

Central/Western Maine Workforce Development Board (CWMWDB)

**Executive Committee
Meeting Minutes**

June 21, 2017

Attendees calling in: Jim Trundy, Muriel Mosher
Attendees: Dale Morrell
Staff: Jeff Sneddon, Helen Crabtree

Call to Order

The meeting was called to order by C. Nelson.

Approval of May 17, 2017 Meeting Minutes

The meeting minutes were presented by D. Morrell and approved by all participating members. All were pleased with the brevity.

CWMWDB Activities

J. Sneddon reported on three workforce development activities - WIOA monitoring, Regional Planning/RPAGS, and One-Stop Operator Procurement - as follows:

• **WIOA Monitoring**

- (a) The canceled monitoring, due to J. Sneddon's medical leave, with the state was done on Monday 6/19/2017; he will monitor Augusta on Tuesday 6/20/2017, and will monitor Wilton next Monday 6/26/2017. The focus of the monitoring is to assess the CareerCenters' status with the implementation of WIOA— what, if anything still needs to be completed. Ginny Carol monitored CWMWDB on June 19th and indicated that there would be no findings, only identification of what was needed for WIOA compliance. She was pleased with the overall outcome. Ginny mentioned that the One-Stop Operator (OSO) procurement needed to be in place by August 30th 2017.
- (b) Augusta CC monitoring went well but unfortunately, the Assistant Manager, Jeanne Norton, suddenly passed away last Thursday, 6/15/2017. J. Sneddon reported not seeing a monitoring report from Region#1 and he will follow up with Ginny on the status and whether or not she will model after Boston's monitoring style/tool;
- (c) Reported having to review files online vs paper reviews. Maine Job Link (MJL) electronic file monitoring is a time-consuming exercise but he will sit with one of the CareerCenter counselors to provide a more time-efficient method to accomplish monitoring Adult, Dislocated Workers' and Youth files.

• **Regional Planning/RPAGS**

J. Sneddon will follow up with the Board members about serving on an RPAG; the tracking report for the Regional Plan is being updated to reflect the new WIOA plan. D. Morell inquired about the workforce development's goals and what we are expecting for the RPAGs role and reporting? J. Sneddon proposed the following:

- 1) Have board members aware and more involved to add value to the RPAGs' role
- 2) To promote and/or create public awareness of the RPAGS' activities
- 3) Put out an RPAG activity report on an ongoing basis.

• **One-Stop-Operations**

After J. Trundy recused himself from the conversation, J. Sneddon mentioned that he is working with the Northeastern WDB to develop an RFP for the OSO; he met with Ginny Carroll (MDOL) to review and refine the draft RFP, and to review his cost analysis for the OSO role. She offered to provide technical assistance in the revision of scope of work that would meet our needs as well as be cost efficient, and be compliant with WIOA.

Other Business

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