



Meeting Minutes
TCWIB Executive Committee – CLEO Meeting
June 5, 2015 12:30pm
97 Hammond St., Bangor

Attendance:

Members: Ben Sprague - TCWIB Chair (by phone), Denice Conary, Scott Cuddy, Nicole Fletcher, Kerrie Tripp, Dan Tremble

CLEOs: Tom Davis, Penobscot County; James White, Piscataquis County; Joe Brown, Hancock County

Penobscot County (new TCWIB fiscal agent): Bill Collins, Penobscot County Administrator and Scott Adkins, Penobscot County

Guest: Sara McLaughlin

TCWIB staff: Joanna Russell, Angela Oechslie

Chair Sprague will be late joining, therefore, Scott Cuddy called the meeting to order at 12:30 pm acknowledging that Ben will join by phone when he can. Introductions were made around the room.

I. Review of May 27, 2015 Executive Committee Minutes:

MOTION:

Kerrie Tripp made a motion to approve the minutes from the May 27, 2015 meeting, which was seconded by Dan Tremble.

Motion carried. Minutes approved.

II. Transition update - Review

TCWIB Executive Director updated the group with current status update of the transition to a new fiscal agent. She referenced a document from the new Workforce Innovation and Opportunity Act (WIOA) legislation that gives the general requirements of what is expected from the fiscal agent in a local area.

Joanna turned over the transition discussion to Sara McLaughlin. She explained her consultant background and financial management experience. She has been working with Local Area 3 since January 2010. She gave a brief scope of the work she performs daily, weekly, monthly, and quarterly. She does payables and receivables, draw requests and pays the service providers.

Discussion on transition to Penobscot County as fiscal agent

Considerations:

- The audit (A133) would be done annually - paid by Penobscot County
- Cost for board insurance is paid from TCWIB PY15 admin contract
- Discussion occurred on whether separate CLEO insurance is necessary
- Employment contract(s) for TCWIB staff
- Who supervises Joanna? The CLEO & Board, rather than the fiscal agent administrator
- Addressing Conflicts of Interest
- Liability of the CLEOs as fiduciaries of WIA / WIOA funds

CLEO Davis briefly discussed legal issues and future procurement.

Sara indicated that the transition of funds will occur via a process that includes Northern Maine Development (NMDC) payments of carry-over and an advance from (Maine Dept. of Labor) MDOL to assure that no interruption of payments to EMDC occurs. MDOL is aware and will be willing to work with us on that.

Q: How would you characterize your working relationship with MDOL?

A: I feel I work very well with MDOL. We do work closely together. I ask of them and they ask for information from me. We have a good working relationship.

Q: Is it just you? What if something happens to you?

A: I have a disaster recovery plan which I could share with you. I do the work for Local Area 3 for about 15 hours per week. I think where Tri County is smaller; I estimate that I will work on Local Area 2 about 10-15 hours per week.

Q: What about the high risk status?

A: We are no longer designated high risk. Simply by separating from NMDC, TCWIB is not high risk.

Scott Cuddy noted that other transition related documents were provided for review

III. Memorandum of Agreement (MOA) draft for discussion

The MOA between the County of Penobscot, TCWIB and the Tri County CLEOs was presented. Discussion over who would sign contracts or checks on behalf of the County of Penobscot. The designee / signatory would be Dan Tremble as Penobscot County Treasurer. Thus, Dan Tremble would resign from the TCWIB effective today.

Please provide feedback on the MOA by Wednesday June 10, 2015 noontime.

IV. Notification letter to Commissioner Paquette

TCWIB executive director sent the letter to Maine's Labor Commissioner on June 2, 2015 so the process for the transition could begin as soon as possible.

V. 2015 Local Area Designation under WIOA – review draft documents

The request for designation will be sent by Joanna to Commissioner Paquette. Commissioner Davis made a motion to agree to send the request letter to Jeanne Paquette requesting designation of the Tri County Area (Local Area 2) as an area under WIOA for the period of programs years 2015 and 2016 (PY 15 and PY16). Commissioner Brown seconded the motion. Discussion Motion carried.

VI. Review MDOL PY15-01 Policy – Initial Designation under WIOA

Policy from Maine's SWIB was discussed. Public comment period is open for public to give feedback on the policy until June 19, 2015. Strong comment from Local Area and County Commissioners should occur.

Action item: Joanna will send an email giving everyone the dates of the public comment period and how to make comments.

Other business:

The Board design under WIOA was reviewed and Joanna indicated that along with four CORE partners the boards will draft a strategic unified plan.

HR person from Jackson Lab has indicated interest in membership on the board. Joanna asked the CLEOs to consider appointed her.

Commissioner Brown made a motion to approve Denice Conary as a Tri County board member representing Penquis CAP which Commissioner Davis seconded. Motion carried.

Motion to adjourn made by Denice and seconded by Nicole. Motion carried. Meeting adjourned at 1:55pm.

Respectfully submitted,

Angela Oechsle