

# Central/Western Maine Workforce Development Board

## Chief Elected Officials [CEO]

### Meeting Minutes

Thursday, May 11, 2017

Attendees: Patsy Crockett and Bob Devlin (Kennebec)  
Attendees by conference call: Terry Brann (Franklin), David Duguay (Oxford)  
Absent: Dean Cray (Somerset), Zakk Maher (Androscoggin)  
Staff: Jeff Sneddon (Executive Director), Sara McLaughlin (Fiscal Agent)

#### Call to Order

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

#### Approve Meeting Minutes

A motion was made by P. Crockett to accept the April 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 83% over and the administrative expenditures are 78% of the budget to date. J. Sneddon updated the CEO that the Maine Office of Technology would no longer be providing computer/internet/network services to all non-state entities (CWMWDB is a non-state entity) as of July 1, 2017. He is in the process of working with a vendor to replace these services. There will be an initial cost of laptops, docking stations, software, etc. and the funding for this would come from the savings from this year's fiscal audit which was substantially lower than last year. There was a question about the expense of payroll processing fees; S. McLaughlin indicated that she would provide the CEO a more detailed summary regarding these costs. The program budget for PY 16/17 indicated that expenditures are 54%. J. Sneddon offered to write a summary/overview of each grant if it would provide a better understanding of the funds and the programs they support. The CEO agreed with his suggestion and a document will be sent to all CEOs. A motion was made by D. Duguay to place the financial reports on file as presented; the motion was seconded by P. Crockett and approved by the participating members. J. Sneddon mentioned that the Bureau of Unemployment Compensation would be conducting a tax audit on the CWMWDB on May 15<sup>th</sup> and that he would forward any information received as a result of the audit to the CEO once it was completed.

#### WIOA Transition

J. Sneddon mentioned that MDOL will be conducting WIOA Monitoring visits in May and June (Lewiston CareerCenter 5/15/17; Skowhegan CareerCenter 5/16/17; CWMWDB 6/1/17). Per WIOA, the CWMWDB is required to procure One-Stop Operator services for PY17; J. Sneddon is working together with the Northeastern Workforce Development Board to create an RFP that each workforce board will use to secure these services.

As indicated at the April meeting, the regional plan was approved by the State Workforce Board. J. Sneddon discussed the implementation of the plan and that it was important to have Board involvement in the process; he suggested having up to 3 committees (industry partnerships-IT, Health Care, Manufacturing).

### **CWMWDB Activities**

An overview of activities was presented by J. Sneddon:

- There are two grant monitorings scheduled in June:
  - Sector Partnership scheduled for 6/7/17 & 6/8/17
  - TechHire 6/6/17
- A part-time administrative assistant has been hired to assist in the administrative duties of the workforce board and will begin employment on May 15, 2017.
- Workforce development activities continue through industry partnerships with employers, educators, the CareerCenters and other stakeholders within the following targeted industries: manufacturing, health care, information technology.
  - CWMWDB staff is working with the manufacturing sector and educators (NTI, Edward Little High School) to determine the feasibility of creating manufacturing occupational training (e.g. manufacturing technician) in the Lewiston/Auburn region as well as at the new high school.
  - Collaboration continues with Mt. Blue Adult Education, CWMWDB staff, and Foster Tech Career and Technical Education Center (CTE) to offer a HVAC ready-to-work training program (includes job shadowing with an employer) to address the shortage of HVAC workers in Franklin County.
  - Recruitment and assessments are taking place for participants to be enrolled in the TechHire grant program; for occupational training as IT professionals. Career pathways for this industry and related training are beginning with Adult Education, community colleges and potentially CTEs.

### **Other Business**

J Sneddon presented a nomination to the Board for the CEO to approve; Joshua Michaud of Expenet (IT consulting, located in Wilton). There was a motion made by D. Duguay and it was seconded by T. Brann. The motion was unanimously approved by the CEO members.

There was no other business and the meeting was adjourned.

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

\_\_\_\_\_  
Date

Next Meeting: June 8, 2017 **9:00 AM (new time)**, location TBD