

Central/Western Maine Local Workforce Investment Board
Meeting Record * June 11, 2010/9:00-12:00

Skowhegan Community Center
39 Poulin Drive * Skowhegan , Maine

Board Members Attending: Craig Anderson (Chair), Jim Batey, Don Berry, John Butera, April Clark, Tonya Clark Carrol, Peter Diplock, Diane Dostie, Anita Dunham, Eva Giles, Christine Greenleaf, Rebecca Lamey, Barry Martin, Dale Morrell, Stacey Morrison, Craig Nelson (Vice-Chair), John O'Dea, Diana Rafuse, Barry Roberts, Skip Thompkins, Peter Thompson, Jim Trundy

Staff: Bryant Hoffman, Jim Baumer, Judy Dyke, Sara McLaughlin

CLEO members: Gary McGrane, Elaine Makas

Guests: Kathe Bolster (Rapid Response Representative), Mike Castaneda (Peer Support Worker), Adam Dennis (CWRI Representative for Ruth Pease), Fen Fowler (Executive Director, Western Maine Community Action)

Call to Order & Introductions

Craig Anderson, Board Chair

Approval of Minutes: April 30 and May 26

Craig Anderson

Action Item: Motion to accept/Peter Thompson, Second/Dale Morrell, Discussion, Vote: Approved

Abstain: 0, Objection: 0

Election of Officers

Craig Anderson

Action Item: Peter Thompson moved to approve the extension of members who are scheduled to expire in June, 2010 for a period of one year, to allow them to choose if they wish to continue as Board Members. Second: Elaine Makas, Discussion, Vote: Approved Abstain:0, Objection: 0

Slate: Chair	Craig Anderson
Vice Chair	Craig Nelson
Steering Committee Chair	Christine Greenleaf
Youth Council Chair	Tonya Clark-Carrol
Nominations Committee	Jim Trundy
Member-at-Large	Peter Thompson

Nominations from the Floor

Action Item: Motion by Jim Batey to approve the above slate of officers for a two-year term, Second: Dale Morrell, Discussion, Vote: Approved, Abstain: 3, Objection: 0

Election of LWIB Treasurer

Nominations from the Floor

Action Item: Peter Thompson moved to approve the volunteering of Dale Morrell for the position of Treasurer for a one-year term. Second: April Clark, Discussion, Vote: Approved, Abstain: 0, Objection: 0

Background: The Federal monitoring report suggested the LWIB needs a Treasurer position to be put in place for Area III. The Central/Western Maine Workforce Investment Board is looking to increase signatory responsibility, reconciliation of bank statements, and promote full transparency to increase fiscal integrity for Area III.

WIA Performance Report: 3rd Quarter PY09

Bryant Hoffman

Action Item: Diane Dostie moved to approve the 3rd Quarter PY09 Performance Reports, Second: Skip Thompkins, Discussion, Vote: Approved, Abstain: 0, Objection: 0

Background: Bryant shared that Area III had met all WIA Federal measures with the exception of the category "Youth ages 19-21, exiters enter employment". The first year not meeting the measurement is not an issue, but a second year would result in corrective action. Bryant thanked the staff of the CareerCenters and the Management Team for their efforts to achieve high standards in meeting the Federal Measurements.

Rapid Response Summary

Kathe Bolster/Mike Castaneda

The activity in the Kennebec and Somerset areas has calmed a bit, but is very active statewide. Kathe shared she and Irene Lee cover the two area, but also carry case loads. She and Irene had served 56 companies in the last quarter. Eight hundred workers from all five counties had been affected by down sizing or closures. Mike works full time responding to Rapid Response issues in Androscoggin, Franklin, and Oxford counties. He has dealt with various situations ranging from school systems who are suffering layoffs due to budget cutbacks to large employers such as LL Bean displacing 200 workers. The three counties have been very active this quarter.

Center for Workforce Research * Information [CWRI] Adam Dennis representing Ruth Pease
 Handouts presented by Adam showed Maine is a bit higher than the National average since last December in job losses. We have had a minor job growth. Some feel that figure has been affected by the hiring of Census workers. Maine's unemployment rate has been below National average, although Area III' unemployment rate has run higher than the State of Maine's and the National rate. Figures show a decline of wages in 2009 for the first time recorded---the recession hit hard. The State trend reflects Area III job postings turning up in the last few months. Area III seems to be a little worse off in comparison to the other Local Workforce Investment Areas. A National report shows that there are virtually no companies looking to New England for relocation.

Fiscal Report

Sara McLaughlin

Action Item: Peter Thompson moved to approve the fiscal report, **Second:** Elaine Makas, **Discussion, Vote: Approved, Abstain: 0, Objection: 0**

Background: The handout represents all programs currently open and utilized funds. Sara is a bit concerned that WIA Administration funds are low, but the ARRA Administration funds are available. In Area III we do not yet have an Indirect Cost Rate and have used WIA Administrative funds to support Programs. We may want to apply for an Indirect Cost Rate in the future.

Areas of concern for Sara:

- On-going issues in submitting weekly draw downs
- The way expenses have been charged in the past. Two programs being comingled. Sara has been working with Maine Department of Labor to compare our books to theirs for correct expenditures of various title monies. This is a very cumbersome and time consuming process.

Questions to Sara:

Incentive Grant money returned: The money can not be recaptured. The activity had to occur before the end of the contract. It was discovered that monies had been previously drawn from incorrect contracts instead of from the Incentive Grant and Bryant was refused a request to modify the contract end date, in order to spend down the remaining funds. Area III charged allowable activities during the last month of the contract, but did inevitably have to return funds. **General Funds:** The fund parameters specified the dollars to be spend as 50% for direct training and 50% support service. A request of clarity on carry-in policy has been sent to Steve Duval, but no response to date.

Resolution of Policies re Sick Leave/Vacation Policies

Gary McGrane (or CLEO Member)

Action Item: Peter Thompson moved to refer this issue to the Employee Benefits Committee (Craig Anderson, Diana Rafuse, Skip Thompkins, and Gary McGrane) to research and bring to the full board a recommendation to resolve the issue of multiple policies on record. **Second:** Stacey Morrison, **Discussion, Vote: Approved, Abstain: 0, Objection: 0**

Background: The Federal Monitoring last December reflects that there are two conflicting policies concerning sick leave/vacation staff benefits on record for Area III. Jim Baumer would like it to be on record of his opinion of the intense level of difficulty to operate under this turmoil for the past seven months. He would like reassurance for clarity of staff benefits. The issues surrounding what exists for staff benefits is also affecting the work of the Search Committee to obtain a new Executive Director. Bryant reminded the Board members of the creation of three *ad hoc* committees at a previous meeting; Employee Benefits, Nominations, and RFP Development in 2011.

Search Committee Report

Barry Martin

Action Item: Skip Thompkins moved for the Search Committee to develop the new Executive Director position benefit package. This motion was amended by Peter Thompson to move that the Search Committee determine what benefits are considered current for the Executive Director and those benefits will also be in effect for current employees with the recommendation coming back to the full Board for a final vote. Second: Diane Dostie, Discussion, Vote: Approved, Abstain: 2, Objection: 0

Action Item: Craig Anderson moved to delegate the Executive Committee to determine who will become the Interim Director until the new staff person comes on board. Second: April Clark, Discussion, Vote: Approved, Abstain: 0, Objection: 0

Background: Barry shared that as of the morning of June 11, 2010 about sixty résumés had been received. About forty-four were from in-state applicants and about fifteen were out-of-state. He expressed the difficulty is determining what exists for staff benefits and the need to have this package in place to negotiate the future employee. Several upcoming process steps were shared as follows: determining who the staff work for; the salary range is \$50K to \$66k; try to get screen down the applications to 6-8 individuals for first round interviews; will email this salary range to applicants; projecting a mid-August hiring. There will be a need for an interim Director. It was decided that the Executive Committee would meet to address who would become the Interim Director.

Recommendations from the Steering Committee

Bryant Hoffman

Re 2010 Summer Youth Project Funding

Action Item: Elaine Makas moved to endorse the programs recommended (with a correction to the Lewiston Adult Education total should be \$17,789.90) by the steering committee and if additional dollars are received by the Federal Government to review all projects for future funding. The issue of sub-providers and the completion of 2010 delivery of programs be referred to the Executive Committee. Second: Stacey Morrison, Discussion, Vote: Approved, Abstain: 6 (Craig Anderson, April Clark, Anita Dunham, Eva Giles, John O'Dea, Jim Trundy), Objection: 0

Background: These Youth Program monies are made available through funding received in 2009 for the 2009-2010 Youth Summer Program. For various reasons Area III had monies left over unspent at the end of the 2009 Summer Program to be carried over to the 2010 Youth Programs. WMCA is willing to operate the Youth Programs as originally contracted in their counties. Attached below an email explaining a recent development concerning the MDOL commitment to continue its contract obligations with these funds previously received in 2009.

From: Arsenault, Melanie J

Sent: Thursday, June 10, 2010 3:39 PM

To: Hoffman, Bryant

Cc: Fortman, Laura A.; 'Craig Nelson'; 'Craig Anderson (E-mail)'

Subject: Youth Contracts

Bryant – I am sending along this note to reinforce David's multiple contacts and discussions with you regarding the issuing of contracts for your Summer Youth RFP's. It is my understanding that David made it clear that we were not going to be performing this function for you.

I have spent time in my role as Bureau Director working to clarify the roles and responsibilities of the BES. It is clear to me that issuing contracts between LWIB's and your sub-grantee's through an RFP process is not within our role and responsibility. I believe to do so would be in direct conflict with our monitoring/evaluation role. The procurement of services for an LWIB region through the RFP and contracting processes is clearly an administration function of the LWIB. The duties and any costs associated with doing so rest with the Boards. We also do not perform contracting services for any of the other LWIB's in Maine.

We believe it is also our role to do the following through Direct Delivery:

We are willing and able to play an integral role in the delivery of services to youth and to support the contractors who receive awards from the Board.

This position will require the LWIB to modify our (Bureau-DD) existing ARRA Youth contract so that the Board will have the resources on hand to contract out. The modification would need to leave funds to Direct Delivery to perform/support the following essential functions:

- Intake, eligibility and documentation
- Service enrollment activity
- Technical assistance to the contractor on: youth orientation, safety in the work place, reporting work place injuries, sexual harassment, attendance tracking and reporting, keeping time sheets, participation records such as case notes, work ready-employability services, work place monitoring and reporting. Although this should be a requirement of the contractor it seems fair to support this but not actually do this work given this is really part of owning the contract and the work that goes with it.
- Service separation activity
- Overall, case record/file management and retention

My understanding is that you may plan to have your Board vote on this arrangement tomorrow – please note that an AREA 3 LWIB vote on this issue – is not valid. Regardless of the outcome of the vote – we will not be developing and writing contracts for your Summer Youth programs.

Mel

Melanie J. Arsenault
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 Maine Department of Labor
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 207-621-5097 Office
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**Endorsement of the RFP re Economic Development
 Liaison [ARRA Administrative Funds]**

Bryant Hoffman

Action Item: Stacey Morrison moved to defer this action item to the next full LWIB meeting.

Second: Anita Dunham, Discussion, Vote: Approved, Abstain: 0. Objection: 0

Background: Bryant explained this would be a method to maximize the use of ARRA Administrative funds left over. It would be to establish a liaison and fund economic development projects in Area III

Other Business

Rebecca Lamey is willing to be the LWIB's Health Care Grant liaison to work with the MDOL subcommittee. The Healthcare Grant Coordinator position will be posted soon, but the Grant contract has not been signed and limits activity with this Grant. Rebecca Lamey Grant update will be an agenda item for July Board meeting.

Next Meetings: July 30, 2010 from 9 AM – 12 Noon located at the Associated General Contractors of America office located at 188 Whitten Road, Augusta. Directions will be forwarded

Adjournment