

# Central/Western Maine Workforce Development Board

## Chief Elected Officials [CEO]

### Conference Call Meeting Minutes

Thursday, August 11, 2016

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

#### Call to Order

G. McGrane called the meeting to order and welcomed the CEO Board members.

#### Approve July Meeting Minutes

E. Makas made a motion to accept the July meeting minutes; D. Cray seconded the motion and the minutes were approved with one abstention (D. Cray).

#### Budget Updates PY 2015 & 2016

S. McLaughlin presented the Administrative and Program budgets for review and approval. She informed the Board that they still need to approve the PY2016 budget; however we are still expending PY2015 funds so the vote can take place at a later date. It was suggested that the CEO could have a conference call to approve the budget, if not a vote can be completed at the September CEO meeting.

It was noted that the program year is 100% over and administrative expenditures to date are at 88%. She informed the CEO that this report was not final due to outstanding invoice(s) (as indicated in the Notes section of the Administrative Budget Report; e.g. vacation accrual). A motion was made by E. Makas to place the financial reports on file; the motion was seconded by G. McGrane and was unanimously approved.

#### WIOA Transition

J. Sneddon briefed the CEO about the Workforce Innovation and Opportunities Act (WIOA); he is working with the CareerCenter Managers and MDOL to prepare for a WIOA implementation site review on September 22, 2016. The onsite visit will be conducted by the USDOL – Region One Office and MDOL – Bureau of Employment Services. The Local Plan will be posted for public comment tomorrow (August 12, 2016), J. Sneddon will contact the CEO with a link to the plan for their opportunity to review it and provide comments if applicable. Once the public comment period is over, he will meet with the Steering Committee to address all comments submitted and determine

if the plan needs to be modified prior to being submitted to MDOL for approval at the end September.

**CWMWDB Activities**

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

- The past month a significant amount of time has been spent finalizing the draft Local Plan in order to be available for public comment on August 12<sup>th</sup>.
- An onsite review for the Disability Employment Initiative (DEI) grant was conducted at MDOL by the USDOL – Region One Office during the first part of August; the reviewer spent an afternoon (8/4/16) with J. Sneddon and the DEI team discussing the grant activities to date. Comments from the reviewer to MDOL about his visit with us were very positive.
- Staff is working with employers in three targeted industries (health care, manufacturing, Information Technology) to develop career pathways in each industry to facilitate employee retention and encourage upward career mobility. Additional Ready2Work occupational training is being pursued and developed for the health care and manufacturing industry.

**Other Business**

There was a brief discussion about a recent request from MDOL to the Local Workforce Development Boards (LWDB) to share the costs of the new MIS system (Maine Job Link). It was agreed by all LWDB’s CEO Chairs that the ratio of cost sharing was un-balanced and at the local level it would take additional funds away from training job seekers. The CEO Chairs sent a letter to the MDOL Commissioner indicating that MDOL should increase their share of the MJL costs and allow the LWDB’s to use as much funding as possible for work-based training and education for job seekers.

There was no other business and the meeting was adjourned.

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

\_\_\_\_\_  
Date

**Next Meeting: September 8, 2016 5:00 pm, Location TBD**