

Central/Western Maine Workforce Development Board

Chief Elected Officials [CEO]

Meeting Minutes

Kennebec County Office
Thursday, February 9, 2017

Attendees: Patsy Crockett & Bob Devlin (Kennebec)
Attendees by conference call: David Duguay (Oxford), Zakk Maher (Androscoggin)
Absent: Dean Cray (Somerset)
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 January Meeting Minutes

A motion was made by P. Crockett to accept the meeting minutes; the motion was seconded by D. Duguay and approved by the participating members.

Budget Updates

S. McLaughlin presented the FY 2016 – 2017 WIOA Administrative Budget and Program Budget for review and approval. The program year is 58% over and our expenditures are 51% of the budget to date. She provided a comprehensive overview of the two budget reports to help the new CEOs understand the WIOA funding allocations. She also mentioned that there will be additional cost savings this year due to the new fiscal auditor contract (new contract is for \$7,250; last year's cost was approximately \$19,500). A motion was made by D. Duguay to place the financial reports on file; the motion was seconded by P. Crockett and approved by the participating members.

WIOA Transition

J. Sneddon continues to serve on the State Unified Plan sub-committee. The focus of this workgroup is to provide oversight on the implementation and evaluation of the State Plan. He also indicated that he has not received any response to the WIOA 4-yr plan that was submitted to MDOL in September 2016. He is waiting for an approval of the plan and will inform the CEO Board once MDOL has commented on the plan.

CWMWDB Activities

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

- J. Sneddon and the TechHire Navigator are working closely to implement the grant: outreach to stakeholders and partners (e.g. CareerCenter staff, Adult Education, Kennebec Valley Community College and Central Maine Community College); participant recruitment, assessment and enrollment; training on the Maine Job Link and case management; and employer engagement. The grant is focused on providing training, education and

employment to job seekers in Informational Technology Professional (ITP) occupations and is part of the larger effort to develop an ITP talent pipeline in the region.

- Staff continues to develop a strategic plan to guide and facilitate a career pathway/talent pipeline for the manufacturing sector. Progress is slow but discussions continue between NTI and CWMWDB to determine the feasibility of expanding the manufacturing technician training that is currently offered in Southern Portland to the Lewiston/Auburn area.

Other Business

J. Sneddon mentioned that he spoke with the Franklin County Clerk about the status of the CEO replacement for G. McGrane; she said the Commissioners had not made a decision but she would present the opportunity to them again at the upcoming meeting. There was no other business and the meeting was adjourned.

Attested by: _____
CEO Secretary

Date

Next Meeting: March 9, 2017 9:00 AM (new time), location TBD