

Central/Western Maine Workforce Investment Board

Chief Elected Officials [CEO] Meeting Minutes Thursday, August 13, 2015 5:00 PM Androscoggin County Office

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

Call to Order

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

Approve July Meeting Minutes

A motion was made by D. Duguay to approve the July 16, 2015 meeting minutes and the motion was seconded by E. Makas. The motion was unanimously approved.

WIOA Transition

J Sneddon spoke to the CEO about the progress made in the statewide WIOA transition:

- Discussions continue regarding integration of the Core Program Services (Formula, AE, WP, VR). The partners are identifying the services and processes that can be integrated (e.g. common intake forms, shared data and participant information, cross agency referrals, integrated service strategies).
- J. Sneddon is working with MDOL to determine what specifically are the new/added elements that need to be included in the WIOA Local Plan and what is no longer required.

Budget Update

The administrative and program budgets for PY 2014 & 2015 were presented to the CEO by S. McLaughlin; she explained that for PY 15 the salary expense line item would be lower than last year due to the other discretionary grants that CWMWIB staff are working on. The usual operating expenses would basically remain the same or be very similar to last year. The PY14 budget has not been closed due to the pending reconciliation of the office lease bill for fourth quarter. S. McLaughlin mentioned that there may be approximately \$20,000 - \$22,000 of carry-in but was not sure until the lease invoice came in. A motion was made to approve the new budget for PY15 by E. Makas and it was seconded by G. McGrane. The motion was unanimously approved. Another motion was made by E. Makas to accept both the PY14 and PY15 budgets as presented; the motion was seconded by D. Duguay. The vote was unanimously approved.

S. McLaughlin updated the CEO on the computer server failure that WMCA experienced earlier this year which lead to late fiscal reporting from WMCA. The result of the server failure caused a loss of data back to September 2014. WMCA has been working diligently to restore and/or recreate the data in order to provide timely fiscal reports. Representatives from CWMWIB met with WMCA to obtain a corrective action plan (CAP) to prevent this or similar issues from happening again. The CAP has been submitted to MDOL to keep them informed of the situation and CWMWIB's effort to maintain sound fiscal management.

CWMWIB Activities

An update was given to the CEO by J. Sneddon regarding recent and ongoing activities that include:

- Fourth quarter program and fiscal reporting have been completed and submitted to MDOL.
- CWMWIB is working with MDOL in the beginning phase of the Sector-Partnership NEG grant; contracts are in the process of being drafted and executed by MDOL and CWMWIB. J. Sneddon met with Steering Committee Co-Chairs to review the grant and to begin the process of program design.
- As Manufacturing Day (October 2, 2015) gets closer, focus continues on recruiting employers to host facility tours for students and school faculty and to match up schools with the employers to ensure there will be students to tour their facility.
- Ongoing efforts continue at the state level for the WIOA transition; J. Sneddon serves on both the statewide Steering Committee and the Unified Planning Group.

Other Business

There was no other business and the meeting was adjourned.

Attested by: _____
CEO Secretary

Date

Next Meeting: September 10, 2015 5:00 pm, Location TBD