroy (Executive Director), Sara McLaughlin (Financial Consultant), Erica McCarthy (Director of Business).

Absent: Terri Kelly (Androscoggin County Commissioner)

1. CALL TO ORDER

The meeting was called to order by Robert Sezak, CLEO Chair.

2. APPROVAL OF MEETING MINUTES

ACTION ITEM: Motion to accept the 5/5/21 meeting minutes/Commissioner Duguay Second/Commissioner Brann

Discussion: None

Vote by members present: Approved

Objection: 0

3. ANNUAL OPERATING BUDGET REVIEW & APPROVAL FOR BOARD (YR ENDING 6/30/22) PAGE 3

S. McLaughlin presented the budget for the upcoming fiscal year and noted that software costs are up and there is a 2% proposed increase. All of the line item costs are estimates with the exception of salaries, which are exact. There was a 38% funding increase this year and current funding is at average levels.

**OPERATIONAL COMMITTEE
MEETING MINUTES
Page 2 of 3**

ACTION ITEM: Motion to approve the annual operating Board budget for YR ending 6/30/22/Commissioner Crocket

Second/Commissioner Brann

Discussion: S. Kilroy discussed the 4% trend of forfeiture of every grant and that going forward returning funds will be avoided. Funding for DW & Adults is subject to transfer. For budgeting clarity the two will be combined. J. Farley added that funding is a reflection of enrollments. For further budget approvals it was suggested that the Board use the Procurement policy for internal processes.

Vote by members present: Approved

Objection: 0

4. PY21 WIOA FORMULA FUNDING ALLOCATIONS AND SUGGESTED AGREEMENT BUDGET PAGE 9

ACTION ITEM: Motion to approve the PY21 WIOA formula funding allocations and suggested agreement budget/Commissioner Dugauy “Motion to put on file and have Stacy sign as presented”

Second/Commissioner Crocket

Discussion: The CLEOs agreed that any contract changes should come back to the CLEOs prior to signing. S. Kilroy noted that MDOL has appointed the fiscal agent as a resolution for the CLEOs. CWMWDB is the current fiscal agent and this can be changed by the CLEOs.

Vote by members present: Approved

Objection: 0

5. CWMWDB FINANCIAL MANUAL REVISIONS PAGE 20

a. CHANGE INTERNAL BUDGET DUE DATE TO JUNE 30 EACH

S. McLaughlin explained that the current CWMWDB financial manual is more stringent than MDOL’s policy. The recommendation is to remove the 30 day prior-to the fiscal year provision. Commissioner Sezak agreed.

ACTION ITEM: Motion to accept the resolution that we adapt the CWMWDB financial manual to the start of the fiscal year/Commissioner Crocket

Second/Commissioner Dugauy

Discussion: none

Vote by members present: Approved

Objection: 0

**OPERATIONAL COMMITTEE
MEETING MINUTES****Page 3 of 3****b. ADD AN ANNUAL FISCAL PLANNING & REPORTING
COMPONENT TO QUARTERLY MEETINGS**

This year the full Board met in June for fiscal budget approval. S. Klory will provide a schedule for next year.

ACTION ITEM: Motion to add a fiscal policy to page 73 of the CWMWDB Financial

Manual/Commissioner Dugay

Second/ Commissioner Brann

Discussion: none

Vote by members present: Approved

Objection: 0

ADJOURNMENT

No other business was conducted, and the meeting was adjourned.

SFY Ending 6/30/22 Proposed Program Budget

Program Sources	2020 WIOA	2021 WIOA	NDWG COVID-19	NDWG Opioid II	Total	
Contract No.	20200604*3712	TBD	20200820*0646	TBD		
Start Date	7/1/20	7/1/21	8/10/20	7/1/21		
End Date	6/30/22	6/30/23	6/30/22	2/28/22		
Award Amount	1,783,302	1,713,096	515,000	1,677,177	5,688,575	
Admin	178,330	171,309	51,500	167,458	568,597	
Program	1,604,972	1,541,787	463,500	1,509,719	5,119,978	
Spent as of 4/30/21	30,482	-	80,502	166,962	277,946	
Admin	30,482	-	14,713	-	45,195	
Program	-	-	65,789	166,962	232,751	
Estimated Spend May-Jun 2021	60,363	-	40,865	112,316	213,544	
Admin	54,739	-	2,972	-	57,711	
Program	90,845	-	37,893	-	128,738	
Estimated Reserve for FY 23+	-	112,757	-	1,230,441	1,343,198	
Admin	-	112,757	-	-	112,757	
Program Reserve	-	-	-	-	-	
FY 21-22	1,607,236	1,600,339	393,634	1,397,899	4,999,108	
Admin	93,109	58,552	33,816	167,458	352,935	
Program (Estimated)	1,514,127	1,541,787	359,818	1,230,441	4,646,173	EMDC verifies amounts

Program Uses	2020 WIOA	2021 WIOA	NDWG COVID-19	NDWG Opioid II	Total	
TOTAL PROGRAM	1,514,127	1,541,787	359,818	1,230,441	4,646,173	check
Salaries	\$ 475,435	\$ 478,256	\$ 44,623	\$ 258,728	1,257,042	CCI Staff expenses m
Fringe Benefits	170,158	172,327	14,384	92,729	449,598	CCI Staff expenses m
Travel	14,281	13,306	634	7,432	35,653	CCI Staff expenses m
Supplies	4,154	4,100	5,000	6,775	20,029	
Other (leases and fees)	4,078	4,200			8,278	
Outreach, Mktg & Advertising					-	
Bank Fees					-	
Conferences					-	
Contractual					-	
Dues and Subscriptions					-	
Insurance					-	
Legal Notices					-	
Organization Expense	193,209	180,218	68,101	141,149	582,677	
Payroll Processing Fees					-	
Professional Fees					-	
Audit					-	
Fiscal Mgmt.					-	
Fiscal Monitoring					-	
Legal					-	
Postage & Delivery	195				195	
Recruiting					-	
Rent, Parking, Utilities	44,794	54,500	46,490	49,749	195,533	
Software					-	
Telephone and Network	2,416	5,050			7,466	
Other					-	
Direct Service Payments	605,407	629,830	180,586	673,879	2,089,702	~60% of funds are h
TOTAL	\$ 1,514,127	\$ 1,541,787	\$ 359,818	\$ 1,230,441	\$ 2,556,471	check 4,646,173

LOCALES	Lewiston CC	Augusta CC	Hinkley CC NKVC	Rumford Tech	South Paris Chamber	Farmington CC!
Salaries						
Fringe Benefits						
Travel						
Supplies						
Other						
Outreach, Mktg & Advertising						
Bank Fees						
Conferences						
Contractual						
Dues and Subscriptions						
Insurance						
Legal Notices						
Organization Expense						
Payroll Processing Fees						
Professional Fees						
Audit						
Fiscal Mgmt.						
Fiscal Monitoring						
Legal						
Postage & Delivery						
Recruiting						
Rent, Parking, Utilities						
Software						
Telephone and Network						
Other						
Direct Service Payments						
Total, Program						

EMDC - CCI	Lewiston CC	Augusta CC	Hinkley CC NKVC	Rumford Tech	South Paris Chamber	Farmington CC!
Case managers	4	4	2	1	1	1
Peer Support	5	2	-	-	-	-
Admin	-	-	-	-	-	-
Management	-	-	-	-	-	1

PRELIMINARY RESULTS

Central Western Maine Workforce Development Board - Local Area 3

FY Ending 6/30/22 Proposed Staffing Level

EMDC - CCI	Lewiston CC	Augusta	Hinkley	Rumford	South Paris	Other	Farmington CCI
Case Managers	4	4	2	1	1		1
Peer Support	5	2	-	-	-		-
Outreach						2	
Admin	-	-	-	-	-	2	-
Management	-	-	-	-	-	3	1
Staff Member	Title	EMDC FTE	CWM FTE	% CWM Funded	Total CWM Comp*	CWM Office Local	
Jon Farley	Vice President (EMDC Management)	1	0.1	10%		Bangor	
Susan Cerini	S. Director, Workforce Services (EMDC Management)	1	0.5	50%		Bangor	
Patti Saarninen	Senior, Workforce Development Specialist	1	1	100%		Remote Home	
Melissa Green - CCI	Director of Customer Services (CCI Mangement)		0.2	20%		Lewiston CC	
Karen Henderson - CCI	Workforce Developoment (CCI Program Manager)		1	100%		Farmington CC!	
Jennifer Brown - CCI	Workforce Development Specialist		1	100%		Farmington CC!	
Katie McKay	Workforce Development Specialist	1	1	100%		Hinkley CC NKVC	
Anthony Williams	Workforce Development Specialist	1	1	100%		Augusta CC	
Tracye Greene	Workforce Development Specialist	1	1	100%		Augusta CC	
Doug Dunbar	Workforce Development Specialist (Outreach)	1	1	100%		Bangor	
Rachel Williams	Workforce Development Specialist	1	1	100%		Hinkley CC NKVC	
Stacey Henderson	Workforce Development Specialist	1	1	100%		Augusta CC	
Lisa Harnett -CCI	Workforce Development Specialist		1	100%		Lewiston CC	
Cathy Stairs - CCI	Workforce Development Specialist		1	100%		Lewiston CC	
Santasia Marcoux	Workforce Development Specialist	1	1	100%		Augusta CC	
Stacey Henderson	Peer Connector	1	1	100%		Augusta CC	
Victoria Manocchia	Peer Connector	1	1	100%		Augusta CC	
Matt Damon - CCI	Workfore Development Specialist		1	100%		Lewiston CC	
Nicholas Bourgoin	Peer Navigator	1	1	100%		Lewiston CC	
Vacancy	Peer Navigator	1	1	100%		Lewiston CC	
Vacancy	Peer Navigator	1	1	100%		Lewiston CC	
Vacancy	Peer Navigator	1	1	100%		Lewiston CC	
Vacancy	Peer Navigator	1	1	100%		Lewiston CC	
Heather Rajaniemi - CCI	Workforce Development Specialist		1	100%		Rumford Tech	
Alex Lakeman	Virtual Events Coordinator (Outreach)	1	1	100%		Bangor	
Marianne Young -CCI	Workforce Development Specialist		1	100%		South Paris Chamber	
Tom Fernands	EMDC IT and Data Management	1	1	30%		Bangor	
Keith Small	EMDC Fiscal Data Management	1	1	30%		Bangor	

drop down

Board Statistics

CATEGORY	%	#	PEOPLE		Smallest Board
Businesss	51%	8.8	9		
Workforce	20%	3.4	3		Required Government
Other	29%	5	5		
TOTAL		17.24	17		
CATEGORY	%	#	PEOPLE		Current Board
Businesss	51%	9	8	40%	Need 11% more
Workforce	20%	3	5	25%	
Other	29%	0	2	10%	Optional, Philanthropy
Other OP		5	5	25%	Required Government
TOTAL		17	20		
CATEGORY	%	#	PEOPLE		Proposal A Board
Businesss	51%	11	13	52%	5 Business
Workforce	20%	5	5	20%	
Other	29%		2	8%	Optional, Philanthropy
Other OP		5	5	20%	Required Government
TOTAL		17.24	25	100%	
V. Woodward		Somerset	Sustainable Energy	Unique Maine	
A. Mohammed		Androscogg	Removing Barriers	SBA	
Boulos		Regional	Essential Services	Construction	
Hannaford		Regional	Essential Services	Retail food	
Consigli *		Regional	Essential Services	Construction	

Interactive Board Database: Each Record Expands

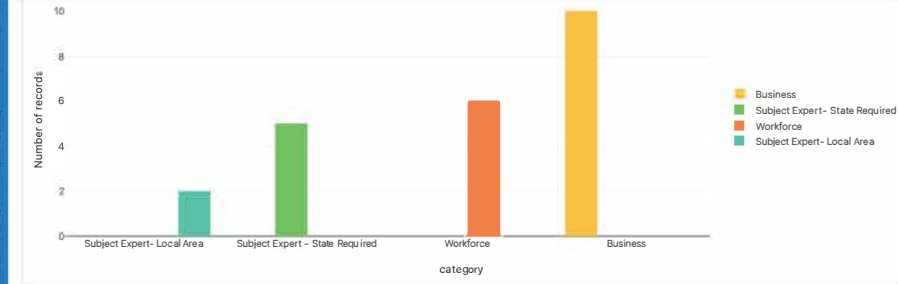
5 hidden fields 3 filters Grouped by 1 field Sorted by 3 fields Color Share view

LAST category Category detail Roles Sector committee TITLE COMPANY

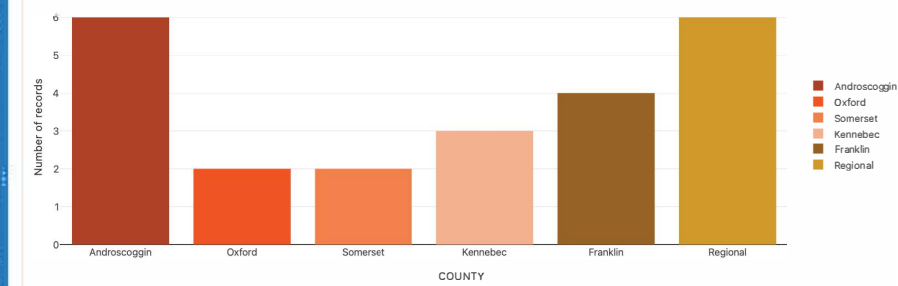
COUNTY	Count 6						
Androscoggin							
Jorgenson	Business	non SBA	Member		President	St. Mary's Health System	
Aho (Treasurer)	Business	non SBA	Employment st...	Acting Chair & Treasurer	Operations Team	TalentSource	
Hawley	Subject Expert - State Required	Higher education	Reserve Chair		Operations Team	Central Maine Communit...	
Ward	Subject Expert - State Required	Adult education	Member at Large		Operations Team	Adult & Community Edu...	
3 Proposed Memb...	Workforce	Optional	Member				
Paquet	Workforce	Union Program	Joint Pai	Member	Construction	IBEW 1253	
COUNTY	Count 2						
Oxford							
Gallant	Business	non SBA	Member		HR Director	Sunday River	
Wright	Business	non SBA	Member		CEO & President	Rumford Hospital	
COUNTY	Count 2						
Somerset							
1 Proposed Member	Business	SBA	Proposed Member	Unique Maine/Hospital...			
Cerini	Workforce	Employment staffing	Member	Unique Maine/Hospital...			
COUNTY	Count 3						
Kennebec							
Robinson	Business	SBA	Chair, Industry Sector Ch...	Manufacturing	President	Maine Manufacturing Ex...	
LeClair	Subject Expert - State Required	Trade Assistance Act	Member		Manager	Augusta CareerCenter	
Smith	Subject Expert - Local Area	Optional	Member	Manufacturing	Vice President, Operatio...	Kennebec Technologies	
COUNTY	Count 4						
Franklin							
Hutches	Business	SBA	Member	Healthcare	President	Franklin Franklin Commu...	
Henry	Business	SBA	Member	Unique Maine/Hospital...	President	Golabs	
Witherspoon	Business	non SBA	Member	Unique Maine/Hospital...	CHRO	Boyer Resorts Sugar Loaf	
2 Propose member	Subject Expert - State Required	Economic development	Proposed Member				
COUNTY	Count 6						
Regional							
4 Proposed Mem...	Business	SBA	Proposed Member	Construction			
Frigon	Subject Expert - State Required	Vocations/Rehabilitati...	Member	Ad Hoc Local Plan	Regional Director/REP A...	Maine Dept. of Labor	
Mann	Subject Expert - Local Area	Optional	Member		Program Manager- Policy	John t. Gorman Foundat...	
Glidden	Workforce	Optional	Member		FSS Coordinator	Maine State Housing	
Provost	Workforce	Union Program	Joint Pai	Recruiting Chair	Business Agent	Ironworkers Local 7	

23 records

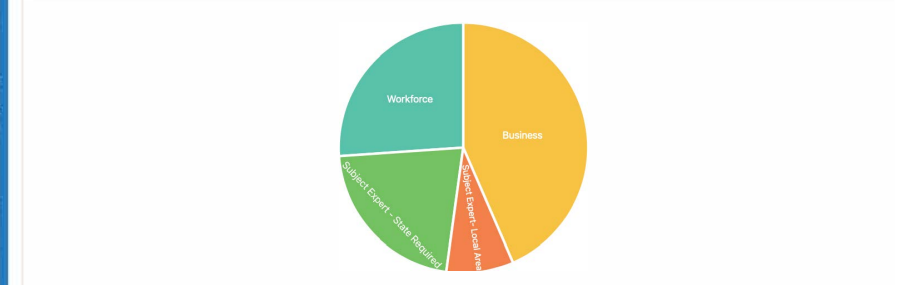
Dashboard 3



Chart



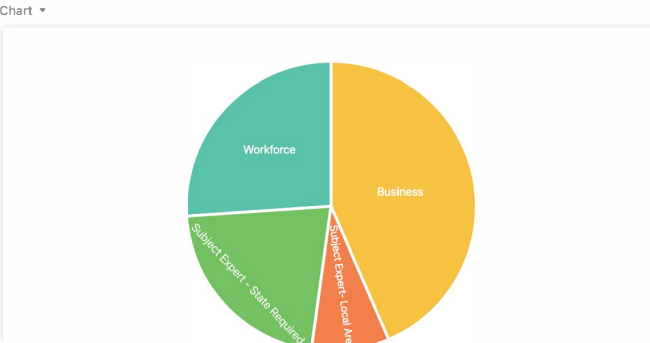
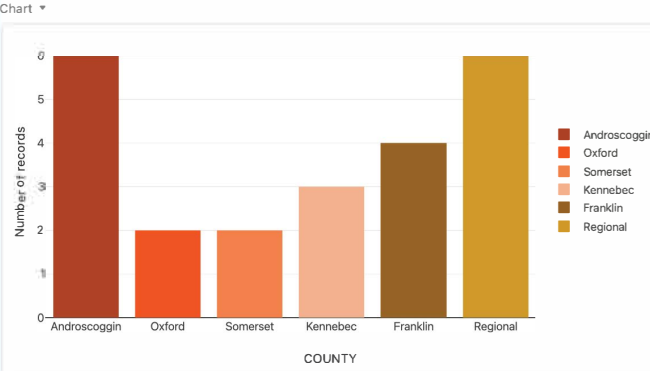
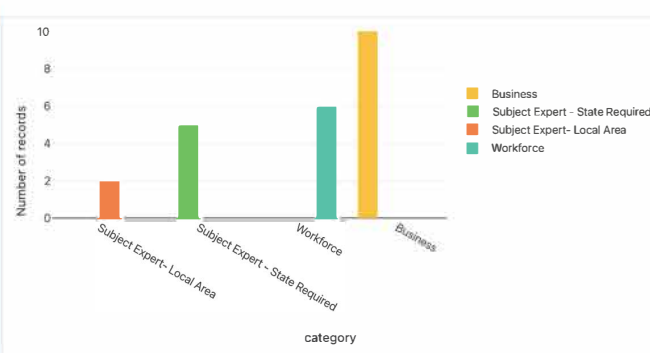
Chart



Base schema

Metadata Metadata	Board List	View 1
Date	LAST	DATE
Group	PAGE	DATE
Region	COUNTY	DATE
Workforce	COUNTY	DATE
Subject Expert	COUNTY	DATE
Business	COUNTY	DATE
Construction	COUNTY	DATE

LAST	FIRST	category	Category detail	Roles	COUNTY	Sector committee	TITLE
Aho (Treas...	Kelly	Business	non SBA	Employment st...	Androscoggin	Operations Team	Director
Gallant	Amanda	Business	non SBA	Member	Oxford		HR Director
Witherspoon	Cathy	Business	non SBA	Member	Franklin	Unique Maine/Hospitali...	CHRO
Jorgenson	Steve	Business	non SBA	Member	Androscoggin		President
Wright	Peter	Business	non SBA	Member	Oxford	Healthcare	CEO & President
Henry	Dr. Josh	Business	SBA	Member	Franklin	Unique Maine/Hospitali...	President
Robinson	Larry	Business	SBA	Chair, Industry Sector Committee	Kennebec	Manufacturing	President
Hutches	Trampas	Business	SBA	Member	Franklin	Healthcare	President
4 Proposed...	Construction	Business	SBA	Proposed Member	Regional	Construction	
1 Proposed ...	Sustainable Energy	Business	SBA	Proposed Member	Somerset	Unique Maine/Hospitali...	
Frigon	Diane T.	Subject Expert - State Required	Vocational Rehabilitation	Member	Regional	Ad Hoc Local Plan	Regional Director/BEP A...
Hawley	Michelle	Subject Expert - State Required	Higher education	Resource Chair	Androscoggin	Operations Team	Director, Workforce and ...
LeClair	Sue	Subject Expert - State Required	Trade Assistance Act	Member	Kennebec		Manager
Ward	Razell	Subject Expert - State Required	Adult education	Member at Large	Androscoggin	Operations Team	Director
2 Propose ...	Workforce & Economi...	Subject Expert - State Required	Economic development	Proposed Member	Franklin		
Mann	Dr. Alexis	Subject Expert - Local Area	Optional	Member	Regional		Program Manager- Policy
Smith	Harvey	Subject Expert - Local Area	Optional	Member	Kennebec	Manufacturing	Vice President, Operations
Provost	Grant	Workforce	Union Program - Joint Par	Recruiting Chair	Regional	Operations Team	Business Agent
Trundy	Jim	Workforce	Employment staffing	Ad Hoc - Local Plan Chair	Regional	Ad Hoc Local Plan	General Manager
Glidden	Laurie	Workforce	Optional	Member	Regional		FSS Coordinator
Paquet	Nick	Workforce	Union Program - Joint Par	Member	Androscoggin	Construction	President
Cerini	Susan	Workforce	Employment staffing	Member	Somerset	Unique Maine/Hospitali...	
3 Proposed...	Diversity	Workforce	Optional	Member	Androscoggin		





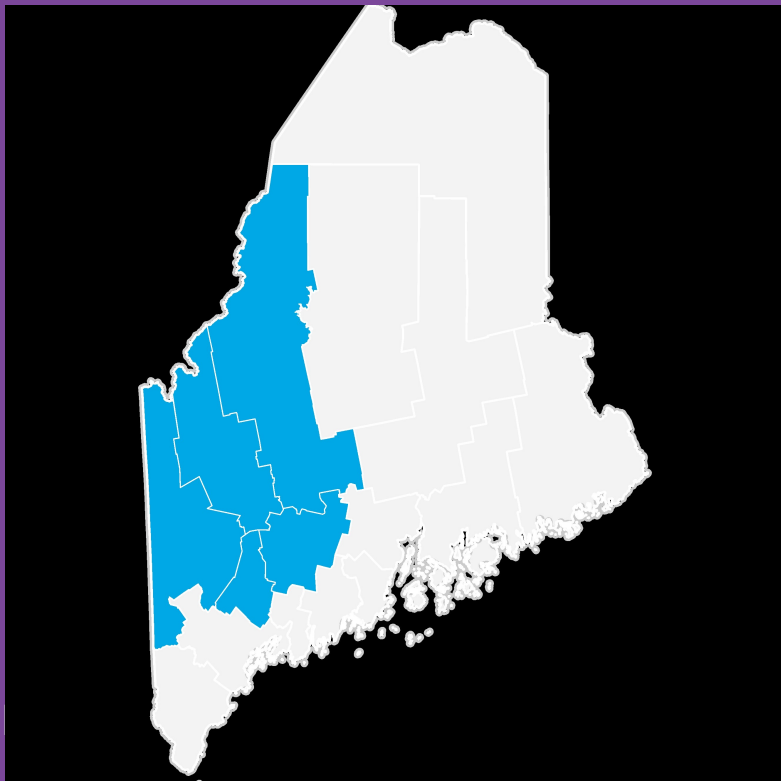
EMDC EASTERN MAINE
DEVELOPMENT CORPORATION

CENTRAL WESTERN MAINE WORKFORCE DEVELOPMENT Quarterly Update as of 7-28-2021

WORKFORCE UPDATE

OFFICE LOCATIONS

Staff have home locations but also provide services by going to where the people are. This means they utilize sites in areas around the region to offer office hours and in person services in places other than the physical main offices.



AUGUSTA CAREER CENTER

45 COMMERCE DRIVE
AUGUSTA, ME 04333

- Santasia Marcoux-Workforce Development Specialist
- Tracye Greene-Workforce Development Specialist
- Anthony Williams-Connecting with Opportunities Workforce Development Specialist
- Stacey Henderson-Peer Connector (Connecting with Opportunities)
- Victoria Manocchia-Peer Connector (Connecting with Opportunities)



EMDC EASTERN MAINE
DEVELOPMENT CORPORATION

NORTHERN KENNEBEC VALLEY CAREER CENTER

23 STANLEY ROAD
HINCKLEY, ME 04944

- Rachel Williams-Senior Workforce Development Specialist (COVID 19 Grant)
- Katie McKay-Workforce Development Specialist (Connecting with Opportunities)
- Vacant-Workforce Development Specialist



EMDC EASTERN MAINE
DEVELOPMENT CORPORATION

COMMUNITY CONCEPTS OFFICE, FARMINGTON

176 LIVERMORE FALLS RD
FARMINGTON, ME

- Karen Henderson-Community Concepts Workforce Manager
- Jennifer Brown-Workforce Development Specialist

LEWISTON CAREER CENTER

5 MOLLISON WAY
LEWISTON, ME 04240

- Patti Saarinen-Senior Workforce Development Specialist
- Cathy Stairs-Workforce Development Specialist
- Lisa Hartnett-Workforce Development Specialist
- Matt Damon-Workforce Development Specialist
- Nicholas Bourgoin-Disaster Relief Worker (COVID 19 Project)
- Kimberly Nilson-Disaster Relief Worker (COVID 19 Project)
- Vacant-Disaster Relief worker (COVID 19 Project)
- Vacant-Disaster Relief worker (COVID 19 Project)



EMDC EASTERN MAINE
DEVELOPMENT CORPORATION

EMDC AT RIVER VALLEY TECHNICAL CENTER

60 LOWELL STREET
RUMFORD, ME 04276

- Heather Rajaniemi-Workforce Development Specialist
- Marianne Young-Workforce Development Specialist



OXFORD COUNTY CHAMBER OF COMMERCE

4 WESTERN AVENUE
SOUTH PARIS, ME 04281

- This is an itinerant site so staff utilize space as needed.

PROJECTS THAT STARTED IN THE 4TH QUARTER

- Certified Medical Assistant: Gray-New Gloucester adult education, EMDC/CCI/CWM Board, Workforce Solutions, St. Mary's Health System
- Certified Medical Assistant with Phlebotomy: Maine College of Health Professions, Lewiston Adult Education, EMDC/CCI/CWM Board, Workforce Solutions, Central Maine Health
- CNC Machining: CMCC, Lewiston Adult Ed, EMDC/CCI/CWM Board, Grover Precision, Elmet, Maine Machine, Nichols Portland, ABB(GE in Auburn)
- Construction: Lewiston Adult Ed, EMDC/CCI/CWM Board, Take 2, City of Lewiston, BES, FedCap, Hahnel Bros., Northeast Paint, HE Callahan and St. Laurent
- Personal Support Specialist: MSAD #52 Adult and Community Education, EMDC/CCI/CWM Board, Rey-ah Home Care

PROJECTS THAT COMPLETED 4TH QUARTER

- Construction: Lewiston Adult Ed, EMDC/CCI/CWM Board, Take 2, City of Lewiston, BES, FedCap, Hahnel Bros., Northeast Paint, HE Callahan and St. Laurent
- Personal Support Specialist: MSAD #52 Adult and Community Education, EMDC/CCI/CWM Board, Rey-ah Home Care



NEW PROJECTS IN PROCESS

- Certified Nurse Aide: Partners include Augusta Adult Education, EMDC/CWM Board, VA Maine Healthcare (Togus)
- Youth Academy (Fall): Partners Skowhegan/Lawrence Adult Education, EMDC/CWM Board, local employers for work experience sites
- Computer Training: Lewiston Adult Ed, CMCC, EMDC/CCI/CWM Board, OpenText (formerly Carbonite)
- Personal Support Specialist: MSAD #52 Adult and Community Education, EMDC/CCI/CWM Board, Rey-ah Home Care
- Certified Medical Assisting: Oxford Hills/Nezinscot Adult Education, EMDC/CCI/CWM Board, Stephen's Memorial Hospital
- Child Development Associate: CMCC, Lewiston Adult Ed, EMDC/CCI/CWM Board, BES, Southern Kennebec Child Development Corporation, Externship experiences at Magic Years, Webster, Plummer St., S. Gardiner, Promises Early Education, Cristina Salois, 5 centers operated by CCI



ENROLLMENTS NUMBERS BY COUNTY

Office	PY 2021	PY 2020	PY 2019
Androscoggin	88 enrollments/44.7%	128 enrollments/41%	78 enrollments/39%
Franklin	23 enrollments/11.7%	54 enrollments/17.3%	37 enrollments/18.5%
Kennebec	37 enrollments/18.8%	57 enrollments/18.3%	40 enrollments/20.0%
Oxford	34 enrollments/17.3%	47 enrollments/15.1%	14 enrollments/7.0%
Somerset	15 enrollments/7.6%	26 enrollments/8.3%	31 enrollments/15.5%
TOTAL	197	312	200



WHAT TO EXPECT GOING FORWARD

- Staff introductions at board meetings
- Live success stories
- Updates on EMDC's new accounting system and progress on reporting out on funding by location
- Updated enrollments and types of supportive services being provided
- Business updates and information by County
- Anything else you would like to see or hear about from the provider?





Manufacturing Industry Sector Group

Central Western Maine Workforce Development Board

July 21 2021



Agenda

1. Call to order
2. Introductions
 - Company
 - Meeting goals
3. County statistics on manufacturing
4. County statistics on labor force participation
5. Goals for the betterment of the manufacturing workforce



Committee Members

NAME	TITLE	FIRM
Larry Robinson	<i>President</i>	Maine Manufacturing Extension Partnership
Bruce Tisdale	<i>President</i>	Mountain Machine Works
Lisa Martin	<i>Executive Director</i>	Manufacturers Association of Maine
Kevin Moss	<i>Human Resource Manager</i>	Modula
Charles Collins	<i>Deputy Executive Director Workforce Training</i>	Maine Community College System
Christopher Paradis	<i>Manager</i>	Central Maine Community College
Stephen Bolduc	<i>Instructor</i>	Central Maine Community College
James Wadsworth	<i>HR Manager</i>	Dearborn Precision Tubular Products



Labor Force Participation & Unemployment

County	Manufacturing Employment Q1 2021 * JobsEQ	Labor Force Participation June 2021 * JobsEQ & *MDOL CWRI	Unemployment June 2021 *MDOL CWRI
Androscoggin	5 017	50.4%	5.6%
Franklin	992	46.3%	6.2%
Kennebec	2 942	50.1%	4.9%
Oxford	2 160	45.6%	6.3%
Somerset	2 436	45.6%	6.7%



Top Employers- Androscoggin

Lepage Bakeries	Auburn	500-999
Panolam Industries Inc.	Auburn	500-999
Panolam Surface Systems	Auburn	500-999
Tambrands	Auburn	500-999
ABB Inc.	Auburn	100-249



Top Employers – Franklin

Cylinder Head Service	Farmington	100-249
Jarden Plastic Solutions	Wilton	100-249
Native Maine Driftwood	Phillips	100-249
Franklin Printing Inc.	Farmington	50-99
Kruger	Eustis	50-99



Top Employers – Kennebec

Huhtamaki	Waterville	500-999
Alcom Inc.	Waterville	100-249
Duramax	Waterville	100-249
Formtek Maine	Clinton	100-249
Hammond Lumber	Belgrade	100-249



Top Employers – Oxford County

Catalyst Paper

Largest producer of mechanical printing paper

Irving Forest Products Inc.

Saw mill division began in 1882

Maine Machine Products

Manufacturer of custom components for targeted high-tech markets e.g. aerosp

Vulcan Electric Co.

Electric heating and temperature measurement

Forest Industries Inc.



Top Employers – Kennebec

Huhtamaki

Sustainable packaging solutions

Alcom

Industrial trailers

Duramax

Manufacturing of ceramic wall and floor tile.

Formtek

Established metal forming equipment manufacturing brand

Hammond Lumber

retail lumber, 21 locations, 4th generation Maine



Top Employers – Somerset

Sappi Fine Paper of NA	Skowhegan	500-999
Distance Racing Products	Fairfield	100-249
Tasman Leather Group LLC	Hartland	100-249
Warren S D & Co	Skowhegan	100-249
Morning Sentinel	Skowhegan	100-249



CENTRAL WESTERN MAINE WDB PY20 Q4 QUARTERLY REPORT

DATE July 1, 2021
 SUBJECT PY20 Q4 WIOA Narrative Report & Performance Results
 FROM Stacy Kilroy Reynaldo, *Executive Director*

INTRODUCTION

State Program Year 2020 (PY20) is July 1, 2020 until June 30, 2021. This is a WIOA quarterly report required by MDOL contract.

PROVIDE AN EXPLANATION OF ANY DEVIATION OF 30% OR MORE FROM PLANNED SERVICE DELIVERY (ENROLLMENTS, SERVICES, EXITS), AND STEPS THE LOCAL AREA WILL TAKE TO ADDRESS THIS.

There were 66 new enrollments with the program breakdown as followed:

- Adult, 34 - 227% of the quarter goal of 15
- Dislocated Worker, 19 - 83% of the quarter goal of 23
- Youth, 13 - 43% of the quarter goal of 30

There were 35 exits with the program breakdown as follows:

- Adult, 16 - 123% of the quarter goal of 13
- Dislocated Worker, 11 - 73% of the quarter goal of 15
- Youth 7, - 58% of the quarter goal of 12

Year-to-date, there have been 154 people served, with the program breakdown as follows:

- Adult, 134 - 105% of the goal of 128
- Dislocated Worker, 59 - 60% of the goal of 99
- Youth, 59 - 42% of the goal of 141

AN EXPLANATION OF ANY EXPENDITURE LEVELS AT RISK OF NOT MEETING MINIMUM SPENDING THRESHOLDS OR EXCEEDING SPENDING CAPS, AND STEPS THE LOCAL AREA WILL TAKE TO ADDRESS THIS.

ANY OTHER INFORMATION ABOUT WIOA ACTIVITIES, INNOVATIONS, AND/OR SUCCESSES OF THE LOCAL AREA, SUCH AS:

Results of Projects or Partnerships Successfully Addressing Specific Employer Or Industry Sector Needs.



Board

This quarter saw the launch of the regulatory required Memorandum of Understanding and Infrastructure Funding Agreement with service providers across the region. MDOL requires partnership with 16 programs. Engagement with all and an additional 3 programs was enacted through email correspondence, Zoom meetings, and phone calls. Implementation was launched with an email describing deadlines and requesting appropriate working contacts per the program signatory, an email confirming the working participant, an email asking meeting preferences, a followup email and call, and notes. The MOU and IFA have been signed by 14 partner programs.

In addition to engaging with partners, the executed strategy was described to the public through media, see <https://cwmwdb.org/aboutus/contact-us/mou/> to view the video. In line with the federal government's emphasis on LocalBoard's authority, CWMWI leveraged its function to curate a system meeting regional needs. The process will continue indefinitely through annual reauthorization of the MOU and regular meetings with partners. The first official kick off meeting is scheduled for July 21. The document is living and changes will reflect programmatic, site, technical, organizational, and staffing adjustments. A mechanism for submitting MOU and IFA suggested edits and updates has been crafted. A form is available on the Board's website, in which programs may electronically submit at any time. The fluidness of the process meets the need to quickly acclimate to all partner programs and is the premise of the Local Board's process. In addition to meeting a mandate, the MOU will support information sharing and cross-enrollment.

The Board continued to engage businesses, especially as an element of the Local Plan per the guidance of the Board's Local Plan committee. C-suite business representatives were invited to participate in a designated focus form; construction & manufacturing, IT & healthcare, heritage industry, or non-industry specific. 43 people were invited to the construction & manufacturing, 90 people were invited to the IT & healthcare, 28 people were invited to the heritage, and 519 people were invited to the non-industry specific business focus forum. Additionally, 32 businesses were outreached to for industry sector recruitment. The quarter saw business outreach to 193 C-Suite personnel and a total of 712 business representatives. The contacts derived from the process will be used to convey program messaging going forward and the information extracted and analyzed by the BusinessFlare consultant team will be used to strategize regional business solutions.



Innovative Practices Implemented by The Local Board, Local Service Provider, and/or through Collaboration with Partners.

Board

The Board has implemented a practice of hiring and training the workforce directly through partnership with the Service Provider. Recruitment activity has resulted in the Service Provider hiring a virtual event coordinator and the Board overseeing a Work Experience participant. The workforce development method supports the system by implementing On-the-Job training that we ask businesses to engage in. Additionally, the Board has managed to access untapped labor pools, such as people with disabilities and youth, to create authentic content for regional recruitment.

Using social media to promote partners, businesses, and WIOA programs was furthered this quarter, where 12 Facebook posts were shared, receiving 8,367 reaches, 378 engagements, and 70 reactions. The post receiving the most activity was the Board's success story content of Tracye Greene, see the CWMWDB youtube channel <https://www.youtube.com/watch?v=QfyFVFRbweQ>.

EMDC

New projects that started: (3)

- 1. Certified Medical Assistant: Lewiston (mainly Androscoggin Co.)
Partners: Gray-New Gloucester Adult Education, EMDC/CCI, Workforce Solutions, St. Mary's Health System*
- 2. Certified Medical Assistant with Phlebotomy: Lewiston (Androscoggin and Oxford Counties)
Partners: Maine College of Health Professions, Lewiston Adult Education, EMDC/CCI, Workforce Solutions, Central Maine Health*
- 3. CNC Machining (Any county in central/western Maine)
Partners: CMCC, Lewiston Ad Ed, EMDC/CCI, Grover Precision, Elmet, Maine Machine, Nichols Portland, ABB (GE in Auburn)*

Projects that completed: (2)

- 1. Construction: Lewiston (mainly Androscoggin Co.)
Partners: Lewiston Ad Ed, EMDC/CCI, Take 2, City of Lewiston, BES, FedCap, Hahnel Bros., Northeast Paint, HE Callahan and St. Laurent*



2. *Personal Support Specialist (Androscoggin but could be anywhere in our area)*
Partners: MSAD #52 Adult and Community Education, EMDC/CCI, Rey-ah Home Care

Total people served in the projects:

42 people started the projects

28 enrolled in EMDC (and 6 for Workforce Solutions) = 34 in WIOA

24 still active (projects have not ended)

4 completed

CMA St. Mary's Enrollees: 11 started. 4 for EMDC; 3 for Workforce Solutions; 4 are not eligible but have potential assistance through St. Mary's or self-pay. 2 have withdrawn so down to 9 students.

CMA CMH Enrollees: 6 students; 4 for EMDC; 2 for Workforce Solutions

PMT Enrollees: 4 (EMDC) still in class;

PSS Enrollees: 6 candidates; 5 for EMDC and 1 out of the area.

3 EMDC students completed; waiting to hear from staff on placements.

Successful job placements: (2 projects have completed)

Total to date: 1 in construction; waiting to hear on 3 PSS participants

Construction: 1 successfully completed his WE at St. Laurent & Sons and was hired. Due to his disabilities, he is not currently able to work full-time and is doing 3 days a week; however, his employer is very impressed with his perseverance and is willing to adjust his schedule until he is able to work a full schedule.

Significant Achievement of Program & Resource Integration of Required Partners.

EMDC

The Virtual Office Hours (VOH) that were launched early this year has expanded this quarter inviting partners to participate in their own breakout room! This quarter The Bureau of Employment Services (BES) staff have joined us in this virtual office setting. We are hoping that other partners will take part in this opportunity which allow staff to continue to work together to better serve the regions.



SUCCESS STORIES THIS QUARTER

The purpose of success stories from each program are to document how:

- Participants have overcome significant barriers to complete education, earn a credentials and attain high-wage, high-quality employment;
- Participants have earned special awards or commendations or achieved significant upward mobility because of program participation; and
- Service providers have collaborated to blend resources on behalf of a shared participant who has achieved the above;



Dislocated Worker Program Success Story

Jams M. came to us as a dislocated worker, due to an explosion that resulted in eliminating his position, student provided verification and is eligible for dislocated worker WIOA-DW funds. The participant was a second-generation paper maker and had worked in the paper industry for 20 years. The student had a high school diploma and an Associates in Pulp and Paper Manufacturing which has since been outdated. James had barriers to obtaining full time employment including lack of training outside the paper manufacturing field. This candidate chose to participate in the Certified Driving Course and identified a desire to remain in his community while earning a sustainable wage. The participant had a plan to complete the training which included tuition assistance, resume and interviewing skills assistance. Since course completion student has been hired by Spruce Mountain School District RSU #73 as a full time, year round bus driver starting 07.12.2021 at \$21.45. WIOA was able to assist him with mileage and eyeglass reimbursement as supportive services. Next steps for this candidate after 2 years of driving will be to take an additional course to become a driving instructor. James expressed sincere thanks for the support at a difficult period in his life and a new outlook for the future.



Youth Program Success Story

Ally B came to us as a parenting youth and provided eligibility for Youth WIOA funds. Ally resides in a household of 2 with limited natural supports and reports a strong desire to attend training in the healthcare field. When she initially became enrolled there was a plan in place to complete the Certified Nursing Assistant course, however, due to low enrollment the course was cancelled. At time of enrollment customer had several barriers to obtaining full time employment including lack of training, skills deficiency, previous Foster Care placement and inadequate work experience. Due to lack of CNA course available student participated in the Personal Support Specialist offered in conjunction with EMDC/CCI, Turner Adult Education and Rey-Ah Healthcare. Upon the course start candidate left her home with her child due to domestic violence and was relocated from Oxford County to Hancock County, despite this crisis student completed the online training and obtained the PSS certification. Once an opportunity for housing became available customer relocated for a second time to Franklin County, since relocation student has been hired by Rey-Ah training provider as a full time PSS earning \$13.00 an hour. Student accessed tuition reimbursement, case management services, uniforms and supplies to participate in training. Next steps for this candidate include actively seeking admission to the Certified Clinical Medical Assistant to progress in the Healthcare sector.





CENTRAL WESTERN MAINE WDB PY20 Q4 COVID 19 QUARTERLY REPORT

DATE July 1, 2021
SUBJECT PY20 Q4 COVID 19 Report
FROM Stacy Kilroy Reynaldo, *Executive Director*

COVID DWG GRANT QUARTERLY REPORT NARRATIVE

LOCAL AREA: Central Western Maine QUARTER ENDING: 06/30/2021

1. Provide a brief summary of grant activity this quarter.

BOARD

Grant focus this quarter was dominated by content creation and expanded use of media channels for participant recruitment. Recruitment by social media is especially effective among high employment-barrier populations, including individuals with disabilities, immigrants, and ESOL learners. Groups facing significant challenges are more likely to be disassociated with traditional referral channels such as partner agencies and community groups. This quarter saw the use of social media recruitment with Facebook as the primary outlet. Posts reshared partner and business content, debut CWMWDB content, and represented diversity through multilingual and geographically wide shares. 12 Facebook posts were shared, receiving 8,367 reaches, 378 engagements, and 70 reactions. Other media sources include Youtube and LinkedIn. COVID 19 has elevated the need to outreach through online channels and the Board is meeting the need.

EMDC

This quarter we expanded the audience for Virtual Office Hours (VOH) through zoom. Staff from the Grant along with other workforce staff were available in real time on Tuesday and Thursday from 9-5 and we offered for partners to come in and utilize the breakout rooms and space. The Bureau of Employment Services started to have staff come in and provide virtual walk in services. This setting gave partners an opportunity to refer people quickly where they would have an opportunity to meet with a staff member. The VOH is something that the Maine DOL staff can utilize to refer individuals who call in or participate in live chat opportunities.

A manager of the COVID 19 grant started in April which started with a slow process of getting referral's but the process has now pick up to having 12-15 referral's a week. Once the manager started she met with the staff performing the same services in Coastal Counties to discuss outreach opportunities.

2. Provide a timeline in which activities took place during the quarter (dates in which significant actions occurred or benchmarks were met, etc.)

BOARD

April 20 held manufacturing, construction, and heritage industry focus forums.

May 11 held healthcare and IT industry focus forms.

June 16 shared 1st success story video on CWMWDB Youtube & Facebook channels.

Sharing content across social media platforms regardless of program generates page interests (CWMWDB Facebook page). The more page interest generated the more people will see CWMWDB information and the more effective recruitment efforts are. A key element of the COVID grant is online recruitment, given that the pandemic is inhibiting in-person activities and high employment-barrier populations are target groups. All CWMWDB content created and shared via social media is highly important for this grant.

June 24 filming County Administrator Jeffrey Kobrock, healthcare professional Jody Beck, and case manager Santasia Marcoux in Winthrop.

EMDC

April 2021- VOH expands to community partners and COVID 19 staff start to use it as an outreach opportunity

May 2021- COVID 19 staff in both CWM and Coastal Counties met staff to discuss outreach opportunities. Discussions occurred on how to push more referrals into the program.

June 2021-Staff met with local homeless shelters and soup kitchens. We are going to continue reaching out to others so they are aware of the options we can provide.

July 2021- Staff is doing a Virtual information session to use for outreach and discuss opportunities.

The program is still significantly low with enrollment numbers. Staff are working to design more outreach opportunities which will include ongoing information sessions for community partners to participate in to learn about the grant.

3. Discuss implementation of effective practices or model strategies

Virtual Office Hours were designed so that staff can be readily available for referral partners or individuals who are seeking assistance. The open zoom is set up with staff in their own individuals break out rooms. When someone is referred to the link there is a staff person in the main link that assigns the individual to a break out room where they meet one on one with a staff person. This allows real time assistance and a faster way to move through the process. This quarter we have added other partners to utilize breakout rooms in hopes of cross training and opening up opportunities for more people being referred into this platform.

4. Provide a status update on strategic partnerships (new partners, new activities, new roles for existing partners, etc.).

BOARD

Furthering partnership across the workforce system was implemented this quarter with the Memorandum of Understanding (MOU). Engagement with Adult Education & Family Literacy Act, Carl D. Perkins Career and Technical Education and Training Act, Community Services Block Grant, Jobs for Veterans State Grant, Job Corps, National Farmworker Jobs Program, HUD, REO DOC E&T programs, Senior Community Service Employment Program, TANF, Trade Adjustment Assistance Act, Maine Unemployment Compensation program, Vocational Rehabilitation, Wagner-Peyser, YouthBuild, SNAP, WIC, and HOPE commenced with 1:1 and group meetings. The was confirmation of services and identification of referral pipelines. The MOU is meant to streamline the referral process for all programs, especially COVID 19 eligible participants.

EMDC

The COVID 19 team is working closely with connecting with opportunities and title 1b with referrals and taking the time to co-enroll whenever possible.

5. Employer Engagement – discuss engagement with employers and industry sectors as applicable.

BOARD

Business engagement included outreach, documentation of employer needs, strategy and handoff to EMDC among businesses within target industries. Meetings were held with UA Local 716 Maine Plumbers & Pipefitters, Bonny Staffing, Iron Workers Local 7, and Sunday River Resort. The primary need identified was recruitment. A Maine JobLink email campaign was executed for Iron Workers Local 7, and EMDC attended UA Local 716's regular orientation sessions for recruitment.

The CWM Manufacturing Committee was solidified to include Maine Manufacturing Extension Partnership, Mountain Machine Works, Manufacturers Association of Maine, and Central Maine Community College (with Dearborn Precision as a later add-on). The group commenced on April 20 to provide input into the Local Plan Focus Forum.

EMDC

Staff are trying to utilize employment engagement being done through other grant opportunities. There has been success with people going through the COVID staff and finding their way to the job readiness workshop as well as partnership in other grants such as Title 1b and Connecting with Opportunities.

6. Identify any key issues and/or technical assistance needs.

BOARD

The lack of a robust virtual CareerCenter and virtual hiring platform is hindering service delivery.

EMDC

The need for more peer navigators is a challenge. The ability to have more staff on hand will increase the amount of outreach that can be done which then would lead to increased enrollments.

7. Outline significant activities - success stories

The VOH has increased traffic and allowed an opportunity for staff to train and better understand the programs.

8. Provide a list of CID#s of participants who are eligible based as LTU based on 27 NON-consecutive weeks without employment during the last 12 months prior to enrollment.

N/A

Central Western Maine Workforce Investment Board Employer and Employee Sponsored Benefits

I. **Health Benefits**

Employer covers full cost of Employee Premium for Health, Dental, Vision, Long Term Disability and Basic Life Insurance if enrolled in the Health insurance plan.

The Plan Provider is Maine Municipal Employees Health Trust. Coverage commences the 1st day of calendar month after paperwork is completed. There is no waiting period. Employee has option to purchase additional coverage for spouse, domestic partner and children.

a) Health Insurance - See attached Plan description for POS and rate sheet

II. **Group Term Life Insurance** (if enrolled in the Health insurance plan)

- a) Supplemental Life available - Employee paid
- b) Dependent Term Life available - Employee paid

III. **Long Term Disability** (is an employee contribution based on % of salary)

IV. **Other Employee Paid Insurance Options**

- a) Short-Term Disability

V. **403(b) Retirement Plan**

- a) Employer Match: \$275 per month
- b) Employee Match: minimum monthly contribution of \$25
- c) Subject to annual review and eligibility guidelines

VI. **Vacation Time** - Commences the initial day of employment

<u>Period of Employment</u>	<u>Accrual</u>
0-60 months completed	1.00 days/month
61-120 months completed	1.33 days/month
121-180 months completed	1.66 days/month
181 months completed	2.00 days/month

Vacation is allowed to accumulate as follows:

- Less than 10 year of service: 27 days (192 hours)
- 10 years of service or greater: 30 days (240 hours)

VII. **Holiday Leave** - ~~12~~ paid holidays per year

VIII. **Sick Leave** - 1 day per month commencing at employment. Maximum accrual is 120 Days.



Maine Municipal Employees Health Trust

MONTHLY RATES EFFECTIVE DATE: JANUARY 1, 2019

Health (NON-RATED - Employer groups with 50 or fewer employees)

	POS-A	POS-C	POS-200	PPO-500	PPO-1000	PPO-1500	PPO-2500
Single Person	1,234.05	1,085.97	995.24	962.32	948.23	860.40	785.79
Employee & Spouse	2,768.17	2,435.99	2,232.44	2,158.61	2,127.04	1,930.00	1,762.66
Employee & Child(ren)	2,013.63	1,771.99	1,623.92	1,570.23	1,547.25	1,403.93	1,282.20
Family	2,768.17	2,435.99	2,232.44	2,158.61	2,127.04	1,930.00	1,762.66

Retiree (with Medicare) - Retiree Group Companion Plan

Single Person	558.00
Two Person	1,116.00

¹ Dental

Single Person	\$43.36
Employee & Spouse	\$74.85
Employee & Child(ren)	\$142.86
Family	\$142.86

² Vision

Single Person	\$5.58
Employee & Spouse	\$11.15
Employee & Child(ren)	\$11.94
Family	\$19.09

Income Protection Plan (short term disability)

Employee may select 40%, 55% or 70% of annual salary
\$2.04 per month for each \$100 of monthly coverage

Long Term Disability

³ Employer Paid: \$0.40 per \$100 of covered payroll

⁴ Employee Paid: Age banded

Life Insurance

Basic Life (including AD&D)	\$0.30 per \$1,000 of coverage, per month	
	No cost if enrolled in health insurance	
Supplemental Life	\$0.30 per \$1,000 of coverage, per month	
Dependent Life	Option A	\$1.50
	Option B	\$3.20

1 - Dental coverage has no minimum participation requirement

2 - Vision coverage has no minimum participation requirement

3 - Long Term Disability must have 100% enrollment if employer-paid

4 - Long Term Disability requires minimum 25% enrollment if employee-paid

Central Western Maine Workforce Development Board

Personnel Policies

Adapted September 19, 2004

Revised June, 2009

Revised November 2011

Revised March 2012

Revised December 2015

Revised April 2017

Revised May 2017

The Central Western Maine Workforce Development Board Personnel Policies

EMPLOYEE ACKNOWLEDGMENT FORM

RESPONSIBILITIES- Personnel Policies provide information about working conditions and policies effecting employment and employee benefits available to eligible employees.

You should read, understand, and comply with all provisions of the Personnel Policies as soon as possible. The Policies describe your responsibilities as an employee and outline the programs developed by the Central/Western Workforce Development Board to benefit its employees.

ACKNOWLEDGEMENT- Since policies and benefits described herein are necessarily subject to change, I acknowledge that revision to the personnel policies may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies. Only the Central Western Maine Workforce Development Board of Directors has the authority to adapt any revisions to the policies in this handbook on an annual basis.

I acknowledge that I have received a copy of the Personnel Policies and that it is my responsibility to read and comply with the Policies and any revisions made in the Policies.

DATE

EMPLOYEE NAME (Print or Type)

EMPLOYEE SIGNATURE

WITNESS (Print or Type)

SIGNATURE OF WITNESS

This acknowledgment will be placed in the employee's personnel file.

**THE CENTRAL WESTERN MAINE WORKFORCE DEVELOPMENT BOARD [CWMWDB]
PERSONNEL POLICIES**

STATEMENT OF PURPOSE

The purpose of the following personnel policies is to provide uniform and equitable guidelines for employee conduct and performance for staff and members of the Central Western Maine Workforce Development Board.

Presentation of this information to all employees and Board members will serve to instruct the employees concerning their rights and responsibilities while in the employment of the Central Western Maine Workforce Development Board.

No personnel policy can anticipate every circumstance or question about policy. The need may arise to change policies from time to time. The Board reserves the right to revise, supplement or rescind any policy, as it deems appropriate. Employees will be notified of such changes as they occur.

NON-DISCRIMINATION POLICY

The Central Western Maine Workforce Development Board is an equal opportunity employer. The Central Western Maine Workforce Development Board does not discriminate in any phase of employment on the basis of race, color, religion, national origin, sex, sexual orientation, age or disability and is committed to complying with all applicable state and federal laws prohibiting discrimination. The Central Western Maine Workforce Development Board is committed to hiring and conducting all phases of employment on the basis of merit, ability and qualifications.

EMPLOYEE CLASSIFICATIONS

FULL- TIME EMPLOYEE - *An individual who works a normal forty-hour workweek and is hired for an indefinite period The employee shall have completed a probationary period and shall receive all benefits provided herein, unless otherwise specified A full-time employee may be classified as either exempt or nonexempt.*

PART- TIME EMPLOYEE - *An individual who works less than a normal workweek and is hired for an indefinite period. A part-time employee may be classified as either exempt or nonexempt.*

PROGRAM EMPLOYEE - *A program position is created in accordance with a specific federal, state or other program authorized by the Board and is financed by funds separate from the WDB's Administrative funding. Program employees will receive wages and benefits in accordance with the specific regulations of the program. Program employees may be full-time or part-time.*

TEMPORARY EMPLOYEE/CONTRACT EMPLOYEE - *A temporary employee generally is an individual who is hired either part-time or full-time for a specified, limited period. A temporary employee may be exempt or nonexempt. The Executive Director will make a recommendation to the Board when a need arises.*

EMPLOYMENT

RECRUITMENT - It will be the policy of the Central Western Maine Workforce Development Board to have employees selected by a process involving the input of personnel who will be responsible for their subsequent daily supervision and evaluation.

NOTICE - The *Executive Director* will notify the Board of any existing or potential vacancies. Such vacancies will be posted in house for a period often days. After ten days, applicants for the available position will be sought. Search for applicants shall in all cases include listing through the Career Center system of the State of Maine.

SELECTION AND APPOINTMENT - It will be the responsibility of the *Executive Director* to submit a written employment application stating the applicant's experience and qualifications to the Central Western Maine Workforce Development Board in order that a review can be conducted prior to hiring. *The Board shall have final hiring approval over all positions, and shall establish rates of pay in accordance with the pay scale.*

PROBATIONARY PERIOD - Once hired, each new employee will serve a three-month (90 days) probationary period. During this period the employee can be terminated at any time at the request of the *Executive Director*. Any termination of an employee on probationary status is final and will not be subject to review or appeal.

RESIGNATION AND RETIREMENT - All employees will provide written notification of their intent to resign or retire ten (10) working days prior to the last day actually worked. The ten (10) day period shall not include any leave time. The notification will be presented to the *Executive Director* who in turn will notify the Board in order that proper paperwork and termination payment may be computed. The Board may permit a shorter period of notice if extenuating circumstances exist.

Compliance with this policy will be considered "separation in good standing." Failure of a resigning employee to comply with this policy may be cause for denying future employment with the Board, and the withholding of *any separation compensation* due the employee.

EVALUATIONS

Periodic performance reviews and supervision of the *Executive Director* shall be conducted at least once annually, normally in the form of formal reports to the Chairs of the CLEO and CWMWDB Boards followed by report review.

The Executive Director shall be responsible for performance supervision of staff and performance reports, normally in the form of formal reports annually.

UNSATISFACTORY EVALUATION Any employee receiving an unsatisfactory evaluation may be required to serve performance probation. If a subsequent evaluation at the conclusion of the performance probation indicates continued unsatisfactory performance, the *Executive Director* shall recommend the appropriate action to be taken subject to the approval of the Board.

WORK STANDARDS

STANDARD HOURS - The Central Western Maine Workforce Development Board uses a standard workweek of forty- (40) hours as approved by the Board.

Normal office hours shall be from 8:30 AM. to 5:30 P.M. Although assigned duties and expectations may call for extended or alternative hours.

ATTENDANCE - Employees shall be at their respective places of duty at the appointed starting times. In the event of a necessary absence because of illness or other legitimate cause, it is the responsibility of the employee to see that the *Executive Director* is advised of the reason for any absence not previously arranged for prior to the beginning of the work shift to be missed or as soon as possible thereafter. Failure to comply may result in forfeiture of paid leave benefits or other disciplinary action.

ATTENDANCE RECORDS - All employees shall keep time sheets for payroll purposes. The payroll time sheets shall show starting time, ending times, use of leave time, etc. Time cards and time sheets shall be certified by the *Executive Director* and forwarded bi-weekly to the Fiscal Agent.

PAY PERIODS - The normal pay period for employees, is Monday through Friday. All employees will be paid on a bi-weekly basis the Thursday following the end of the work period unless unavoidable delays are caused by unforeseen or uncontrollable circumstances. When a payday falls on a holiday, employees will be paid on the last workday prior to the holiday subject to the exceptions noted above.

OVERTIME - Overtime will be paid only to employees who are eligible for overtime pay in accordance with the Fair Labor Standards Act.

TRAINING - Any employees required to attend a seminar, conference, or course of training during working hours shall be considered "working" and will receive their normal wages or salary as well as expenses (transportation, meals, lodging, tolls, etc.) incurred for same. If a seminar, conference, or course is held after working hours, the employee will only be compensated for the time expended for required training. Following completion of the seminar, conference, or training, the employee must submit proof of their expenses in order that payment may be disbursed. In certain circumstances with approval of the Board, the employee may receive an advance for expenses. Prior approval shall be required in order to attend all conferences, courses or seminars.

PERSONAL VEHICLE - Any employee required to use their personal vehicle in the course of their work, or to attend a conference or other authorized use shall submit a signed voucher to the Fiscal Agent for audit and payment at the prevailing Central Western Maine Workforce Development Board mileage rate. No employee shall use their personal vehicle on Board business without having insurance with limits in compliance with the Maine State Financial Responsibility Law and Maine Tort Claims Act. Mileage calculation for travel reimbursement: The mileage starting point for work related travel is either from work (CWMWDB) to the end destination or from employee's house to the end destination IF the total mileage from employee's house is less than using work (CWMWDB) as a starting point.

TRAVEL

EMPLOYEE AND DIRECTOR BUSINESS TRAVEL - At the conclusion of a Central Western Maine Workforce Development Board business trip, an employee or member of the board of directors that has incurred business-related expenses should complete an Expense Report in accordance with the following policies:

1. Identity each separately incurred business expense (i.e. do not group all expenses associated with one trip together)
2. With the exception of tips, tolls and reimbursed mileage, all business expenses must be supported with invoices/receipts.
3. For all lodging and any expenditure including meals, vendor receipts/invoices must be submitted. Credit card charge slips do not represent adequate supporting documentation - a hotel receipt must be obtained to substantiate all lodging expenditures.

4. For airfare, airline-issued receipts should be obtained. If a traveler fails to obtain a receipt, other evidence must be submitted indicating that a trip was taken and the amount paid (for example, a combination of an itinerary, a credit card receipt, and boarding pass).
5. Mileage may be reimbursed based at the GSA mileage rates (~~<http://www.gsa.gov/portal/content/100715>~~). Mileage calculation for travel reimbursement: The mileage starting point for work related travel is either from work (CWMWDB) to the end destination or from employee's house to the end destination IF the total mileage from employee's house is less than using work (CWMWDB) as a starting point.
6. Lodging and meals may be reimbursed on a per diem rate based on the GSA Per Diem rates (~~<http://www.gsa.gov/portal/content/104877>~~) for the specific location in which the expense occurred. *
7. The business purpose of each trip must be adequately explained on each report.
8. Project/function codes must be identified for all expenditures.
9. For all meals and other business expenditures, the following must be clearly identified:
 - a. Names, titles, organizations, and business relationships of all persons entertained
 - b. The business purpose of the meal or other business event (topics discussed, etc.)
10. All expense reports must be signed and dated by the employee.
11. All expense reports must be approved by the Executive Director.
12. Only one expense report form should be prepared for each trip.
13. The Central Western Maine Workforce Development Board will only pay actual travel expenses except for mileage which is paid at the applicable GSA mileage rate and per diems for meals and incidentals. **
14. In-Travel Status: travel policies allow reimbursement for meals when traveling overnight and for breakfast or dinner when working an extended workday that is at least two hours longer than a normal day. When working out of the office during normal work hours, reimbursement for lunch would not be allowed.
 - a. CWMWDB will reimburse actual costs not to exceed the per diem travel per location” as referenced at the following website: www.gsa.gov.
 - b. The Per Diem rate will be the rate for the location of the traveler at midnight on each night in overnight status. At 12:01 a.m., the rates change to the next destination. The meal reimbursement rate for the last day of travel (return day) would continue to be the rate for the location where the traveler last stopped for sleep.
 - If traveling by vehicle, the departure and return time shall be the actual time of departure from or return to headquarters or residence.
 - If traveling by common carrier, reasonable time for travel to the point of departure or return is allowable. Two hours prior to flight departure in

- Portland for travel from Augusta shall be considered reasonable. A copy of the air travel itinerary MUST be attached to the Travel Expense voucher.
- The Per Diem of Meals & Incidental Expense (M&IE) allowance MUST be reduced for ALL meals provided at a conference, training or meeting. A copy of the agenda MUST be attached to the Travel Expense voucher.

Spouse/Partner Travel- It is the policy of the Central Western Maine Workforce Development Board not to reimburse any employee or board member for separate travel costs (air fare, etc.) associated with his/her spouse or partner. The cost of a shared hotel room need not be allocated between employee/director and spouse/partner for purposes of this policy.

(*Section added on March 8, 2012 and **Section added on June 12, 2012 per DAFS Audit report for PY 2011)

CONDUCT OF EMPLOYEES

GENERAL POLICY - Employees of the Board must be governed by the highest ideals of honor and integrity in order to merit the respect and confidence of the general public.

RECEIPT OF GIFTS - An employee is prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value from any person who has or is seeking to obtain business with the Central Western Maine Workforce Development Board. Acceptance of nominal gifts in keeping with special occasions, or unsolicited advertising or promotional materials is permitted. Contribution to a flower fund or gift to a fellow employee is allowable, provided such contribution is wholly voluntary on the part of the employee and that the gift is of nominal value in keeping with the spirit of the event.

BOARD PROPERTY - Employees shall not, directly or indirectly, use or allow the use of Board property of any kind for other than official activities. A Board telephone may be used for personal business only on an emergency or urgent basis. Any personal long distance calls made must be reported to the Executive Director, who will require reimbursement from the employee upon receipt of the telephone charges.

POLITICAL ACTIVITIES - Board employees shall conform to all State and Federal laws. Political activities are not permitted during work hours. Employees may not:

1. Use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office; or,

2. Directly or indirectly coerce, attempt to coerce, command, or advise a State or County officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

This policy is not to be construed to prevent any employee from becoming, or continuing to be, members of any political organization, from attending political meetings, from expressing their views on political matters, or from voting with complete freedom in any election.

OTHER ACTIVITIES (SOLICITATION) Non-employees are not permitted to engage in solicitation or distribution of literature for any purpose in or on Board property. Employees may not engage in solicitation for any purpose of another employee during that employee's working me, or during their own working time. Employees may not distribute literature to another employee during that employee's working time or during their own working time, or in any working area. From time to time, the Board may conduct or sponsor charitable solicitations for the purpose of acquiring or maintaining goodwill in the community, consistent with its interests.

NEPOTISM - Unless the Board shall, following the recommendation of the Executive Director, determine the best interests of the Board shall be served, the following relatives of any employee are disqualified from employment, promotion or transfer within the same department: son, daughter, spouse, parent, grandchild, grandparent, brother, sister, half or step brother, half or step sister; or the spouses to any of them. All relationships shall include those arising from adoption. The provision of the sub-section shall not apply to any personnel employed as of the date of this sub-section's adoption.

CONFLICT OF INTEREST - No employee, officer or agent shall participate in the selection, award, or administration of a contract supported by public funds if a real or apparent conflict of interest would be involved.

What I don't understand is this logic: Non-transactional involvement in a non-transactional charity appears to be conflict on a straight low bid award. Yet the for profit transactional involvement in a for profit venture and the purchase transaction of our service provider, and use of influence on a BOD is not a conflict.

LEAVE BENEFITS

HOLIDAY LEAVE - Employees will be paid for holidays from their date of hire. Full time employees will be paid for holidays only if their regularly scheduled work hours fall on a holiday and they are working the day prior to the holiday and the day immediately following the holiday. If a holiday falls within taken sick time, a written statement of a doctor may be required for payment of the holiday. Employees on vacation when a holiday falls will be entitled to that additional day beyond their established vacation period.

The following holidays will be observed:

Juneteenth = 13

New Year's Day	Memorial Day	Veteran's Day
Martin Luther King Day	Independence Day	Thanksgiving
Presidents Day	Labor Day	Day after Thanksgiving
Patriots Day	Columbus Day	Christmas Day

If a holiday falls on Saturday or Sunday, it will be observed on the preceding Friday or the following Monday. As determined by the Board.

VACATION LEAVE - Vacation leave will be earned by full-time employees from the day of their initial employment. Vacation time will accrue as follows:

PERIOD OF EMPLOYMENT	ACCRUAL RATE
0 - 60 months completed	1.00 days per month
61 - 120 months completed	1.33 days per month
121 - 180 months completed	1.66 days per month
181 months and over	2.00 days per month

Vacation leave for the month will accrue on the last calendar day of the month. A day will be based on scheduled hours worked per day.

Entering and terminating employees will accrue annual leave proportioned to the total hours worked during the calendar month. While vacation leave is granted with the intent of permitting an employee the opportunity to be away from his or her job, they must at the same time be scheduled so as not to interfere with normal Board operations.

Employees having less than ten (10) years of completed service may accumulate vacation leave to a total of twenty-four (24) working days. Those employees having more than ten (10) years of service, the last five (5) of which have been continuous, may carry forward vacation time to a total of thirty (30) work days, up to a maximum of six (6) days, while continuing in the employ of the Central Western Maine Workforce Development Board. Employees may accumulate any number of hours, but upon separation from employment, an employee will not be paid for more than 240 hours.

SICK LEAVE - Sick leave will be earned by all full-time employees at a rate of one (1) day per month from the date of their initial employment. A day will be based on scheduled hours worked per day. A maximum of one hundred twenty (120) days of sick leave can be accrued and carried

forward from one calendar year to the next. The employer may require medical certification for the use of sick leave after three (3) consecutive days of absence.

Employees shall be granted up to five (5) working days per calendar year to be deducted from sick leave if the employee is needed to attend to the medical needs of an immediate family member who is ill. Immediate family shall include, but not be limited to spouse, the employee's parents, stepparents, children, stepchildren, brother, stepbrothers, sisters, stepsisters, wards, grandparents, grandchildren, or significant other living in the same house with the employee.

LEAVE WITHOUT PAY - Leave without pay for a period not to exceed ninety (90) days may be granted. Leaves of absences of up to three (3) consecutive work days may be granted by the Executive Director without approval of CWMWDB. All leaves of more than three (3) consecutive days require approval of CWMWDB. All requests for leaves must be made in writing.

MILITARY LEAVE - Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), CWMWDB is required to grant an unpaid military leave of absence to any employee who requests such leave in order to perform service in the uniformed services.

MILITARY LEAVE - Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), CWMWDB is required to grant an unpaid military leave of absence to any employee who requests such leave in order to perform service in the uniformed services. It is the policy of CWMWDB to comply with USERRA and all other state, federal and local laws. In case of any conflicts between this policy and federal, state or local laws, such applicable laws shall control, subject to conflict of laws and principles.

The uniformed services are the Army, Navy, Marine Corps, Air Force, Coast Guard and the commissioned corps of the Public Health Service. This includes the Reserve components of these services and the Army National Guard and Air National Guard. Under another Federal law, enacted in 2002, Congress has extended reemployment rights under USERRA to persons who serve as Intermittent Disaster Response Appointees (IDRAs).

IDRAs are temporary, intermittent employees of the U.S. Department of Health and Human Services. They respond, often on very short notice, to emergencies involving infectious diseases or weapons of mass destruction, and they also engage in training for such dire contingencies. They are protected by USERRA both for actual emergencies and for training.

The performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, a period for which a person is

absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty, and a period for which a person is absent from a position of employment for the purpose of performing funeral honors duty as authorized by section 125 of title 10 or section 115 of title 32.

An employee of CWMWDB who leaves his/her job for voluntary or involuntary service in the uniformed services will, upon giving us notice, be granted an unpaid military leave of absence. Some employees will perform inactive duty training with the National Guard or Reserve. CWMWDB recognizes that National Guard and Reserve service is no longer limited to "one weekend per month and two weeks per year." Many National Guard and Reserve members now perform training that is much more frequent and lengthy.

With two exceptions, CWMWDB is not required to pay an employee who is away from work performing service in the uniformed services. The first exception is under section 4316(d) of USERRA, 38 U.S.C. 4316(d). An employee who is away from work performing service in the uniformed services is entitled (not required) to use and be paid for any vacation that the employee has accrued and not used prior to the period of service. We are not required to advance vacation days to an employee under these circumstances, but the employee is entitled to use any vacation days that he/she has already accrued.

The other exception relates to managerial and executive employees who are exempt from overtime rules under the Fair Labor Standards Act (FLSA). These employees work on a salaried rather than an hourly rate. If such an employee works part of the week here at CWMDB but misses another part of the week while performing uniformed service, we are not permitted to dock the employee for the hours not worked. We are permitted to consider what the employee earns from the military, and to pay the difference. If the employee is away from work for the entire week, we are not required to pay anything for that week. This is an FLSA requirement, not a USERRA requirement. USERRA applies to employees in introductory, seasonal or "temporary" positions. There is no requirement that the employee have been employed for CWMWDB for any minimum period before the absence for uniformed service.

USERRA is not limited to the National Guard and Reserve. An employee who leaves employment with CWMWDB for service in the regular military also can have rights under USERRA. The law also protects an employee who takes a day or two off from work for the purpose of an examination to determine fitness to join any branch of the service. After completion of such an examination, regardless of the outcome, the employee is entitled to reemployment under USERRA.

An employee who leaves employment at CWMDB for service in the uniformed services will be entitled to reemployment, provided he or she meets the USERRA eligibility criteria:

1. **1.** The employee (or an appropriate officer of the uniformed service) must have given us prior oral or written notice of the impending service.
2. The employee's cumulative period or periods of service, relating to CWMDB shall not have exceeded five years.
3. The employee must have completed the period of service without having received a punitive or other than honorable discharge or having been dismissed or dropped from the rolls of the uniformed service.
4. The employee must have made a timely application for reemployment or have been timely in reporting back to work.

We would prefer that the notice be in writing, but oral notice is sufficient under the statute. We want employees to give us as much advance notice as possible, but we realize that circumstances arise where the employee does not receive notice from the service until the last minute. No specific amount of advance notice is required, but the notice must be given before leaving the civilian job. Advance notice is not required in those rare cases where advance notice is precluded by military necessity or otherwise impossible or unreasonable.

The specific wording of the employee's notice is of no consequence, so long as the employee conveys the information that he or she is leaving the job for the purpose of service. The use of a word like "resign" does not defeat the employee's right to reemployment, so long as the employee has informed us that military service is the reason for the resignation.

The Board recognizes that individuals serving in the National Guard and Reserve need time off from work sufficient to enable them to travel to the place of training and have a night of rest, before starting the training, so that they can perform the training in a safe and effective manner. We will approve requests to be away from work on Friday, and particularly Friday evening, prior to inactive duty training on Saturday.

The five-year limit is measured from the date of commencement of the individual's employment relationship with the Board. Uniformed service performed before the individual's hire date is irrelevant for purposes of the individual's USERRA rights for CWMDB. Reserve and National Guard training and involuntary call-ups do not count toward the individual's five-year limit.

An individual does not have reemployment rights with CWMDB if he/she has received a punitive (by court martial) or other-than-honorable discharge or if he/she has been "dropped from the rolls" of the uniformed service.

Period of 1-30 Days of Service

After a period of less than 31 days of service, the employee is required to report for work at the start of the first full regularly scheduled work period on the first day after the completion of the period of service, the time reasonably required for safe transportation from the place of service to the individual's residence, and a period of eight hours (for rest). If reporting that next day is impossible or unreasonable because of factors beyond the individual's control (like an accident on the return trip), the individual is required to report for work as soon as reasonably possible thereafter.

Period of 31 Days of Service or More

If the period of service is greater than 30 days but less than 181 days, the individual is required to submit an application for reemployment within 14 days. If the period of service is 181 days or more, the individual must submit an application for reemployment within 90 days. No particular form is required for the application for reemployment. If the individual communicates with us, within the 14 days or 90 days, and tells us that he/she is available to return to work after service, we will offer reemployment to the individual.

Effect of Tardiness in Reporting Back to Work

If the individual misses the relevant deadline by a day or two, he/she is entitled to reemployment, but he/she is subject to our usual policy regarding explanations or sanctions for absence from scheduled work.

PROMPT REINSTATEMENT

After a period of less than 31 days of service, the employee is required to report for work on the next workday, as explained above. The employee will be considered to be back on the payroll as of the time he/she reports for work.

After a period of 31 days or more of service, the employee is required to submit an application for reemployment. If the employee submits a timely application and meets the other eligibility criteria, we will act promptly on that application. We will not make the returning service member wait for a vacancy, and if training or retraining is needed we will offer it to the employee "on the clock" We will offer reemployment to the individual not later than the start of the second two-

week pay period after the pay period when the individual submits the application for reemployment.

SENIORITY

An employee who returns to employment with the Board after service in the uniformed services, and who meets the eligibility criteria under USERRA, is entitled to continuous county seniority for the entire period of the military-related absence. This includes the period between leaving the job and the start of the service, the period of service, the period (up to 90 days) during which the individual waited to submit the application for reemployment, and the period between the application for reemployment and returning to work.

RETIREMENT

If an employee earns any pay in the months in which military leave without pay begins or ends, the Board shall make retirement contributions based on the employee's full monthly base salary. Contributions will be discontinued for the balance of time the employee is on military leave without pay. A returning veteran who is reemployed by the Board, and who meets the USERRA eligibility criteria, will be given the opportunity to make up missed employee contributions to the retirement plans.

STATUS

If the employee's period of service was less than 91 days, he/she is entitled, upon reemployment, to the exact job that he/she would have attained if he/she had been continuously employed. In most cases, that ~ will be the same as the pre-service job. If the period of service was 91 days or more, the Board has the option to reemploy the returning veteran either in the position that he/she would have attained or alternatively, in another position of like seniority, status, and rate of pay. If the Board offers the returning veteran reemployment in an alternative position, it must be a position that is equivalent in all respects to the job that he/she would have attained if continuously employed and a position for which he/she is qualified. Putting an employee in a nonequivalent job or one for which he/she is not qualified would not be sufficient compliance with USERRA.

PROTECTION AGAINST DISCHARGE, EXCEPT FOR CAUSE

The returning veteran who meets the USERRA eligibility criteria may not be discharged, except for cause, within one year after reemployment, if the veteran's period of service was 181 days or more. If the period of service was 31-180 days, the period of special protections is 180 days. If

the employee is discharged during the special protection period, the Board has a heavy burden of proof, to show that the employee was discharged for cause. This special protection provision applies even if the employee was in an at-will or introductory status.

HEALTH INSURANCE

Health insurance benefits may be continued under COBRA for up to 18 months. An employee returning from service, and who meets the USERRA eligibility criteria, is entitled to immediate reinstatement to the Board's health insurance coverage upon reemployment.

PROTECTION AGAINST DISCRIMINATION

~~CWMDB~~ will not discriminate against a person, who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service shall not be denied initial employment, reemployment, retention in employment, promotion, or any benefit of employment by ~~CWMDB~~ on the basis of the membership, application for membership, performance of service, application for service, or obligation.

BEREAVEMENT LEAVE - The Executive Director may grant bereavement leave for a period up to three (3) days in the event of the death of an immediate family member. Immediate family shall include, but not be limited to spouse, the employee's parents, stepparents, children, stepchildren, brother, stepbrothers, sisters, stepsisters, wards, grandparents, grandchildren, or significant other living in the same house with the employee.

The Executive Director may grant bereavement leave for a period of up to two (2) days in the event of the death of an aunt, uncle, niece, or nephew.

JURY DUTY - Whereas jury duty may be required of an employee, the difference between the jury duty payment and the salary will be made up by the Board.

LEAVE RESPONSIBILITY AND SCHEDULING - It will be the responsibility of the Executive Director to approve the employee's request for leave except leave without pay in excess of three (3) days.

LEAVE RECORDS - Leave records will be place in the personnel file. Leave actions will be reported to CWMWDB by the Executive Director, and filed with the Fiscal Agent's office.

TERMINATION COMPENSATION -

1. A terminating employee, regardless of the nature of termination, will be paid for each day of accrued vacation.
2. Payment will be made at the pay rate at the time of termination.

EMPLOYEE BENEFITS

HEALTH INSURANCE - The employer will pay the full cost for the individual employee health insurance coverage. Employees have the option to pay additional for family coverage through payroll deduction. Employee may join the health insurance program within the first thirty (30) days of employment. ~~Coverage, if selected, is not effective until the first day of the calendar month, after the 60 day waiting period.~~

Employees who participate in the Board's health insurance program must comply with all the insurance provider's program rules and guidelines. Employees should refer to their enrollment guides for detailed information. Employee's contribution to any health plan shall be payable when due. ~~Employees who participate in the Board's health insurance program must comply with all the insurance provider's program rules and guidelines. Employees should refer to their enrollment guides for detailed information. Employee's contribution to any health plan shall be payable when due.~~

SUPPLEMENTAL INSURANCE - The employee, through payroll deduction, may purchase additional coverage as currently administered by the Maine Municipal Employees Health Trust. These programs include: family medical coverage, employee and children medical coverage, dependent or supplemental life insurance, income protection and dental insurance.

RETIREMENT PLAN - The Board agrees to pay, on behalf of each full time employee, monthly retirement dollars into the established retirement plan. The amount is to be determined annually, effective July 1 of each year. Employees who chose to participate in the Retirement Plan must meet all plan guidelines as set forth by the plan provider. Employees shall be responsible for Federal and State contribution limitations. Employer's contribution to the Plan shall be payable at the end of the month, prorated for days employed. In addition, full time employees may opt to make their own contributions to the Plan through payroll deduction.

BENEFIT CONTINUATION (COBRA) - The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage when a "qualified event" would normally result in loss of eligibility. Some common qualifying events are: resignation, termination of employment, death of an employee, a reduction in an employee's hours, leave of absence, an employee's divorce or

legal separation, and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Board's group rate plus an administrative fee. The Board's health insurer provides a written notice in the certificate of coverage describing rights granted under COBRA when employee becomes eligible for the Board's health insurance plan. The notice contains important information about the employee's rights and obligations.

SOCIAL SECURITY - All employees required to participate in Social Security, shall do so through payroll deduction in accordance with Federal Law.

UNEMPLOYMENT INSURANCE - The Board provides unemployment insurance as required by law.

WORKERS COMPENSATION - The Board provides workers' compensation insurance for all employees as required by State and Federal law. Benefits are as established by law. Employees who sustain work related injuries or illnesses arising out of and in the course of their employment shall immediately notify their supervisor. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

DISCIPLINE, APPEAL AND GRIEVANCE PROCEDURES

EMPLOYEE DISCIPLINE

RESPONSIBILITY - The initiation of disciplinary action is the responsibility of the Executive Director.

PROCEDURES - Where disciplinary actions beyond oral reprimands are required, the Executive Director may elect to:

1. Place a formal, written reprimand stating the specific disciplinary action in the employee's official personnel file.
2. Demote the employee in grade, step or position where applicable.
3. Place the employee on suspended leave without pay.
4. Dismiss the employee.

DISCHARGE AND SUSPENSION - The employer shall not discipline nor suspend nor discharge any employee without just cause. The employer must notify the employee in writing of this/her discharge and the reason therefore.

In all instances, disciplinary action will be documented in writing, specifically stating the circumstances warranting the disciplinary action, with a copy provided the employee. Copies of all disciplinary proceedings will be included in the employee's official personnel file.

APPEAL - All permanent full-time employees have the right to appeal in accordance with the grievance procedure. Probationary employees do not have the right of appeal.

A discharged employee must be paid in full for all wages owed him by the employer, including earned vacation and holiday pay, if any, on the next regular payday.

EMPLOYEE RIGHTS - Any internal investigation of any employee of a non-criminal nature shall be conducted in a manner conducive to and discipline. While observing and protecting the individual rights of each employee, the following rules of procedure shall be established:

1. Before any witnesses (excluding the complainant) are interviewed in regards to any employee's conduct, the employee being investigated shall be made aware of the investigation and shall sign a document acknowledging his/her awareness. Any witness must be shown the acknowledgment, if request, prior to questioning.
2. As much as possible, the interview will be conducted in and at a reasonable time, taking into consideration the working hours of the employee, the Executive Director shall advise the employee that an official investigation is being conducted. The Executive Director shall inform the employee of the nature of the alleged conduct, which is the subject matter of the investigation. Unless circumstances require anonymity, the complainant shall be identified. If it is known that the employee is being interviewed as a witness only, he shall be so informed.
3. The interview shall be conducted with the maximum amount of confidentiality possible by both parties.
4. The interview of an employee suspected of violating the rules and regulations shall be limited to questions which are directly related to the employee's involvement in the alleged violation.
5. Any and all investigations shall be conducted without unreasonable delay, and the employee shall be advised of the final outcome of the investigation within twenty (20) working days of the initiation of the investigation... If, for any reason, the investigation cannot be concluded within the time limit, the employee being investigated shall be given an explanation of the delay and be advised of the outcome as soon as the investigation is completed.
6. If the results of an investigation against an employee prove that the charges are unfounded, then it shall be so noted in the final report of the investigation.
7. An employee shall have the right a hearing.
8. Any employee suspended for investigative reasons shall receive his/her regular weekly pay until the conclusion of the investigation.

GRIEVANCE PROCESS

1. The employee must first attempt to resolve his/her grievance with his/her immediate supervisor.
2. If a satisfactory solution is not reached, the employee must notify ~~CWMDB~~, in writing, of his/her appeal. Such notification must be made within five (5) days of receipt of the Executive Director's answer. The grievant and/or his/her representative may appeal the grievance to the Board. The Board shall conduct the hearing on a date mutually agreeable to the parties, but in no event later than fifteen (15) days after receipt of the appeal. At the close of the hearing, CWMWDB shall render a written decision within five (5) days.
3. If a hearing is determined not to be justified, the employee will be notified in writing.
4. If a hearing is to be conducted, the employee will be entitled to counsel at his/her own expense.
5. All grievances and their results will be documented.

AMERICANS WITH DISABILITIES ACT

NON-DISCRIMINATION - The Central Western Maine Workforce Development Board does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs or activities. The Executive Director has been designated to coordinate compliance with non-discrimination requirements contained in the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA and the rights provided hereunder are available from the ADA Coordinator.

GRIEVANCE PROCEDURE - The purpose of this grievance procedure is to provide for prompt and fair resolution of complaints alleging any violation of the Federal Americans with Disabilities Act or the handicapped discrimination provisions of the Maine Human Rights Act. The Western Maine Workforce Development Board is committed to investigating and resolving such complaints or questions in full compliance with the law and as expeditiously as possible. Any question or complaint of discriminatory treatment based on disability or handicap should be brought to the ADA Coordinator or CLEO Board. The complaint may be filed in writing or orally and shall contain the name and address of the person filing it and a description of the alleged violation or complaint. The complaint should be filed within sixty (60) calendar days after the complainant becomes aware of the alleged violation. All complaints will be investigated promptly and thoroughly.

The ADA Coordinator will meet with the complainant within fifteen (15) working days after receipt of the complaint to discuss the complaint and possible resolutions. The ADA Coordinator will respond in writing and, where appropriate, in a format accessible to the complainant. The determination will address the validity of the complaint, explain the position of CWMWDB, and

offer options for resolutions when appropriate. The response will be issued within fifteen (15) working days of the date of the meeting with the complainant unless the nature of the complaint requires a longer time period to investigate and assess.

APPEAL - If the response of the ADA Coordinator does not satisfactorily resolve the issue, the Complainant may appeal the determination to the Central Western Maine Workforce Development Board within fifteen (15) working days after receipt of the determination. The appeal must include an explanation of grounds for the complaint's disagreement with the determination. The Board will meet with the complainant within fifteen (15) working days after receipt of the appeal to discuss the complaint and possible resolutions. The Board will respond in writing and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint with fifteen (15) working days of the meeting.

RIGHT TO OTHER REMEDIES - The right of an individual to prompt and fair resolution of the complaint filed under this procedure shall not impair the individual's right to seek other remedies or avenues of resolution, including filing and ADA complaint with the responsible Federal or state agency.

RECORDS - All written complaints received by the ADA Coordinator, appeals to the Board and responses, will be kept by the Board for at least three (3) years.

DRUG-FREE WORKPLACE POLICY AND PROCEDURE

The purpose of this policy is to assure compliance with the Federal Drug-Free Workplace Act of 1998. All employees must abide by this policy and procedure as a condition of employment.

It is the policy of the Central Maine Workforce Development Board to maintain a drug-free workplace. For purposes of this policy, the workplace shall include all Central Maine Workforce Development Board buildings, land and vehicles. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace.

The unlawful manufacture, distribution, or dispensing of a controlled substance at Board facilities, or while at work is prohibited. Violation of this policy will result in immediate referral to the appropriate law enforcement agency and in immediate suspension without pay pending a criminal investigation, trial and adjudication. Employees convicted for drug activity in the workplace will be immediately terminated from employment with the Board for cause.

The unlawful possession or use of a controlled substance while on at work is prohibited. In order to retain their employment, first-time violators of this policy must complete a drug abuse evaluation and/or assessment rehabilitation program approved by the Board. Failure to do so within thirty (30) days of a violation will result in termination. The situation will be managed by the Executive Director.

The Board will provide training informing employees about the dangers of drug abuse, the employer's drug-free policy, available counseling and other assistance programs, and the Board's penalties for drug violation.

All new employees will be given a copy of this policy during their orientation period.

Any supervisor, who is aware of an employee's violation of this policy, must immediately inform the Executive Director. The Executive Director must then immediately meet with the employee to inform the employee of the steps to be taken under this policy. An employee may be mandated to Board's Employee Assistance Program. Employee must present a fitness for duty statement. Employees must notify the Board within five (5) days of any criminal drug statute conviction.

WORKPLACE SMOKING

The Central Maine Workforce Development Board has an obligation to afford employees a work environment free of smoke/tobacco and to promote greater health of its employees.

Use of tobacco - by employees and the public in all Central Maine Workforce Development Board buildings is prohibited, except in designated areas outside the buildings, which is at least 10 feet from all commonly used entrances to the buildings. "Tobacco use -" means carrying or having in one's possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke or carrying or chewing tobacco.

SEXUAL HARASSMENT

The Central Maine Workforce Development Board has an affirmative duty to afford employees a work environment free of sexual discrimination and intimidation of all types. Harassment on the basis of sex may be a violation of Title VII of the Civil Rights Act of 1964, as amended.

SEXUAL HARASSMENT- Sexual harassment is a form of employee misconduct, which undermines the integrity of the employment relationship. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute unlawful sexual harassment when:

- 1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- 2) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual;
- 3) Such a conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

SEXUAL HARASSMENT PROHIBITED - It is the policy of the Central Maine Workforce Development Board that sexual harassment will not be tolerated. Any employee conducting Board business who engages in sexual harassment will be subject to disciplinary action.

Any employee who is determined to have engaged in sexual harassment in violation of this policy, after investigation by the Executive Director, will be subject to appropriate sanctions up to and including termination.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. Sexual harassment refers to behavior that is damaging to morale, not welcome, interferes with work effectiveness, or is personally offensive. Such conduct, whether committed by supervisors, staff, or clients is specifically prohibited. No employee or applicant should be threatened or led to believe their sexual "cooperation" (or refusal thereof) will affect their employment, assignment, compensations, advancement, career development, or any condition of employment.

- 1) All Board personnel are responsible for eliminating any and all forms of sexual harassment.
- 2) Supervisors are charged with eliminating, and reporting to the Executive Director, all forms of harassment and intimidation of which they become aware. Failure to do so will be considered a failure to fulfill the responsibilities of the supervisor's position.

REMEDY FROM SEXUAL HARASSMENT - Individuals who experience sexual harassment from supervisors and/or coworkers should be immediately brought to the attention of the Executive Director. Each instance of harassment should be individually reported. The Executive Director will immediately and confidentially investigate any reported act of sexual harassment including calling attention to this policy, and applying disciplinary action. Employees may use the Board's grievance procedure for relief or remedy from acts of sexual harassment.

PLEDGE OF NON-RETALIATION - No retaliatory measures will be taken against any employee making a complaint or report of sexual harassment.

Any acts of reprisal by supervisors and/or coworkers against an employee making a sexual harassment complaint is contrary to the Board's policy of equal opportunity employment and will not be tolerated. Claims of retaliation should be made and handled in the same manner as the underlying discrimination claims.

COUNSELING - Employees who are unsure as to whether they have been the victim of sexual harassment are encouraged to contact the Executive Director for confidential counseling.

Supervisors who have questions about handling sexual harassment claims are encouraged to contact the Executive Director for information, advice, and counseling. Some persons may find it difficult to recognize certain of their own behavior and actions or certain behavior and actions of others as sexual harassment. The Executive will incorporate awareness training in future training courses.

OTHER AVAILABLE OPTIONS - Employees may contact the Maine Human Rights Commission directly at State House Station 51, Augusta, Maine 04333, and Telephone: (207) 624-6050.

DISTRIBUTION OF POLICY - This policy is to be distributed to all employees and a copy will be placed in each new employee's orientation package.

Except as otherwise directed by law the Central Maine Workforce Development Board will adhere to the directives issued in this policy.

SAFETY POLICY

It is the policy of the Central Western Maine Workforce Development Board to provide all employees with a safe and healthy workplace encourage safe work practices and prepare employees to work in a safe manner. The success of any safety program depends primarily on the cooperation and active support of everyone. Employees are expected to recognize their obligation to conduct themselves with due regard not only for their own safety, but for the safety of fellow employees and the public as well. To ensure that a safe working environment is maintained, all employees shall actively promote safety and accident prevention as an integral part of their normal job functions.

Employees shall report all identified hazards and unsafe practices immediately to the Executive Director.

EMPLOYEE INJURY/ILLNESS MANAGEMENT POLICY/PROCEDURE

The Central Maine Workforce Development Board is committed to providing a safe work environment for our employees. Despite the best efforts that we may implement, employees may get ill or injured. All management staff will be expected to comply with reporting requirements and accommodations of all work-related injuries and illnesses as defined in the following procedure.

Employees will report to their immediate supervisor when a work-related injury/illness is suspected and/or when they deem medical care may be required. The employee will go to the Executive Director's office and complete a First Report of Injury form within 24 hours of the injury.

MEDICAL CARE - The Central Maine Workforce Development Board has partnered with a preferred provider for treating and managing work related injuries and illnesses. If the Executive Director or employee deems medical care is necessary, the preferred provider should be contacted.

Revisions:

April 2017 – amended section on Travel to further define “in-travel status”

May 2017 – deleted Business Entertainment from title “Travel and ~~Business Entertainment~~”
under section Employee and Director Business Travel.

May 2020 Added Remote hours for Pandemic response and future work,
Changed working hours in Augusta to reflect office.



Continued Employment Harassment

Claim 1 is that there was little action investigate.

[FALSE]

- There was weeks of action and hundreds of pages of evidence.
- Some of the exhibits offered were shown to you and Cleo meetings about the mistakes that have been made and are in recorded meetings you attended in the past as CLEOS

Claim 2 questions the authority of the CLEOS.

[ODD & MISLEADING]

- MDOL asked the CLEOS to hold the hearing giving them guidance. It's very arrogant to question the authority of the elected officials you serve.

Claim 3 that this is finger pointing is incorrect.

[FALSE]

- We have documented evidence
- Nelson did not recuse himself properly & did not remain recused voting
- He used his power to reduce input and mislead folks on an M & A transaction
- He said one thing in meetings and other things in nontransparent emails; recorded meetings and your own emails can be proof of that.
- He has and Kennebec cronies have continued to harass me and [FALSE]
- I am in communication with the EEOC.



Continued Employment Harassment

Claim 4 is that Nelson had years of exemplary service [with the Board].

[FALSE]

- He was an officer for at least 14 years; this means he has been able to prevent every since error made ahead of time and has not; It means he was aware of documentation that he did not provide.
- Fiscally and in terms of meeting compliance obligations, he is the worst chair the organization has ever had.
- He was asked to leave before the hearing even took place.

Claim 5 is nonsensical, that Kilroy pledged to resign at any point Nelson chooses.

[FALSE]

- Kilroy did not pledge to resign if Nelson told her to resign at any point.
- Nelson was asked to resign before the meeting by the Chief CLEO.
- He was asked in the meeting by me. I wagered my real paying job and my integrity in the meeting and Mr. Nelson DECLINED the offer. My point was then and is now Nelson has had no intention to proceed with any good faith or manners. He had been furthering his career and not that of the workforce he serves.
- Nelson hedged his bets on the result of the CLEOs meeting and lost, then comes right back at the victim.

Claim 6 [FALSE & MISLEADING]

- Kilroy filed the bar claim and the US DOL IG claim prior to the hearing, not after.
- I was clear that I would not rescind it. If he is innocent, there is nothing to worry about. [FALSE]