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

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**MWDA Executive Board Organizational Meeting Agenda**

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**July 19, 2024 – 9:30 AM – MMA Building, Augusta**

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Roll call: Ryan Gorneau, Stacey Parra, Denise Murray, Harrison Deah, Jay Feyler, Paige Kombakis, Angelia Christopher, Chelsea Carll (MMA)

Absent, excused: Rindy Fogler, Jamie Longley, Jane Maynard

President Ryan Gorneau called the meeting to order at 9:29 a.m.

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

1: Welcome new Board members:

- Rindy Fogler
- Angelia Christopher
- Paige Kombakis
- Jamie Longley

2: Administrative Guide Review (Electronic copies only)

Ryan summarized the bylaw changes that were accepted at the annual business meeting in May.

Ryan requested that his address be updated to 39 Forest Ave in Portland, and remove his phone number as listed.

Angelia said to update her listing to the City of Gardiner, 6 Church St. in Gardiner, 04345. 207-530-0178. [achristopher@gardinermaine.com](mailto:achristopher@gardinermaine.com).

Paige has requested to update her phone contact to 207-632-2240.

Chelsea will update the full board list and circulate to the board once completed. She has requested everyone's cell numbers if they want to share them for a personal sheet.

- Officer duties  
 Ryan led a discussion about the role of officers, as listed in the admin guide, starting on page 18.

Ryan expressed that the first VP is generally the main supporter of training but has asked all to contribute to the planning and development of workshops this year. He brought up that they have a new treasurer, Stacey, and MMA is working to connect Stacey with the finance department to establish the privileges for that role.

Stacey spoke about some concerns she has regarding the website and has been working closely with MMA to update their page with new forms and worksheets. She said that there has been some confusion as to how the board should be submitting their updates. Chelsea will clarify the process for requested web updates and will forward the memo from Peter Osborne (MMA Ed Services Director) regarding the upcoming website migration.

- Committees

Ryan led a discussion on the roles and responsibilities of each committee, as listed in the admin guide starting on page 20.

Jay has requested a list of members interested in joining committees since renewals have been sent. Chelsea will follow up.

For the finance review committee, it was confirmed that Stacey will chair the committee, with Harrison, Denise and Jane as members.

For the nominating committee, Rindy will be the chair, Harrison will join as past president, and they need 2 regular members to fill the board.

A listserv message will go out for 2 spots on the professional development, 2 spots on the nominating committee, and 2 spots on the legislative committee.

For the legislative committee, the President and Immediate Past President will co-chair (Ryan and Harrison). The committee shall also consist of the Past President (Jay) and First Vice President (Rindy) and at least two regular members of the association (tbd).

### 3. Review training, board meeting & roundtable meetings for remainder of 2024

- August 14 - Membership Roundtable (zoom)

Ryan is available to lead the discussion and would like the board to log in 15 minutes early, prior to the start of the meeting, for the group to agree on topics of discussion.

- September 20 – GA Basics workshop

Ryan proposed to the board that the group use the same agenda from the February GA Basics for the September GA Basics.

9-10 AM GA Basics - Harrison

10-11:30 AM Basic Fact Pattern & Submitting State Forms - Stacey/Ryan

11:30 – 11:45 AM Forms – Jane

12:45 – 1:15 PM Social Media and Pay Sources – Rindy (Ryan will speak with Rindy in content about cash app payment applications to the presentation)

1:15 – 2:15 PM Utility Disconnects – Paige

2:15 –2:30 DHHS Visit  
2:30 – 3:15 Q&A – MWDA Board members

Stacey inquired whether to invite DHHS to speak, and the group agreed to include them.

- September 20 - Executive Board meeting  
Chelsea let the board know that she will be unavailable to take minutes, and will have another MMA staff member fill her place.

Stacey asked the group whether to keep or remove the meeting, and the group agreed to keep it. Ryan said it would be a brief meeting at 3:15.

- October 18 – Advanced GA workshop  
Ryan led a discussion for the agenda.

9:00-9:15 Welcome with Ryan  
9:15-10:15 Advanced Fact Pattern/Lump Sums – Ryan  
10:15-10:45 IAR Forms and Reimbursement – Robin Reed, DHHS (Stacey will confirm Robin's availability to come in-person). Angelia will be a backup presenter if Robin is unavailable.  
10:45 – 12:00 DHHS Programs Overview – Jem Hodsdon and Sean Emmons, OFI/DHHS (Ryan to confirm their availability to come in-person)  
12:00-1:00 PM Lunch  
1:00 – 2:00 Burials and Cremations – Paige  
2:00 – 2:45 GA FAQ's – Stacey and Ryan (Stacey will check in with the hotline to gather pressing questions and topics)  
2:45 – 3:15 Q&A – MWDA board

- November 13 - Membership Roundtable (zoom)  
All board members will be participating.
- December 6 - Winter Issues  
9:00-9:15 Welcome with Ryan  
9:15 – 10:15 Emergencies - Harrison  
10:15 – 10:30 Break  
10:30 – 11:30 Heating Fact Pattern – Angelia and Jamie  
11:30 – 12:00 Electric Collections & Assistance Information – Jake Violette, Supervisor, Credit & Collections Department, Central Maine Power Co.  
12:00 – 12:45 Lunch  
12:45 – 1:45 Basic Fact Pattern – Jane Maynard or 211 program - pending  
1:45 – 2:45 McKinney-Vento Homeless Assistance Act - pending  
2:45 – 3:15 Building your GA Toolbox – MWDA Board Members

3:15 – 3:30 Q&A

Yankee gift swap and 50/50 Raffle

#### 4. 2025 Calendar Planning

Ryan reviewed the 2024 training and events calendar and proposed that the board mirror the calendar for 2025. The board agreed.

#### 5: Spring Seminar

- Ryan inquired to the group whether to stay at the Hilton Garden Inn or move to another venue. Chelsea will distribute the eval composite for the board members. The board is in favor of keeping it at the Bangor Hilton Garden Inn for a Monday/Tuesday in late April and Chelsea will reach out to the venue for their availability. She will inquire for April 28-29, as there is a holiday weekend the prior week.

#### 6: Finance Report

- 2024 Budget  
Stacey reported on the drafted 2024 budget for approval. Chelsea had submitted suggested edits for review, and the following have been adopted:

Revenue line changes:

40701 will be renamed "Winter Issues/Other Training"

40704 will be renamed "GA Basics – Spring" instead of "GA Basics – One"

40706 will be renamed "GA Basics – Fall" instead of "GA Basics – Two"

40708 will be renamed "GA Basics – Extra" instead of "GA Basics – Three"

40705 will be renamed "Advanced GA – Spring" instead of "Advanced GA – One"

40707 will be renamed "Advanced GA – Fall" instead of "Advanced GA – Two"

Stacey reported that \$3000 has been budgeted for 40707.

40709 will be renamed "Advanced GA – Extra" instead of "Advanced GA – Three"

Expenditure line changes:

50235 will stay on the budget in the event it is needed in the future. No bank fees were incurred in 2023.

50238 has \$801 budgeted for ebiz transactional fees, per guidance by MMA finance in February 2024.

50416 will have reduced Legal Fees from prior years.

50813 will remain named "TRAINING (ON DEMAND)".

Motion made by Stacey, seconded by Ryan, all approved the budget as amended.

- Stacey reviewed the profit/loss from each class last year, and reviewed the 2024 Spring Seminar profit/loss.

7: Legislative Committee report

- Jay reported on a recent caucus and discussed those outcomes. There was a group discussion.

8: Other business

Ryan spoke about a potential position opening up in the City of Portland that he may pursue.

Motion made by Jay, seconded by Ryan, all approved to adjourn the meeting at 11:08 a.m.