

Central/Western Maine Workforce Investment Board

Chief Local Elected Officials [CLEO] Conference Call Meeting Minutes Thursday, December 11, 2014 5:00 PM

Attendees:

Attendees by conference call: Elaine Makas (Androscoggin), Bev Daggett (Kennebec), Lynda Quinn (Somerset)

Staff: Jeff Sneddon (Executive Director), Sara McLaughlin (Fiscal Agent)

Absent: Caldwell Jackson (Oxford), Gary McGrane (Franklin)

Call to Order

J. Sneddon called the meeting to order at approximately 5:04 pm.

Approve November Meeting Minutes

A motion was made by B. Daggett to accept the November 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 to the CLEO; we continue to be under budget (37% expended) for the time of the year (42% through the program year) in most categories. She indicated that due to a policy change regarding sick leave, she no longer accrues sick leave compensation/pay out for employees that leave the organization. The existing amount accrued (approximately \$6,000) will be re-allocated to the general budget. In November 2014, the DEI grant funded employee located at the Augusta CareerCenter was released from their contract and S. McLaughlin inadvertently paid out sick leave to the employee (approximately \$500.00). She will reimburse the organization the amount paid to the employee due to an oversight of the policy change. A motion was made by E. Makas to accept the budget as presented; the motion was seconded by B. Daggett. The vote was unanimously approved.

WMWIB Activities

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

- Continue to provide oversight on the Job-Driven National Emergency Grant: two Ready2Work occupational training programs are in the implementation phase and involve the health care industry in the Lewiston and Augusta areas.
- Involved in regional workforce and economic development planning activities: Somerset Workforce Connect's program committee – determining occupational training opportunities for job seekers and entrepreneurial training opportunities for employers in Somerset County; Kennebec Valley Council of Governments – combining applicable contents of WIA 5-yr plan with their Comprehensive Economic Development Strategy (CEDS) and vice versa.
- Continue to provide oversight on the Disability Employment Initiative grant; Assistive Technology inventory has been completed in all Local Area three CareerCenters; started providing monthly tips (via email) designed to increase awareness of how we all can better serve people with disabilities;

collaborating with the local Cash Coalitions within the region assisting low-income individuals in asset development strategies to enhance their long term economic self- sufficiency.

- Working with the Maine Bureau of Employment Services and the other LWIBs to learn/understand and prepare for the WIOA transition.
- Developing a policy about the proper handling of Personally Identifiable Information (PII) for use at CWMWIB and all CareerCenters in Local Area three.

Other Business

The members agreed to postpone the next meeting to February 2015 so the new CLEO Commissioners will have been appointed by then. J. Sneddon will work with CLEO Chair G. McGrane to facilitate all new County Commissioners get appointed. He will contact the new appointees and provide information to them about the CLEO.

Next Meeting: January 12, 2014 5:00 pm, (Location TBD)

Attested by: _____
CLEO Secretary

Date