

## Central/Western Maine Workforce Investment Board

### Chief Elected Officials [CEO]

### Meeting Minutes

Thursday, December 10, 2015

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

#### Call to Order

G. McGrane called the meeting to order at approximately 5:02 pm.

#### Approve November Meeting Minutes

The following meeting minutes were reviewed and approved:

- November 12, 2015 – Motion by E. Makas, seconded by D. Duguay; unanimously approved. G. McGrane abstained from the vote.

#### Budget Updates PY 2014 & 2015

The budgets were presented by S. McLaughlin for review and approval; we are 42% through the program year and expenditures to date are at 31%. She also reported on the recent FY 2015 fiscal audit conducted by DAFS; there were no findings as of the exit interview. This year's review was more rigorous since we came off the high-risk designation (e.g. about 40 drawdown reviews instead of 5 drawdowns last year). A motion was made by D. Duguay to approve the budgets as presented; the motion was seconded by E. Makas and unanimously approved by the CEO.

#### WIOA Transition

J. Sneddon briefed the CEO on the WIOA transition at both the State and local level; significant time has been dedicated to the development of the State Unified Plan and the implementation of the new regulations. He also spoke about the pending revision of the Local Plan; MDOL has agreed to a revised timeline and due date for it to be submitted. The new date will be 90 days after the State Unified Plan has been submitted to US DOL. Also being discussed is whether or not a "Regional Plan" will need to be created; or if the Local Plan will suffice as a regional plan as well. Once he receives a decision from MDOL he will inform the CEO.

#### CWMWIB Activities

An updated summary of Manufacturing Day (MFG Day) in Local Area 3 was given to the CEO: 600+ students participated from 16 different schools, ranging from 6<sup>th</sup> graders to college students. There were manufacturing employers participating from all five counties within Local Area 3; and

the Manufacturers Association of Maine held its flagship event at Strainrite, located in Auburn. Governor LePage also made an official proclamation that October is Manufacturing Month; the proclamation was posted on the National Manufacturing Day website.

J. Sneddon updated the CEO about the ongoing work within Local Area 3 involving targeted industries and workforce development. One of the growth industries they actively working with is the manufacturing sector as noted above; an employer advisory panel has been established utilizing many of the employers that participated in MFG Day to determine their occupational needs. The goal is to work with employers and educators to develop short-term occupational training to get job seekers more quickly employed with applicable skills that result in meeting the employer's needs and increases employee retention.

J. Sneddon has been working with partner agencies to prepare for the Verso Paper layoff; two Peer Support Workers (PSW) are in the process of being hired and will be housed at the Wilton CareerCenter. The PSWs' will help the employees as they are being laid off and guide them in their next step after Verso. He also mentioned his participation at the Franklin County Economic Development Council's (FCEDC) annual meeting and spoke to the attendees about the importance of collaboration between workforce development and FCEDC.

**Other Business**

There was no other business and the meeting was adjourned.

Attested by: \_\_\_\_\_  
CEO Secretary

\_\_\_\_\_  
Date

**Next Meeting: January 15, 2016 5:00 pm, Location TBD**