

Central/Western Maine Workforce Investment Board [CWMWIB]

Executive Committee Conference Call Meeting Minutes

**December 17, 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 November Meeting Minutes

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

CWMWIB Activities

The corporate status of the CWMWIB was discussed; D. Morrell indicated that he is working on a recommendation for the structure of the organization. He will have more information to discuss/present at the next Executive Committee (EC) meeting in January. C. Nelson offered to review all draft documents once they have been completed and will work with D. Morrell on this task and report back to the EC.

J. Sneddon updated the EC regarding the recent BES monitoring corrective action plan that he is drafting; the most significant task will be to procure the youth services. He is working with BES on this task as well as waiting for any rules on the pending WIOA that may impact this activity.

The recent release of the DRC contract employee at the Augusta CareerCenter was discussed; J. Sneddon indicated that he received a letter from the Maine Bureau of Unemployment Commission informing him of a pending telephone fact finding interview will be conducted on January 8, 2015. It was agreed that J. Sneddon should answer all questions to the best of his knowledge and refer the BUC to both the BES letter and his letter to the terminated employee for specific details as well as refer them to BES for any additional information regarding the incident outlined in their letter (both letters were sent to BUC).

Other Business

The upcoming Board meeting was discussed; it was suggested that J. Sneddon be sure to include directions to FTC to the Board as well as a reminder so there would be a quorum. J. Sneddon also mentioned that his annual performance review needed to be completed. The EC will work together on the review and discuss it with J. Sneddon once it has been completed.

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