

Central/Western Maine Workforce Development Board

Chief Elected Officials [CEO]

Conference Call Meeting Minutes

Thursday, October 13, 2016

Attendees by conference call: David Duguay (Oxford), Elaine Makas (Androscoggin), Gary McGrane (Franklin), Patsy Crockett (Kennebec), Bob Devlin (Kennebec), Dean Cray (Somerset)

Staff: Jeff Sneddon (Executive Director), Sara McLaughlin (Fiscal Agent)

Call to Order

G. McGrane called the meeting to order and welcomed the CEO Board members.

Approve September Meeting Minutes

D. Duguay made a motion to accept the August meeting minutes; E. Makas seconded the motion and the minutes were approved.

Budget Updates PY 2015 & 2016

S. McLaughlin presented the FY 2016 – 2017 WIOA Administrative Budget and Program Budget for review and approval. The program year is 25% over and our expenditures are 19% of the budget to date. She explained that the new formatted financial report provides a good picture of the WIOA funding allocation ratios (e.g. program 90%; administrative 10%). The report helps to monitor the spending rate of each allocation so we can manage the 10% effectively and not overspend if the program side does not expend the same level of funds. Next month, the CEO will codify and approve the PY17 budget once S. McLaughlin has determined to final amount of carry-in funds from PY16. She also reviewed the WIOA Program Budget-to-Actual for PY 2015 & PY 2017. A motion was made by P. Crockett to place the financial reports on file; the motion was seconded by E. Makas, which was unanimously approved.

WIOA Transition

J. Sneddon briefed the CEO about the Workforce Innovation and Opportunities Act (WIOA); The WIOA implementation site review on September 22nd seemed to go well and the reviewers were pleased with the information they received. He indicated that it was unclear if a formal review document would be issued as a result of the visit. If one is generated he will forward it to the CEO for review. The Local Plan was posted for public comment from August 12, 2016 through September 11, 2016 (no public comments were received); the Board approved the draft plan at the meeting on September 16th, and it was submitted to MDOL for approval on September 30, 2016.

J. Sneddon discussed a draft WIOA CEO Agreement that had been previously sent to the CEO for review. As a result of the CEOs' concern about the section under Liability regarding who would bear the liability (CEO or Governor) for any misuse of grant funds, he contacted G. Carroll, Division Director of Policy and Evaluation for MDOL for clarification. She responded via email and indicated that "in the event a local Government entity (County Commissioners) does not want involvement with or oversight of WIOA, their role under WIOA would get passed on to the Governor (State Workforce Agency)". She also mentioned that she is not aware of any states that do this currently. Once this was clarified, the CEO had a better understanding of the section in question as well as the repercussions of not having the oversight of WIOA. All agreed with the content of the language and requested that J. Sneddon edit the section for increased clarity.

CWMWDB Activities

An overview of workforce development activities was presented by J. Sneddon:

- As noted above, the WIOA Local Plan received no public comments, was approved by the Board and submitted to MDOL in September.
- Prepared and participated in the WIOA implementation site review on September 22, 2016 by the USDOL – Region One Office.
- Staff is working closely with manufacturers and schools (secondary and post-secondary) to implement Manufacturing Day in Local Region 3 which will be held on October 6, 2016.
- The TechHire grant is beginning to move forward, J. Sneddon is in the process of hiring a Navigator to work with job seekers and employers in Local Region 3.

Other Business

D. Duguay gave a brief update about his first meeting with the State Workforce Development Board; overall it was a positive experience and encouraging discussion. They mentioned that J. Small (CareerCenter Youth Counselor) had been recognized as a national award winner for her work with youth and employment.

There was no other business and the meeting was adjourned.

Attested by: _____
CEO Secretary

Date

Next Meeting: November 10, 2016 5:00 pm, location TBD