



**Meeting Minutes**  
**TCWIB Executive Committee Meeting**  
**May 27, 2015 3-5pm**  
**26 Franklin St., Bangor**

**Attendance:**

Members: Ben Sprague - TCWIB Chair, Julie Johnston (by phone), Denice Conary, Scott Cuddy, Nikki Fletcher, Kerri Tripp (by phone)

TCWIB staff: Joanna Russell, Angela Oechsle

Chair Sprague called the meeting to order at 3:08pm with a thank you and welcome.

**I. Review of April 3, 2015 Executive Committee Minutes:**

**MOTION:**

Denice Conary a motion to approve the minutes from the April 3, 2015 meeting, which was seconded by Nicole Fletcher.  
Motion carried. Minutes approved.

**II. Update on Fiscal Agent**

TCWIB executive director informed the committee on strategies for identifying a new fiscal agent. The CLEOs did meet and talked about process of designating the fiscal agent and subcontract with Sarah McLaughlin for financial management of the contracts and perform the daily operations and submit quarterly reports.

The Tri County CLEOs have agreed to designate Penobscot County at the fiscal agent and contract out the financial management and reporting to Sara McLaughlin.

**Q:** Are you comfortable with where this is all heading and the process now?

**A:** We are heading in a good place and are on track with transitioning by July 1, 2015. I have talked with Bill Collins, the administrator for Penobscot County, and I think I can work really well with Bill. What feels really good is that Penobscot County is getting behind us.

**Q:** You mentioned interim services as far as Sara goes so will there be a...? (Scott)

**A:** We want Sara on board as soon as possible to assist with the transition and prepare for PY15. I don't think Penobscot County will need to procure as we'll be working with her already and the intent is to hire her as a contractor permanently.

**Q:** Do you think this is a good transition and is as seamless as its going be?

**A:** In my opinion, I think that transition and the way they've set it up is going to be easier than if TCWIB set out to become their own 501 (c) 3. We'd have to hire a lawyer and go through that process...now we could do it but this way makes sense.

Joanna indicated that Sarah McLaughlin would like to meet with the TCWIB executive committee, the CLEOs and Penobscot County. (If possible, on next Friday June 5<sup>th</sup> around 1pm.)

### **III. PY15 Budget Review**

Estimated budget and service provider carry-in (pass through)

Also, provided were the R&E reports from NMDC through April 30, 2015.

### **IV. WIOA transition (new board configuration)**

We would like to have some time at the June 18<sup>th</sup> meeting to thank and recognize retiring and transitioning members.

Succession planning discussion

Discussion occurred on whether to keep finance committee separate from executive committee or combining. EC and finance can be joint standing committee.

By-laws will be updated on WIOA (form review subcommittee for this task)

**ACTION steps:** Joanna will review the TCWIB bylaws and current structure of EC

JR will forward contract with Sarah McLaughlin.

DOODLE poll out to full board for 30 minute

A recommendation was made that when we do meet it can overlap with lunch

### **V. TCWIB board members**

EC continued discussion about membership and board make up under WIOA.

The size of the board does shrink and the required members can only fill one slot, not multiple like under WIA.

**VI. June 18<sup>th</sup> meeting (last TCWIB meeting under WIA)**

The executive committee gave Joanna their blessing to make a portion of the June meeting as a nice thank you/celebration recognizing the good work  
8:15am-10:45am

Discussion over whether we need to have a call with the full board to inform them on fiscal agent status and recommend the transition plan.

Chair Sprague suggested we have to conduct a call between the 5<sup>th</sup> and the 18<sup>th</sup>.

EC members will try to attend June 5<sup>th</sup> - RSVP to Joanna

Motion to adjourn was made by Scott Cuddy, which was seconded by Kerrie Tripp.  
Motion carried.

Meeting adjourned at 4:27 pm.

Respectfully submitted,

*Angela Oechsle*