

Central/Western Maine Workforce Development Board

Chief Elected Officials [CEO]

Meeting Minutes

Thursday, November 10, 2016

Attendees: Patsy Crockett (Kennebec), Bob Devlin (Kennebec)
Absent: Dean Cray (Somerset), David Duguay (Oxford), Elaine Makas
(Androscoggin), Gary McGrane (Franklin)
Staff: Jeff Sneddon (Executive Director), Sara McLaughlin (Fiscal Agent)

Call to Order

J. Sneddon called the meeting to order and welcomed the CEO Board members.

Approve October Meeting Minutes

There was not a quorum so the meeting minutes will be approved at a later CEO meeting.

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 33% over and our expenditures are 26% of the budget to date. As noted on the report, she reclassified a portion of the health insurance to align with salary percentages that are allocated to other grants. S. McLaughlin reviewed the recently formatted financial report that identifies the WIOA funding allocation ratios (e.g. program 90%; administrative 10%) and explained the reason for the different colored cells. 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. There was not a quorum so the budgets will be approved at a later CEO meeting.

WIOA Transition

J. Sneddon reviewed the final draft of the WIOA CEO Agreement (final draft included revised language for increased clarity regarding the Liability section) that had been previously sent to the CEO for review. P. Crockett mentioned that she would review the final draft with one of the Kennebec County Commissioners to see if/how the language could be improved and would contact J. Sneddon with any recommendations.

The State Workforce Development Board (SWDB) recently developed sub-committees for oversight and implementation of its WIOA Unified State Plan. J. Sneddon has been selected to serve on the sub-committee will provide the CEO with regular activity updates during future meetings.

CWMWDB Activities

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

- Staff worked closely with manufacturers and schools (secondary and post-secondary) to host a highly successful National Manufacturers Day in Local Region 3 on October 6, 2016. Once the final participation figures are calculated J. Sneddon will provide the CEO with the information.
- J. Sneddon recently hired a Navigator to work with job seekers and employers in Local Region 3 as a key component to the TechHire grant. The new staff will start employment at CWMWDB on November 14th.
- CWMWDB participated with MDOL and the three other Local Workforce Development Boards (LWDB) at the Momentum Convention, hosted by MaineBiz on November 9th at the Augusta Civic Center. The goal was to create awareness about the CareerCenters Business Services among the employer community that attended the event. Each LWDB and MDOL had a booth at the event and interacted with employers throughout the day. Overall the time was well spent and numerous contacts were established with employers seeking to learn how the CareerCenters could assist them in to meet their hiring needs.

Other Business

There was no other business and the meeting was adjourned.

Attested by: _____
CEO Secretary

Date

Next Meeting: December 8, 2016 5:00 pm, location TBD