

# **Central/Western Maine Workforce Investment Board [CWMWIB]**

## **Executive Committee Conference Call Meeting Minutes**

**October 14, 2014  
Lewiston CareerCenter, Lewiston Maine**

**Members calling in:** Craig Nelson, Jim Trundy, Dale Morrell

**Staff attending:** Jeff Sneddon

### **Call to Order**

The meeting was called to order by C. Nelson.

### **Approval of August Meeting Minutes**

The meeting minutes were presented by C. Nelson and approved by all participating members.

### **CWMWIB Activities**

J. Sneddon updated the Executive Committee regarding the recent efforts by the CWMWIB to support and highlight the manufacturing sector. CWMWIB partnered with the Manufacturers Association of Maine to participate in “National Manufacturing Day”. We had over 340 students visit over 10 manufacturers in our five county region; from over a 100 students that visited both Thos. Moser Cabinet Making and Mountain Machine Works in Auburn to well over another 100 that visited Formtek in Clinton from 3 different Regional Technical Centers.

C. Nelson suggested that a representative from the Maine Development Foundation (MDF) could be a good addition to the Board. J. Sneddon indicated that Board membership is part of the new WIOA and that there will be new rules coming out about the composition of the Board. Once the rules are available, there will be definite changes to the existing Board and that MDF may be considered at that point. He mentioned his participation in the series of webinars hosted by the ETA for information gathering sessions regarding the pending WIOA. ETA will be using the information obtained to assist in the upcoming rule and policy making for WIOA implementation.

J. Sneddon spoke about the recently awarded Job-Driven National Emergency Grant (JD-NEG) and that the target population for the grant is the long-term unemployed; the executive committee discussed the importance of recruiting for this audience and ideas for program awareness/recruitment were identified (food pantries, homeless shelters, general assistance, etc.).

The corporate status of the CWMWIB was discussed and D. Morrell will review the corporate by-laws and make recommendations. D. Morrell suggested that he may contact the LWIB consultant that we worked with in 2010 for input and guidance.

J. Sneddon mentioned that BES would be monitoring the CWMWIB and the Wilton CareerCenter the following week (October 20 – 23). J. Trundy indicated that WMCA will request a technical assistance meeting with BES regarding the Common Measures requirement (Average Earnings) and the difficulty to meet this metric due to the overall lower wage environment in WMCA’s service area.

An update was given by J. Sneddon on the Corrective Action Plan (CAP) as a result of the Federal monitoring in the fall of 2013. There are two actions left that he is working closely with MDOL to resolve; he will continue to keep the Executive Committee informed as progress is made:

- To resolve CW#2 (a policy for handling Personally Identifiable Information – PII) he is in the process of drafting the PII policy and will present it to the Board for approval at the next Board meeting.
- To resolve CW#11 (Labor Market Information dissemination to participants and access to it in CareerCenters) J Sneddon will provide evidence that service provider staff understand this requirement by ensuring that staff receive training/understanding of this requirement and sign a statement indicating they are aware and understand the requirement. The signed statements will be forwarded to MDOL-BES for review and approval.

### **Other Business**

The Executive Committee discussed the next bi-monthly Board meeting and whether to have it in December or January. J. Sneddon presented the idea of having the meeting in December at the Foster Technical Center in Farmington. He will poll the Board for a meeting on December 19<sup>th</sup> and will contact G. Kapiloff, Director of Foster Technical Center to determine if we can have the Board meeting there and a facility tour after.

There was no other business to conduct and the meeting was adjourned.