

Central/Western Maine Workforce Investment Board [CWMWIB]

Executive Committee Conference Call Meeting Minutes

**August 20, 2014
Lewiston CareerCenter, Lewiston Maine**

Members calling in: Craig Nelson, Jim Trundy
Staff attending: Jeff Sneddon

Call to Order

The meeting was called to order by C. Nelson.

Approval of July Meeting Minutes

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

Federal Monitoring

J. Sneddon reviewed the Correction Action Plan Status Report with the Executive Committee and indicated that most of the findings are either resolved or close to it once he receives assurances from the CareerCenter managers indicating that staff have received, understood and implemented the new LWIB policies. There is one policy left to develop and it involves the handling of Personally Identifiable Information (PII). J. Sneddon will be working with MDOL to create this policy; MDOL recently created its own PII policy and he will use theirs as a guideline.

It was suggested that J. Sneddon create a list of policies that need to be reviewed on an annual basis to ensure that they are up to date.

CWMWIB Activities

An update was given to the Committee members by J. Sneddon regarding recent and ongoing activities:

- The recent Job-Driven National Emergency Grant (JD-NEG) awarded to MDOL (\$4.8 million) that will be used for collaborating with employers to provide work-based training (emphasis on work experience, On-the-Job Training and Registered Apprenticeships) to the long-term unemployed to enable them to return back to work. MDOL will be implementing the grant through the LWIBS statewide along with their service providers and workforce development stakeholders across the state. Two FTE positions will be hired; one by each service provider (BES, WMCA). CWMWIB will have grant oversight working with service providers as well as the new staff.
- Working with MDOL on the JD-NEG and the Healthcare industry to create and implement a Ready2Work Healthcare academy to prepare job seekers for specific health care occupations. Recently participated in two focus groups (Medical Assistants at Maine Gen and Certified Nursing Assistants at the Gray Birch assisted living facility) to obtain information/input regarding the curriculum development.
- Implementation of the 5-Yr Local Plan: In collaboration with the National Manufacturing Institute, Manufacturers Association of Maine (MAMe), and the Manufacturing Extension Partnership (MEP), Maine will be celebrating National Manufacturing Day on October 3, 2014. We hope to have at least 2 participating manufacturers in each of our 5 counties (Androscoggin,

Oxford, Franklin, Kennebec and Somerset) host open houses and tours of their businesses on 10/3/14. We are working with schools to send groups of students to tour these businesses to expand their knowledge about and improve the public perception of manufacturing careers and manufacturing's value to the Maine economy. Educators will learn about how to engage their students through manufacturing and students will learn about high tech-high paying jobs with benefits in the growing manufacturing sector in Maine.

- Continue to strengthen the partnership with the Maine EDD's; on 8/28 J. Sneddon will be participating in a webinar conference call with several of the EDD's, LWIB's and Charlie Colgan (USM) for an overview of Charlie's recent Industry Cluster report for Maine. The LWIB's are also working with the EDD's to develop WFD content for their Comprehensive Economic Development Strategies (CEDS).

Other Business

Briefly discussed the logistics of the upcoming Board meeting on September 19, 2014, which will be held at MaineGeneral Center for Health in Augusta. There was no other business to conduct and the meeting was adjourned.