



Maine Welfare Directors Association
Local Government Center • 60 Community Drive, Augusta, Maine 04330-9486

MWDA Meeting Agenda

January 5, 2024 – 9:30 a.m. – MMA Augusta & Zoom

Roll Call: Ryan Gorneau, Deb Crocker, Ellen Moore, Jay Feyler, Stacey Parra, Harrison Deah, Jane Maynard, Denise Murray, guest Amanda Campbell, Legal Services (MMA) and Chelsea Carll (MMA).

On Zoom: Guest, Ian Yaffe Director of the Office of Family Independence

Absent, excused: Melissa Albert, Katie Wilcox

It was determined there was a quorum of at least 5 to conduct business.

President Harrison Deah called the meeting to order at 9:32 a.m.

2: Approval of September 22, 2023 minutes and November 15, 2023 minutes.

- Motion made by Stacey Parra to approve the minutes for September 22, 2023 minutes and November 15, 2023, and seconded by Harrison Deah. All approved.

3. DHHS - GA application and CORE training

Ian Yaffe was connected to this meeting through Amanda Campbell regarding updates to the GA Application, and the board shared feedback regarding those proposed changes.

Ryan Gorneau sought clarification regarding conflicting information regarding repeat reapplicants within the same municipality and seeking reasons behind the reform. He also spoke to the need for a statewide database to track applicants in lieu of paper applications.

There was group discussion regarding the current application, and the support and communication they require from DHHS to navigate their processes. Stacey Parra and Jay Feyler each expressed the challenges that new processes bring to staff that are not fully trained in their roles, and the impact it has on day-to-day operations.

Ian Yaffe reported that changes were minimal to the GA application, with the exception that the repeat applicant form was made as a short-term solution to simplify the repeat process. Yaffe shared that he is new to his current role (2 months) and expressed appreciation for the feedback presented to the proposed changes to the application. He will follow up with Amanda Campbell on how best to move forward and offered to meet with the board again.

Ian Yaffe reported on CORE training (Culture of Respect and Empathy) which is routinely offered to DHHS staff. The training includes pre-training materials (pre-work), and a 2-hour on-

site training. It is generally offered to staff who are in a client-facing role. He offered to facilitate CORE training at MWDA's spring seminar or to a smaller cohort of administrators in the future. He said it could be offered in-person, virtually or in a hybrid platform.

There was discussion about whether to include this at the annual seminar, and whether it is beneficial to the whole of the participants or to a broader audience. Jay Feyler spoke about potentially partnering with MMA to offer the training for multiple municipal leaders in the state; particularly in smaller communities.

Ryan Gorneau requested a sample of the product for review, and Ian Yaffe will send materials along to Amanda Campbell to determine the logistical aspects of offering this training.

Harrison Deah asked Ian Yaffe about a timeline on the database, to which Yaffe reported that there's an RFP in process and they are currently working with vendors to develop a timeline for a system. There was a discussion about what would be included in the database and how it would be integrated into various GA programs. Yaffe offered that this would be able to integrate the WELPAC and ACES data already existing. There were also questions about automating the client consent process.

Ian Yaffe closed by thanking the board for their time and feedback, welcomes regular communication from the board, and is interested in attending future board meetings as applicable. He left the meeting at 10:15 AM.

4: Upcoming Webinars

Ryan Gorneau reported that training offering will be consistent to last year's calendar. A discussion was held regarding the agenda and speaker assignments for the following workshops:

- **GA Basics Webinar - 2/13/24**
9 AM – 3:15 PM, Zoom Webinar
 Agenda:
 9-10 AM GA Basics – Harrison Deah
 10-11:30 AM State Forms and Fact Pattern – Jay Feyler and Stacey Parra
 10:50 – 11:05 AM Break
 11:05 – 11:30 AM Fact Pattern (Cont.) – Jay Feyler and Stacey Parra
 11:30 – 11:45 AM Forms – Jane Maynard
 11:45 AM – 12:45 PM Lunch
 12:45 – 1:15 PM Social Media – Rindy Fogler (Confirmed)
 1:15 – 2:15 PM Heating Fact Pattern – Ryan Gorneau
 2:15 – 3:15 PM Q&A – MWDA Board members

- **Membership Roundtable 2/21/24**

2-3 PM, Zoom Meeting

Ryan Gorneau spoke about the need to pose questions in the listserv in advance to steer the topics to bring to the roundtable. Stacey Parra will be working on making some reminders and encouraging participation through the listserv.

- **Advanced GA 3/12/24**

9 AM – 2:30 PM, Zoom Webinar

9 – 9:15 AM Introductions – Harrison Deah

9:15 – 10:15 AM Advanced Fact Pattern – Ryan Gorneau

10:15 – 10:45 AM IAR Form and Reimbursement – Robin Reed, DHHS, confirmed

10:45 AM – 12:00 PM DHHS Programs Overview - Jim Hudson, DHHS (pending)

12 – 12:45 PM Break

12:45 – 1:30 PM Fair Hearings – Harrison Deah

1:30 – 2:15 PM GA Scenarios – Stacey Parra and Jay Feyler

2:15 – 2:30 PM Q&A – MWDA Board Members

5: Spring Seminar

- **Agenda planning**

A discussion was held regarding the agenda and speaker assignments for the Spring Seminar, which will take place April 22-23 at the Hilton Garden Inn, Bangor.

Day 1

8 – 9 Breakfast and Registration

9 – 9:15 Introductions – Harrison Deah

9:15 – 9:45 Legislative Update (?) - Amanda Campbell, MMA (?)

9:45 – 10:15 HOLD for DHHS – Ian Yaffe (either day)

10:15 – 10:30 Break

10:30 – 12 Immigration Panel of Providers – Representatives from (potentially)

Prosperity Maine, Immigration Center in Lewiston, Jewish Community Alliance, others pending – Deb Crocker to reach out to

12 – 12:45 Lunch

12:45 – 1:45 Mental Health/Stress-focused training (NAMI?), alternative spot for Ian/DHHS if that works - Jane Maynard spoke of Greg Marley with NAMI

1:45 – 2:45 Act I: Basic GA Interactive Application - Jane Maynard and Stacey Parra

2:45 – 3 – Break

3 – 4 Act II: Basic GA Guided Application – Full MWDA Board

4 Adjourn

5:30 - Join the MWDA board for dinner at Kobe Steakhouse

Day 2

8:30 – 9 Breakfast and Registration
 9 – 9:15 Introductions – Harrison Deah
 9:15 – 10:15 Know your Legal Resources (?)– Amanda Methot, MMA (?) or Ian Yaffe with DHHS?
 10:15 – 10:30 break
 10:30 – 11:30 Not Just Surviving but Thriving – Abby Dipasquale - pending.
 11:30 – 12 – GA Trivia Biz – Stacey Parra, Jane Maynard and Denise Murray
 12 – 12:45 Lunch
 12:45 – 1:15 Annual Meeting & Elections
 1:15 – 2:15 Emergencies– Harrison Deah and Ryan Gorneau
 2:15 – 3 PM Roundtable Wrap-Up – Full MWDA board

- Prizes and Gifts
 Jay Feyler brought up the need for gifts for speakers, and prizes for attendees. Jay has offered to pick up gift cards for attendee door prizes, and Harrison will work on gifts for speakers.

Deb Crocker spoke to the need for immigration training – Fatuma Hussain Immigrant Center in Lewiston has been working with Deb on immigrants coming to the Topsham/Brunswick/bath area and spoke to experiences with lack of housing – temporary hotel stays and shelters – and acclimating immigrants to DHHS support and support networks. Gorneau proposed that a panel of speakers are invited regarding immigration.

Jay Feyler will inquire on Ian Yaffe’s availability to speak either morning regarding DHHS updates. He also advised to keep DHHS and MMA legal speakers on separate days. There was a discussion about having Sarah join Ian, since Ian is new to his role.

Jay requested a timeline for the member of the year. Chelsea Carll will initiate the process internally with MMA.

Deb will be working on the slate for the elections process.

Stacey reminded the group that the board typically meets the Sunday evening prior to the conference.

6: Other business

- Executive Board Attendance at Trainings/Spring Seminar at no cost with participation

Stacey Parra presented the idea of all executive board members of the MWDA who are either on the agenda or registered to attend be offered complimentary admission.

Jay Feyler made a motion that any executive board member that registers for a training can attend at no cost, seconded by Stacey Parra. All approved.

- 2024 Budget

Chelsea Carll circulated to the board that this time last year, the president provided the September financial report and the finance committee reviewed the proposed budget for approval in mid-January. Stacey Parra, Ellen Moore and Denise Murray will meet to review the budget for 2024 for approval at the next board meeting.

- MWDA Workshop Cancellation Policy Proposed Revisions for 2024

Chelsea Carll presented minor revisions to MWDA's cancellation policy so that it more closely aligns with the language in the MMA cancellation policy.

Motion was made by Jay Feyler, seconded by Stacey Parra, to approve the proposed changes. All approved.

- MWDA Ebiz & Credit Card Budget Line

Chelsea Carll reported that the Ebiz platform is ready to be used for MWDA's workshops, so that it will be available for participants to register and pay via credit card. She reviewed the memo regarding this update and reported that this memo will be communicated to the membership on the event marketing blasts.

There was a point of clarification from Stacey Parra whether the group or the individual pays the credit card processing fee integrated in the ebiz transactions. Chelsea Carll will follow up. There was discussion about how to offset the expenses from the credit card transaction fees through membership dues or other means.

Ryan Gorneau inquired about using ebiz to donate to the scholarship fund, and Chelsea will inquire to the IT Team on that capability.

Jay Feyler inquired about MWDA having a platform for on-demand training. Chelsea Carll will connect Jay with Peter Osborne in Educational services to speak further on this topic.

Stacey Parra asked for an update from MMA on an outstanding inquiry to move MWDA's website to a new website. Chelsea Carll will inquire with the Resource Center and follow up.

Adjournment

Motion to adjourn by Jay Feyler, Seconded by at Ryan Gorneau at 12:01 PM .

APPROVED