

Central/Western Maine Workforce Investment Board

Chief Local Elected Officials [CLEO] Meeting Minutes Thursday, November 13, 2014 5:00 PM

Attendees: Elaine Makas (Androscoggin)
Attendees by conference call: Bev Daggett (Kennebec), Gary McGrane (Franklin),
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.

Budget Update

S. McLaughlin presented the PY 2014 administrative budget and pointed out that we continue to be under budget for the time of the year in most categories. Noted by S. McLaughlin were the following expenses: Health Insurance will have an 7% increase to rates effective January 2015; Rent expense is higher than forecasted due to costs incurred from BES for the months of April through June 2014 that did not come in before June 30, 2014 so they were included in the following quarter. A suggestion was made by G. McGrane that we may want to RFP our annual fiscal audit sometime in the near future. 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.

Approve October Meeting Minutes

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

CWMWIB Board Nominations

J. Sneddon presented two nominations to the CWMWIB Board of Directors: Don Mondor, Manufacturing Manager for SF Pathways; Ralph Ryder, Casework Supervisor for Maine DOL – Vocational Rehabilitation. A motion was made by B. Daggett to approve the nomination of Don Mondor to the Board and the motion was seconded by E. Makas. The vote was unanimously approved. E. Makas made a motion to approve the nomination of Ralph Ryder to the Board and the motion was seconded by B. Daggett. The vote was unanimously approved.

CWMWIB Activities

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

- Continue work 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. Two projects are pending and involve CNA occupational training with possible OJT and/or Apprenticeships; St. Mary's Health System and MaineGen Hospital.
- Participated in the BES program audit for CWMWIB and Wilton CareerCenter. Once the final report is released, J. Sneddon will forward a copy to the CLEO.

Other Business

J. Sneddon mentioned that L. Quinn did not seek re-election as a Somerset County Commissioner so there will be a new CLEO representative in January. This brought up the topic of new CLEO appointments for the coming year due to recent elections. J. Sneddon will contact all county clerks and/or administrators and inform them that they need to appoint/re-appoint a CLEO representative effective January 2015. There was no other business to conduct and the conference call meeting was adjourned.

Next Meeting: December 11, 2014 5:00 pm, (Location TBD)

Attested by: _____
CLEO Secretary

Date