

Central Western Maine Workforce Development Board  
**Chief Elected Official (CEO) Board Meeting**  
Tuesday, March 1, 2022  
4:00pm – 5:00pm  
[Via Zoom Technology](#)

**Desired Results**

1. Review and vote on Chief Elected Official Board Bylaws; updated and presented to include current federal law, regulations, and state policies.
2. Finalize the Workforce Board onboarding paperwork, plan for recruitment, and clarity of terms.

**AGENDA**

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|--|------------------------|
| I. <b>Call to Order</b>                                    | <i>Chair Sezak</i>     |
| II. <b>Review and Approve Last Meeting Minutes</b>         | <i>All</i>             |
| I. January 5, 2022   |                        |
| II. February 3, 2022                                       |                        |
| III. <b>Review &amp; Approve CEO Board Bylaws (action)</b> | <i>All</i>             |
| IV. <b>Workforce Board</b>                                 | <i>Blaine Flanders</i> |
| I. Outstanding onboarding paperwork                        |                        |
| II. Board member resignation                               |                        |
| III. Terms of existing board members                       |                        |
| VII. <b>Finance Update</b>                                 | <i>Sara McLaughlin</i> |
| VIII. <b>Performance Update</b>                            | <i>EMDC</i>            |
| VIII. <b>Open Discussion/Any New Business</b>              | <i>All</i>             |
| IX. <b>Adjourn</b>   | <i>Chair Sezak</i>     |

Central Western Maine Workforce Development Board  
**Chief Elected Official (CEO) Board Meeting Minutes**  
January 5, 2022  
Via Zoom Video Technology

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**Board Members Present:** Commissioner Robert Sezak (Somerset), Commissioner Patsy Crockett (Kennebec), Commissioner David Duguay (Oxford)

**Board Members Absent:** Commissioner Terri Kelly (Androscoggin), Commissioner Terry Brann (Franklin)

**Staff Present:** Blaine Flanders

**Others Present:** Susan Cerini, EMDC; Tom Fernands, EMDC

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**1. Call to Order**

Chair Commissioner Robert Sezak opened the meeting at 8:31am.

**2. Review and Approve Last Meeting's Minutes**

**VOTED:** *To approve the December 1, 2021 meeting minutes as written.*

Motion: David Duguay    Second: Patsy Crockett    Vote: All in Favor

**3. Discuss Election Process for February/March**

New appointments to the CEO Board will start in February, after the County Commissioner meetings vote to approve a representative for each county. Ms. Crockett, Mr. Duguay, and Mr. Sezak mentioned they are likely to stay on as representatives for the CEO Board. Mr. Sezak asked for a nomination from members for the CEO Board Chair position. Ms. Crockett nominated Robert Sezak of Somerset to Chair the CEO Board.

**VOTED:** *To elect Commissioner Robert Sezak of Somerset County to Chair of the CEO Board for the Central Western Maine Region.*

Motion: Patsy Crockett    Second: David Duguay    Vote: All in Favor

**4. Accountant Update**

Ms. Flanders announced that Sara McLaughlin has been contracted with the CWMWI. Per MDOL guidance, temporary accountants are allowed to apply for RFP. Ms. Flanders has been working with Ms. McLaughlin to get documents in order. Mr. Sezak shared that via TechSoup, CWMWI has an online version of QuickBooks. Mr. Duguay asked if Ms. McLaughlin would be interested in a long-term position with CWMWI, and Ms. Flanders responded that this is to be determined. Mr. Sezak stated the contracted accountant position still needs to be sent out to RFP regardless by the Workforce Board.

**5. Overview of CEO Role in WIOA**

Mr. Sezak tabled to February for discussion and review.

**6. Discuss Relationship with MDOL/Service Provider**

Ms. Flanders indicated that relationships with MDOL and the Service Provider are strong. All partners have been supportive of the transition of Stacy's resignation. The One-Stop Partners need to be realigned as to what is expected of partners, as we finalize the

## Memorandum of Understanding and Infrastructure Cost Agreement.

### 7. **Performance Update**

Ms. Flanders reviewed the December 2021 Performance Report with Ms. Cerini. Ms. Cerini emphasized the Business Working Group development to support the business work in CWM Region between the One-Stop Partners.

### 8. **Open Discussion/Any New Business**

*COVID-19 DWG* - Ms. Flanders mentioned that MDOL would like CWMWI to return some of the COVID-19 DWG funding back to the state. Ms. Cerini explained that the COVID grant is different than the WIOA funding. WIOA funding is given to participants and help support staffing. However, the COVID grant is specifically to fund staffing and operational costs, not participants. The idea of the grant is to help those who have lost their job due to COVID-19 and help direct them and provide them with resources. Spending the funds isn't completely on track due to the lack of consistent staffing (due to the nature of the grant hiring structure). There was also approximately a five-month lag between when the state launched the COVID-19 DWG, and when EMDC received the grant (COVID-19 DWG: November 2020 to June 2022). The money being lost is money that was not put into staff over a year ago. The CWM Region is not losing funds for participants by redirecting these funds back to the state. Mr. Duguay restated what has been said, that the region is not 'losing something' they have already 'lost something', but that there is nothing to be done about the lag of time lost initially. Mr. Sezak questioned why CCWI could use the extra funds, but the CWM Region can't use them. Ms. Flanders indicated that CCWI likely didn't receive enough funding to start with, similarly as the CWM Region received too much funding. Mr. Fernands mentioned that the COVID-19 DWG started in CCWI only earlier in 2020, whereas the CWM Region did not receive funding until late that year.

*Course Registration* – Mr. Sezak had a question about whether there are scholarships or stipends for students to register for training courses, which appear to be expensive. Ms. Cerini stated that WIOA can help fund participant training. It would depend on what the flyer looks like or who created the document. Ms. Flanders indicated that the One-Stop Operator is responsible for the cohesive service presentation, leveraging resources, and the referral process in the CWM Region.

### 9. **Adjourn**

Chair Sezak adjourned the meeting at 9:30am.

*Next meeting: Thursday, February 3, 2022, from 5:00pm-6:00pm.*

Central Western Maine Workforce Development Board  
**Chief Elected Official (CEO) Board Meeting Minutes**

February 3, 2022

Via Zoom Video Technology

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**Board Members Present:** Commissioner Robert Sezak (Somerset), Commissioner David Duguay (Oxford)

**Board Members Absent:** Commissioner Terri Kelly (Androscoggin), Commissioner Terry Brann (Franklin), Commissioner Patsy Crockett (Kennebec)

**Staff Present:** Blaine Flanders

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**1. Call to Order**

Chair Commissioner Robert Sezak opened the meeting at 5:00pm. Two commissioners present - no quorum.

**2. Review and Approve Last Meeting's Minutes**

Tabled until next meeting due to no quorum.

**3. Discuss Recommendations for CEO Board Bylaws**

Commissioner Sezak and Commissioner Duguay reviewed the recommendations from Ms. Flanders. Ms. Flanders outlined that the recommended changes are to ensure the CEO Board Bylaws follow the WIOA law, regulations, and state policies. The bylaws will be up for a vote at the next CEO meeting.

**4. Review CEO Board Functions**

Tabled due to no quorum.

**5. Finance Update**

Tabled due to no quorum.

**6. Performance Update**

Tabled due to no quorum.

**7. Open Discussion/Any New Business**

None.

**8. Adjourn**

Chair Sezak adjourned the meeting at 5:45pm.

*Next meeting: Tuesday, March 1, 2022, 4:00PM – 5:00PM.*