

Central Western Maine Workforce Development Board
Workforce Board Quarterly Meeting Minutes
October 27, 2021
Via Zoom Video Technology

Board Members Present: Kelly Aho, Acting Chair/Treasurer; Grant Provost, Vice Chair; Razell Ward, Secretary; Diane Frigon; Susan LeClair; Kendra Wheeler; Adilah Muhammad; Laurie Glidden; Trampas Hutches

Board Members Absent: Nick Paquet; Bruce Noddin; Kim Lindlof; Steve Jorgensen, Dr. Josh Henry, Harvey Smith, Jim Trundy, Peter Wright, Cathy Witherspoon

Staff Present: Blaine Flanders, Senior Manager; Tobin Williamson, Director; Stacy Kilroy, Executive Director

Others Present: Peaches Bass, MDOL; Ginny Carroll, MDOL; Robert Sezak, CEO Board Chair

1. Call to Order

Chair Kelly Aho opened the meeting at 9:02am.

2. Review and Approve Last Meeting's Minutes

VOTED: *To approve the July 28, 2021 meeting minutes as written.*

Motion: Grant Provost Second: Razell Ward Vote: All in Favor

3. Financial Update

Ms. Aho announced Sara McLaughlin's (contracted accountant) notice to the Workforce Board. The financial report attached to the meeting packet outlines spending for the 10% of administrative funds for the CWMWI and does not include the 90% data for the service provider funding. The Operations Committee is looking at two options to replace Sara's role: an outside CPA, or an additional staff person. Ms. Kilroy has compiled information, and she recommended an additional staff member for 20+ hours/week to handle accounting. No further questions from board members.

4. Reporting and Service Delivery Update

Ms. Flanders reviewed the attached service provider report, emphasizing the two new board staff members and an increase in community partnerships. Ms. Cerini highlighted her work on outreach events, hiring for the Hinkley role, and strengths working with CWMWDB staff. She is looking for feedback from staff on how to best report out information. The One-Stop Operator (OSO) partners were engaged in developing a business working group, as a subgroup of the OSO, to target business and best serve employers in the region as partners.

5. Introductions of New Board Members

Mr. Williamson introduced new board members by reading their bios attached in the meeting packet. Present new Board Members shared their engagement interest in the Workforce Board.

- a. Kim Nadeau Lindlof, Mid-Maine Chamber of Commerce and Central Maine Growth Council

- b. Bruce Noddin, Maine Prisoner Re-entry Network
- c. Adilah Muhammad, Scorecard, Third Place, and Maine Community Foundation Vice Chair
- d. Kendra Wheeler, Bangor Savings Bank

6. Board Elections

Ms. Aho reviewed the background to how she became Acting Chair, and how she would like to ensure there is not the same person as Acting Chair and Treasurer. The proposed officer slate was previously approved by the Operations Committee and is now up for discussion and vote by the full board. If we cannot find a new Treasurer, Ms. Aho stated she would stay in this role for right now. Ms. Kilroy emphasized that Board Chair nominees need to be business members.

VOTED: *To open nominations to the floor.*

Motion: Razell Ward

Second: Grant Provost

No nominations were made for the Board Chair role. No nominations were made for the Treasurer role.

Mr. Provost asked for an outline on what role and responsibilities the Board Chair has. Ms. Aho reinforced that there needs to be an understanding of what is coming and going between all functions/work of the CWMWDB. This includes overseeing the Executive Director. Ms. Kilroy emphasized this is a similar role to other non-profit board chair roles. The Treasurer role is minimal, and the board needs to define what the roles are for each board officer's role. Next steps: the Operations Committee will define each of the Board Officer roles and bring it to the board for discussion and a vote. Ms. Aho asked for a motion to approve the Proposed Board Officer Slate, minus the Treasurer role, and her role is firm until January 2022.

VOTED: *To approve the following slate of Proposed Board Officers as written:*

- a. *Chair – TBD*
- b. *Treasurer – Kelly Aho*
- c. *Secretary – Razell Ward*
- d. *Vice Chair – Grant Provost*
- e. *Member at Large – Laurie Glidden*
- f. *Recruiting/Resource Chair – Nick Paquet*

Motion: Grant Provost

Second: Razell Ward

Vote: All in Favor

Abstentions: Adilah Muhammad

7. High Risk Status Letter Workshop and Review

Ms. Aho outlined the steps taken by the Operations Committee and staff to address the high-risk letter, through additional staff training, corrective action plan, and ways the board and service provider can improve in the region. Ms. Kilroy reviewed the compliance tracker she created to track the high-risk letter response. She stated the high-risk letter was personal and that several claims were untrue.

Ms. Kilroy stated that there will be a more structured public budgeting process going into the new year, and that 990s will be filed for the non-profit moving forward. There will be an

approval process to include MDOL, so that there is internal control.

Ms. Carroll suggested the Operations Committee meet with MDOL to review the high-risk letter document, because the information presented by Ms. Kilroy does not understand the findings presented by MDOL. Ms. Kilroy suggested the board respond to the letter first, as the deadline is in two days, and MDOL can respond back as necessary. Ms. Glidden suggested the Operations Committee meet with MDOL and Ms. Carroll to keep the line of communication open with MDOL in the spirit of cooperation. Ms. Muhammad and Ms. Ward asked for clarification on what a high-risk letter contains. Ms. Carroll outlined the most relevant items that pertain to the high-risk letter. Ms. Carroll explained there are a few items that cause boards to enter high-risk status. This could include: 1) high staff and board member turnover, 2) financial transactions, and 3) several other components that are based on federal requirements and outlined in the first few pages. Ms. Kilroy argued with Ms. Carroll about the findings. Ms. Aho asked for Ms. Kilroy's guidance on the response, but ultimately this is the board's responsibility to respond to MDOL and address the high-risk items.

8. **Next Steps for the Board** - (Roles & Responsibilities, Board Openings, etc.)
Board orientation will be coming in the next couple of months.

9. **Other New Business**

Ms. Carroll advised that at least 51% of the Workforce Board members must represent businesses and employers in the local area, and that the Chair is a business member.

10. **Adjourn**

Chair Kelly Aho adjourned the meeting at 10:18am.

Next meeting TBD.