

# Central/Western Maine Workforce Development Board

## Chief Elected Officials [CEO]

### Meeting Minutes

Thursday, May 12, 2016

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

#### Call to Order

G. McGrane called the meeting to order at approximately 5:03 pm.

#### Approve April Meeting Minutes

E. Makas indicated that her name was not included on the meeting minutes; D. Duguay made a motion to accept the April meeting minutes with the correction of adding E. Makas to the meeting minutes. E. Makas seconded the motion and the minutes were unanimously approved. There was brief discussion about Somerset County's participation at the CEO meetings by D. DiBlasi and that she was attending the meeting in the absence of D. Cray. Both G. McGrane and J. Sneddon agreed that J. Sneddon would speak at an upcoming Somerset County Commissioners' meeting to provide an overview of CWMWDB. J. Sneddon will work with D. DiBlasi to set this up.

#### Budget Updates PY 2014 & 2015

S. McLaughlin was not able to attend the meeting so the budgets were presented by J. Sneddon for review and approval. It was noted that the program year is 83% over and expenditures to date are at 70%. A motion was made by E. Makas to place the financial reports on file; the motion was seconded by D. DiBlasi and was unanimously approved by the CEO.

#### WIOA Transition

J. Sneddon briefed the CEO on the WIOA transition: he is working with a consultant and he has begun updating the Local Plan. A webinar was presented on May 3<sup>rd</sup> for stakeholders that included an overview of the planning process and a brief update highlighting the existing plan's activities. Thirty nine stakeholders participated in the webinar and J. Sneddon offered to send the information that was presented in the webinar to the CEO. Three stakeholder focus group sessions are currently in progress (Educators/Service Providers May 10; Economic Development/Chambers/Industry Associations May 11; Employers May 17). The goal is to complete the plan in June, hold a public comment period for public review of the plan and then submit the plan in July.

**CWMWDB Activities**

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

- Significant amount of time updating the Local Plan and holding focus groups for Community input.
- Recently hired additional staff to help implement the Sector-Partnership grant.
- Staff is working with MDOL’s Rapid Response and the Somerset CareerCenter to address the Madison Paper layoffs in June. J. Sneddon is preparing to interview and hire two Peer Support Workers to assist the people affected by the layoff.
- E. Makas mentioned her involvement as a committee member to develop and present an all-day event entitled “Financial Freedom Forum”. The intent of the event is to educate and create awareness of the difficulties that people with disabilities have when it comes to financial self-sufficiency. The audience for the forum will be service providers and financial institutions. The forum will be interactive in helping providers understand and address the issue, and present resources available to help people with disabilities move toward financial self-sufficiency. The forum will be held on June 7, 2016 at the Bangor Savings Bank in Augusta.

**Other Business**

There was no other business and the meeting was adjourned.

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

**Next Meeting: June 9, 2016 5:00 pm, Location TBD**