

# Central/Western Maine Workforce Investment Board

## Chief Elected Officials [CEO]

### Meeting Minutes

Thursday, November 12, 2015

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

#### Call to Order

J. Sneddon called the meeting to order at approximately 5:10 pm.

#### Approve Meeting Minutes

The following meeting minutes were reviewed and approved:

- August 13, 2015 – Motion by B. Devlin, seconded by E. Makas; unanimously approved
- September 10, 2015 – Motion by E. Makas, seconded by D. Duguay; unanimously approved
- September 21, 2015 – Motion by E. Makas, seconded by D. Duguay; unanimously approved

#### Budget Updates PY 2014 & 2015

The budgets for October were presented by S. McLaughlin for review and approval; we are 33% through the program year and expenditures to date are at 24%. J. Sneddon updated the CEO regarding the discretionary grants [Disability Employment Initiative (DEI), United Technologies Corporation (UTC), Job-Driven National Emergency Grant (JD-NEG), Sector Partnership National Emergency Grant (SP-NEG)]. The peer support workers (PSW) for the UTC project have finished and the contract has been extended to hire new PSW's for the pending Verso Paper layoff. The scopes of work for the other grants are progressing but at a slower pace than anticipated; staff turnover in the DEI grant; and much lower unemployment rates for Local Area 3 has made recruitment for occupational training more difficult than expected.

J. Sneddon asked the CEO if they would approve the use of WIOA funds in the amount up to \$1,000 to update the website according to the new compliance regulations that are in the SP-NEG grant. He will check to see if grant funds can be used first, but if not he would like to use WIOA administrative funds. A motion was made by E. Makas and was seconded by D. Duguay. The motion was unanimously approved.

#### WIOA Transition

An update was provided by J. Sneddon regarding the continuing transition from WIA to WIOA at both the local and state level. He provided the CEO Board with a document summarizing the ongoing activities. A significant amount of time has been devoted to his participation on the WIOA State Steering Committee. They are engaged in determining how the four required partners (WIOA,

Wagner-Peyser, Vocational Rehabilitation, and Adult Education) can integrate services and the development of a State Unified Plan.

**CWMWIB Activities**

Numerous activities that CWMWIB is involved in that focus on targeted industries for job placement were described by J. Sneddon. There are two existing discretionary grants that CWMWIB has that are specifically designed for this purpose; the JD-NEG and the SP-NEG as noted above. To help facilitate the development of a manufacturing sector strategy for the region, CWMWIB participated in the National Manufacturing Day event for the second year in a row. In Local Area 3 it was quite successful; 537 students from 16 different schools participated and toured more than 13 manufacturers throughout the region. The flagship event for the Manufacturing Association of Maine was held in our region at Strainrite in Auburn. Also in development is a “Ready2Work” Academy for the manufacturing sector; CWMWIB is working closely with employers, the Lewiston CareerCenter and Adult Education providers to create a short-term occupational training program to help prepare job seekers to enter employment in manufacturing.

**Other Business**

There was brief discussion about if/how to fill the CEO vacancy for Kennebec County; B. Devlin will continue to act as a proxy until another County Commissioner is appointed.

There was no other business and the meeting was adjourned.

**Attested by:** \_\_\_\_\_ **Date** \_\_\_\_\_  
CEO Secretary

**Next Meeting: December 10, 2015 5:00 pm, Location TBD**