

Central/Western Maine Workforce Investment Board

Chief Local Elected Officials [CLEO] Conference Call Meeting Minutes Thursday, October 9, 2014 5:00 PM

Attendees by conference call: Bev Daggett (Kennebec), Gary McGrane (Franklin), Elaine Makas (Androscoggin)
Staff: Jeff Sneddon (Executive Director), Sara McLaughlin (Fiscal Agent)
Absent: Lynda Quinn (Somerset), Caldwell Jackson (Oxford)

Call to Order

G. McGrane called the meeting to order at approximately 5:09 pm.

Approve September Meeting Minutes

A motion was made by B. Daggett to accept the September meeting minutes as presented; the motion was seconded by E. Makas. The vote was unanimously approved.

Budget Update

S. McLaughlin presented the PY 2014 administrative budget and pointed out that she revised the budget to reflect the PY13 carry-in funds as requested by G. McGrane. She stated that we continue to be under budget for the time of the year (25% of the year is over and we have only spent 21% of budget). Also noted by S. McLaughlin were the following expenses: Workers Comp was a little higher than anticipated and most likely due to rates increasing more than expected; Supplies expense to date include a new laptop as an upgrade from the older computer used for financial management purposes by S. McLaughlin. A motion was made by B. Daggett to accept the budget as presented; the motion was seconded by E. Makas. The vote was unanimously approved.

Federal Monitoring CAP

J. Sneddon updated the CLEO on the Corrective Action Plan (CAP). There are two actions left that he is working closely with MDOL to resolve; he will continue to keep the CLEO informed as progress is made:

- To resolve CW#2 (a policy for handling Personally Identifiable Information – PII) he is in the process of drafting the PII policy and will present it to the Board for approval at the next Board meeting.
- To resolve CW#11 (Labor Market Information dissemination to participants and access to it in CareerCenters) J Sneddon will provide evidence that service provider staff understand this requirement by ensuring that staff receive training/understanding of this requirement and sign a statement indicating they are aware and understand the requirement. The signed statements will be forwarded to MDOL-BES for review and approval.

CWMWIB Activities

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

- CWMWIB worked closely with the Manufacturers Association of Maine to support and highlight the manufacturing sector through participating in a national event in October. Staff helped collaborate, coordinate, and deliver a very successful Manufacturing Day in Maine and especially in Region 3. We had over 340 students visit over 10 manufacturers in our five county region; from over a 100 students that

visited both Thos. Moser Cabinet making and Mountain Machine Works in Auburn to well over another 100 that visited Formtek in Clinton from 3 different Regional Technical Centers.

- Working with MDOL on the Job-Driven National Emergency Grant; working with CareerCenters and two hospitals to begin implementation of the grant and the roll-out of the Ready-2-Work workforce academy for the health care industry.
- Participated in the statewide Industry Partnerships Training Needs Conference held in Augusta 10/6/14.
- Preparing for upcoming BES program audit (October 20 – 23) and DAFS audit scheduled for later in the second quarter.

Other Business

There was no other business to conduct and the conference call meeting was adjourned.

Next Meeting: November 13, 2014 5:00 pm, (Location TBD)

Attested by: _____
CLEO Secretary

Date