

Tri-County Workforce Investment Board Meeting
January 23, 2014
Penobscot County Office, 2nd floor, 97 Hammond St. Bangor, ME
8:30-9:30am

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| <p>Meeting Attendees:</p> <p><i>Board Members Present –</i> Dan Tremble -Chair Ben Sprague –Vice Chair (on telephone) Candi Ewer (on telephone) Kerry Sack Ken Proctor (on telephone) Gordon Stitham (on telephone) Rick Schweikert Kerrie Tripp Ed Upham (on telephone) Scott Moulton Hillary Johnston Shawn Murphy Dan Muth (on telephone) Julie Johnston (on telephone) Scott Cuddy (on telephone) Andrea Bickford (on telephone) Scott Cates (on telephone) Dick Hansen Larry Barrett Andy Fitzpatrick (on telephone)</p> <p><i>CLEOS:</i> Tom Davis Eric Ward (on telephone)</p> <p><i>Staff-</i> Joanna Russell, TCWIB Director Angela Oechsle, Program Assistant</p> <p><i>Guests –</i> Ryan Pelletier, NMDC (on telephone) Ruby Bradbury, NMDC (on telephone) Bob Clark, NMDC (on telephone)</p> | <p><i>Board Members Not Present -</i> Lori Calderone Jon Farley David Zelz Charles Newton Kerry Sack (notified director) Roxanne Jobe (notified director) Steve Pound (notified director) Geno Murray Scott Welch Greg Leavitt Jeff Morin Ned Jennings Hook Wheeler William Tymoczko</p> |
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1. Welcome and Introductions - on site and phone

Chairman Dan Tremble called the meeting to order at 8:33 am. He noted this was a special meeting of the board and thanked everyone for joining. Roll was taken in the room and those on the telephone identified themselves.

2. December 12, 2013 meeting minutes –

After review, **Hillary made a motion to accept the minutes from the Dec. 12th meeting. The motion was seconded by Kerrie. Motion approved unanimously.**

Prior to agenda item III, **Larry made a motion to move into executive session which was seconded by Kerrie Tripp, all members approved** and the meeting went into executive session.

3. WIA Proposal Review Committee Report – Ben Sprague (Executive Session)

Prior to agenda item IV, **Larry made a motion to move into executive session which was seconded by Kerrie, all members approved** and the meeting returned to regular session.

4. Vote on Review Committee [& Executive Committee's] Recommendation

Note: Dan recused himself and also asked if Kerrie would Chair during this part of the meeting.

Recommendation by review committee and executive committee has just been presented to this board. The recommendation for both the Adult/DW and Youth contract(s) is:

1. To award a two year conditional contract to Eastern Maine Development Corporation pending submission of completed FY13 A-133 “unqualified” report with EMDC’s completed response by June 1, 2014.
2. The TCWIB also requests that upon receipt of the auditor’s engagement letter for FY13 review that EMDC forward a copy of the engagement letter to the TCWIB.
3. Based on program performance, financial management and submission of a completed FY13 A-133 report the TCWIB reserves the right to put the WIA services back out to bid.
4. The TCWIB requires that EMDC work to resolve the financial matters and be removed from the status of High Risk Grantee Designee.

Rick Schweikert made a motion to approve the recommendation and forward to CLEOs, which was seconded by Scott Moulton.

DISCUSSION

Proposal was made that the TCWIB amend the condition of the first line of the due date from June 1, 2014 to May 1, 2014.

Hillary made a motion to amend the recommendation to read “May 1, 2014” thus replacing the June 1, 2014 deadline, which was seconded by Dick.

DISCUSSION

Q: Is it realistic-- Is it not realistic because it’s too soon? Or is it not realistic because the organizational capacity is not there?

A: I mention 90 days because that is when our federal partners require it to them.

A: But 90 days would be April 1, and thus would give a little more lead time if we do have to put it out to bid.

Q: When are they going to have the new audit firm on board?

A: They have selected the new audit firm through a procurement process, but note: they have not started the process or developed a schedule for the FY13 audit review.

Ruby Bradbury of NMDC informed the board that all federal funding sources must be notified if a report will be late. EMDC needs to get permission from all their funding sources if they intend to go over 90 days.

Q: Do we know if they informed their funding sources yet?

A: That is unknown – can't answer for them.

Q: What are the ramifications if this is not completed as outlined, since it is not embedded in this resolve?

A: It is in number 3: you put the services out to bid again.

Vote on amendment: 2 abstentions, 1 No, 15 Yes. Motion carried.

Rick made a motion to recommend the following to the CLEOs:

1. To award a two year conditional WIA Adult/Dislocated contract to Eastern Maine Development Corporation pending submission of completed FY13 A-133 “unqualified” report with EMDC’s completed response by May 1, 2014.
2. The TCWIB also requests that upon receipt of the auditor’s engagement letter for FY13 review that EMDC forward a copy of the engagement letter to the TCWIB.
3. Based on program performance, financial management and submission of a completed FY13 A-133 report the TCWIB reserves the right to put the WIA services back out to bid.
4. The TCWIB requires that EMDC work to resolve the financial matters and be removed from the status of High Risk Grantee Designee.

Hillary seconded the motion. Vote: 2 abstentions, 16 YES votes. Motion carried.

Shawn made a motion to recommend the following to the CLEOs:

1. To award a two year conditional WIA Youth contract to Eastern Maine Development Corporation pending submission of completed FY13 A-133 “unqualified” report with EMDC’s completed response by May 1, 2014.
2. The TCWIB also requests that upon receipt of the auditor’s engagement letter for FY13 review that EMDC forward a copy of the engagement letter to the TCWIB.
3. Based on program performance, financial management and submission of a completed FY13 A-133 report the TCWIB reserves the right to put the WIA services back out to bid.
4. The TCWIB requires that EMDC work to resolve the financial matters and be removed from the status of High Risk Grantee Designee.

Rick seconded the motion. Vote: 2 abstentions, 16 YES votes. Motion carried.

Kerrie Tripp turned the meeting back over to Chairman Dan Tremble.

A board member commented that the Youth proposal is very strong and that if the financial management issues improve, it would actually score much higher.

Q: Can the board issue a statement that will increase the accountability and address the behaviors / reluctance of Jerry to comply with requirements assuring those issues won't happen again?

A: Joanna will work with Ruby and Bob Clark to draft a statement, send out to the board to approve the statement and then we'll make that to EMDC

Comment: "You could tie that directly to number 3 of what we just voted on. And link it to that."

5. Action items and closing

- a. A reminder email to send votes will be sent out following this meeting.
- b. Joanna briefly mentioned EPIC Maine and will send links to the entire board to consider business sponsorship or participation in some way.
- c. Joanna will also send the entire board the questionnaire tool being used for strategic planning.

Kerrie motioned to adjourn the meeting and without objection the meeting adjourned at 9:39 am.

Please mark your calendars – 2014 Regular TCWIB Meetings 8:15am-10:45am

March 13, 2014

June 12, 2014

September 11, 2014

December 11, 2014

Respectfully Submitted,
Angela Oechsle
Program Assistant