

Central/Western Maine Local Workforce Investment Board
Meeting Record * May 26, 2010/9:30-12:00

Maine Department of Health and Human Services
200 Main Street * Lewiston, Maine

Board Members Attending: Jim Batey, Paula Bolduc, Diane Dostie, Christine Greenleaf, Dale Morrell, Craig Nelson (Vice-Chair), Diana Rafuse, Skip Thompkins, Peter Thompson, Jim Trundy,
Staff: Bryant Hoffman, Judy Dyke

CLEO members: None attending

Guests: Mike Castaneda (Peer Support Worker), Fen Fowler (Executive Director, Western Maine Community Action)

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- **Approval of the Minutes from April 30, 2010 meeting** **Craig Nelson**
(Craig Anderson unable to attend this meeting)
Action Item: No action taken due to lack of quorum
 - **Report on Actions in Progress re. Federal Audit of the LWIB** **Bryant Hoffman**
Review of the May 14 Memo to Maine DOL
Area III responded by May 14, 2010 with no response from MDOL to date. The group discussed finding responses. One point of correction would be to add a position of treasurer to the LWIB. This position would be an officer of the Local Board. Any current member wishing to volunteer should approach Craig Nelson. Changing the structure of Area III by separating the Local Workforce Board from the Area III Corporate identity. The changing of the names of the Boards would certainly clarify much confusion. It was suggested to make these changes now and not wait for an MDOL or Federal response. Proceeding by the WIA Act regulations should be permissible. There was a correction discussed as for Finding CW#8: it should reflect that the Fiscal Agent does not sign checks. The Chair of the CLEO, Gary McGrane signs checks with a backup by Beverly Daggett is in place to sign checks. Gary and Beverly jointly would need to sign for any use of the line of credit.
 - **Report from the Search Committee re Executive Director Search** **Peter Thompson**
Peter shared that the Committee had met, was about to post the Executive Director position, but it seemed likely that a gap would occur between Directors. Bryant added he was in the process of developing a list of responsibilities performed in the position on a daily, weekly, monthly and yearly basis. A system of responsibility to performing the daily duties of the Executive Director position will need to be developed by the Board. Questions were asked concerning the status of current staff as the Board Members looked to the future for keeping the daily operations completed.
 - **Update on Summer Youth 2010 Youth Program** **Bryant Hoffman**
The Steering Committee has made recommendations for funding the 2010 Summer Youth Employment Program projects upon the LWIB approval. Six were cleared for first round funding and eight were placed in a prioritized queue for possible additional funding from Congress. The results are as follows:

<u>Project</u>	<u>Award Amount, contingent upon LWIB approval</u>
Learning Works	\$50,000
Lewiston Adult Education	12,136.20
Kibby Boot Camp	55,980
Lots to Gardens	23,815
Spurwink	40,000
Manpower	46,530
<u>Placements in Queue</u>	
Augusta Adult Education	Queue 1
Upward Bound	Queue 2
Weatherization (WMCA)	Queue 3
Goodwill Workforce Solutions	Queue 4
Waterville Community Center	Queue 5
U Maine 4H	Queue 6
New Beginnings	Queue 7
WMCA (Second Project)	Queue 8
- Action Item: No action could be taken on the Steering Committee recommendations due to a lack of quorum.**

- **Review of Nominations Committee: June 11 LWIB Elections** **Jim Trundy**
Reminder of upcoming elections to occur at the June 11, 2010 meeting.
- **Fiscal Agent's Financial Report** **Sara McLaughlin**
Action Item: No report given, no action taken
- **Report on Status of Directors' and Officers' Insurance** **Craig Nelson**
A letter from the Champoux Insurance Company of Lewiston was received to explain the coverage that the WIB now has with Directors & Officers insurance. The information clarified that the WIB is covered in all levels including volunteers.
- **Recommendations Concerning Consistency of Policy re Employee Vacation and Sick Leave** **Gary McGrane**
Not present, no report given
- **Update on Health Care Grant: Project Advisory Group**
The Grant was compiled in a short period of time by dedicated individuals who met the submission date by delivering the proposal to Washington. Notice has been received that the five million dollar Grant has been awarded to the Maine. It will focus on two groups, incumbent workers in designated fields and the unemployed workers enrolled in Healthcare training to be completed within the two year period of the Grant. There will be a need to clarify the confusion centered around the definition of "allied training." Management of the Project will demand the hiring of a Coordinator, which will be hired on as a new employee of the LWIB. State, Regional and Local partners of involvement have been created to assist in the completion of the Grant. On February 10, 2010 the clock started on the project.
- **Search for Area III Performance Coordinator** **Bryant Hoffman**
Action Item: No action taken due to lack of quorum (for Eva Giles)
- **AWI: Brief Update on Aging Worker Initiative** **Bryant Hoffman**
No new information
- **Upcoming LWIB Meetings:**
June 11, 2010: 9:00 – 12:00 Full LWIB Meeting /Skowhegan Community Center
As a result of not having a quorum at the Special Meeting, it was decided to change the start time of the June 11th meeting. The full Board Business meeting will begin at 9am *sharp* to allow more time for the unprocessed actions that were not voted upon at the May 26th meeting. It is critical for WIB members to attend meetings, since important actions have been delayed. The Muskie Group presentation will be postponed to September 10, 2010. The adjusted agenda and directions will be sent closer to the meeting date.

September 10, 2010 9:30-12:00

December 10, 2010 9:30-12:00

Other Dates of Importance: Meeting of the Corporation: October 8, 2010 / 11:00 am-1:00 pm