

# Central/Western Maine Workforce Development Board

## Chief Elected Officials [CEO]

### Meeting Minutes

#### Kennebec County Office

Thursday, March 9, 2017

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

The meeting minutes were not approved due to the lack of a quorum and will be reviewed and voted on at the next meeting.

#### Budget Updates

S. McLaughlin presented the FY 2016 – 2017 WIOA Administrative Budget and Program Budget for review and approval. The program year is 67% over and our expenditures are 54% of the budget to date. She reiterated the fact that the FY 2016 fiscal audit costs were lower than last year which provided additional cost savings this year. The budget was not approved due to the lack of a quorum and will be reviewed and voted on at the next meeting.

#### WIOA Transition

J. Sneddon continues to work with the CareerCenter Managers in amending various policies to be compliant with WIOA. The first policies have been and continue to be related to work-based training due to the increased focus on employer-driven workforce development. The most recent policies in progress are Work Experience, On-the-Job training, and Customized training. D. Duguay mentioned there was an upcoming State Workforce Board meeting on March 31, 2017.

#### CWMWDB Activities

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

- J. Sneddon and the TechHire Navigator are working closely with the Adult Education (AE) providers to better understand and implement the assessments that AE will be conducting with potential TechHire participants.
- Staff is working with Mt. Blue Adult Education and Foster Tech Career and Technical Education (CTE) Center to develop an HVAC ready-to-work training program (includes job

shadowing with an employer) to address the shortage of HVAC workers in Franklin County. This program will also be offered to the people laid off from Verso Paper. The goal is for participants that complete the training to either obtain employment and/or continue with training for HVAC certifications for future employment.

- In Lewiston, the construction training program with work experience is currently in progress with a second session being planned. This project is a collaboration between the City of Lewiston, Lewiston-Auburn Adult Education, the John T. Gorman Foundation, Community Concepts, the CareerCenter and CWMWDB.

**Other Business**

J. Sneddon mentioned that on March 21<sup>st</sup> he will be speaking to the Franklin County Commissioners about the status of the CEO replacement for G. McGrane. He will also be attending the annual conference for the National Association of Workforce Boards in Washington DC on March 24<sup>th</sup>.

There was no other business and the meeting was adjourned.

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

\_\_\_\_\_  
Date

Next Meeting: April 13, 2017 9:00 AM (new time), location TBD