

Central/Western Maine Workforce Investment Board

Chief Local Elected Officials [CLEO] Meeting Minutes

Thursday, July 10, 2014 5:00 PM

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

Call to Order

J. Sneddon called the meeting to order at approximately 5:16 pm.

Approve June Meeting Minutes

There was not a quorum so the minutes were not approved. They will be presented at the August meeting for approval.

Budget Update

J. Sneddon presented the PY 2013 administrative budget for June. He indicated the following:

- \$11,112 of additional funds awarded due to Empyra refund (state software).
- The fiscal year has not officially closed yet so there will be some expenses added to June, such as: Accrual for unused PTO, final rent bill, etc.
- It is estimated that we will spend about another \$5-\$10k and will carry in \$10-\$15k of funds into next fiscal year.

There was not a quorum so the budget was not approved. It will be presented at the August meeting for approval.

Federal Monitoring Report FY 2012

J. Sneddon updated the CLEO on the following accomplishments from the Correction Action Plan that address and resolve findings on the Federal Monitoring report: the OSO Agreement and CLEO Governance Agreement have been approved by both the CLEO and the CWMWIB Board. The documents have been signed and submitted to MDOL for approval. Four new policies have been developed, approved by the CWMWIB Board and provided to the CareerCenter Managers for implementation:

- WIA Youth Services Sixth Barrier Definition
- Policy Governing Complaints and Grievances
- Fraud/Abuse Reporting Policy
- Policy Amendment to the Accounting & Financial Policies and Procedures Manual: Governing Policies Pertaining to Federal Awards; Policies for Monitoring of Subcontractors

He will keep the CLEO apprised as progress is made on the Corrective Action Plan. At this point, most of the findings have been addressed and he is working with MDOL to resolve any outstanding findings.

CWMWIB Activities

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

- Working with MDOL and the Health Care industry on the Job-Driven National Emergency Grant that was awarded to Maine to implement a baseline occupational training program that will provide participants with a better understanding of the industry and prepare them for specific health care occupations.
- Implementation of the 5-Yr Local Plan: working with the Manufacturing Association of Maine, manufacturers, high schools & career and technical education Centers to participate in the National Manufacturing Day in Local Area Three.
- WIA PY 2012 program monitoring on BES and the Augusta CareerCenter.

Other Business

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

Next Meeting: August 14, 2014 5:00 pm, (Location TBD)

Attested by: _____
CLEO Secretary

Date