

Central/Western Maine Workforce Investment Board [CWMWIB]

Executive Committee Conference Call Meeting Minutes

November 20, 2014
Lewiston CareerCenter, Lewiston Maine

Attendees: Dale Morrell
Attendees by conference call: Craig Nelson, Jim Trundy
Staff: Jeff Sneddon

Call to Order

The meeting was called to order by C. Nelson.

Approval of October 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 release of the DRC contract employee at the Augusta CareerCenter. He explained the events leading up to the termination. He inquired about the possibility of the employee asking for a letter of recommendation and what our position would be. It was agreed that the normal response in many organizations is to only provide the date of employment and the title of the person's position. The Executive Committee recommended that J. Sneddon speak BES, DEI grant coordinator and the Augusta CareerCenter to determine how to make the DEI grant successful at the Augusta CareerCenter.

The corporate status of the CWMWIB was discussed; D. Morrell reviewed all the pertinent documents and indicated that he is working on a recommendation for the structure of the organization. He will continue to review the WIA regulations as he works through this issue to ensure that we are following the intent of the law. His recommendation is to acknowledge that we have an Advisory Board for the CWMWI for WIA purposes.

The Executive Committee was briefed by J. Sneddon regarding BES' recent monitoring of the CWMWIB and the Wilton CareerCenter (October 20 – 23). He discussed the two potential findings for the CWMWIB that were identified during the debriefing: Past Subrecipient monitoring conducted by CWMWIB and not having any findings/compliance issues during the PY12 program monitoring visit with the Lewiston CareerCenter (BES indicated they found compliance issues that were not identified during our review); BES is concerned that the Wilton CareerCenter is serving customers without enrolling them into WIA.

There were four potential findings for the Wilton CareerCenter which were associated with the Adult & Dislocated Worker programs and the participant files: BES found some files in which participant application forms were signed but not dated; in some participant files the UI printout screen was being used to determine Dislocated Worker status; there was a significant time gap between application date and enrollment date; date of service logs did not match up in

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some files. There were three issues BES identified for the Youth program at the Wilton CareerCenter, but BES was not sure at the time of the debriefing if they were Areas of Concern or Findings. Once the final report has been provided to J. Sneddon he should have a better understanding of what the actual findings are and what is required to resolve them. He will keep the executive committee updated during this process.

J. Sneddon recommended having a steering committee meeting in January to review both the 5-yr local plan and to review the WIOA transition plan from BES if available by then.

Other Business

C. Nelson suggested two employers for Board membership: Larry Higgins, of J & M Machining in Skowhegan and Matt Walters, Woodlands Assisted Living in Waterville. J. Sneddon will follow up with J. Trundy and the CareerCenter managers regarding possible interest in serving on the Board.

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