

## Central/Western Maine Workforce Investment Board

### Chief Local Elected Officials [CLEO] Meeting Minutes Androscoggin County Office Thursday, August 14, 2014 5:00 PM

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

#### Call to Order

G. McGrane called the meeting to order at approximately 5:04 pm.

#### Approve June & July Meeting Minutes

A motion was made by E. Makas to accept the June meeting minutes as presented; the motion was seconded by L. Quinn. The vote was unanimously approved. A motion was made by E. Makas to accept the July meeting minutes as presented; the motion was seconded by L. Quinn. The vote was unanimously approved.

#### Budget Update

S. McLaughlin presented the PY 2013 administrative budget. She mentioned that the fiscal year has not officially closed yet because there are some expenses/invoices that come in after June and into July and sometimes August so she holds the PY2013 year-end budget cycle open a little longer so she can record them in the correct program/fiscal year. S. McLaughlin presented the PY2014 budget and indicated that the cash position was better than anticipated due to several reasons; the final office lease expense came in lower than anticipated, the FY2014 fiscal audit has not begun and CWMWIB has the largest surplus/carry-in funds within the last few years. She also mentioned that carry-in funds must be expended before requesting current program year funds. A motion was made by L. Quinn to accept the budgets as presented; the motion was seconded by E. Makas. The vote was unanimously approved.

#### Job-Driven NEG Grant

J. Sneddon updated the CLEO on the recent grant awarded to MDOL (\$4.8 million) that will be used for collaborating with employers to provide work-based training (emphasis on work experience, On-the-Job Training and Registered Apprenticeships) to the long-term unemployed to enable them to return back to work. MDOL will be implementing the grant through the LWIBS statewide along with their service providers and workforce development stakeholders across the state.

#### CWMWIB Activities

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

- Working with MDOL on the Job-Driven National Emergency Grant and the Healthcare industry to create and implement a Ready2Work Healthcare academy to prepare job seekers for specific health care occupations. Recently participated in two focus groups (Medical Assistants at Maine Gen and Certified Nursing Assistants at the Gray Birch assisted living facility) to obtain information/input regarding the curriculum development.
- Implementation of the 5-Yr Local Plan: In collaboration with the National Manufacturing Institute, Manufacturers Association of Maine (MAME), and the Manufacturing Extension Partnership (MEP),

Maine will be celebrating National Manufacturing Day on October 3, 2014. We hope to have at least 2 participating manufacturers in each of our 5 counties (Androscoggin, Oxford, Franklin, Kennebec and Somerset) host open houses and tours of their businesses on 10/3/14. We are working with schools to send groups of students to tour these businesses to expand their knowledge about and improve the public perception of manufacturing careers and manufacturing's value to the Maine economy. Educators will learn about how to engage their students through manufacturing and students will learn about high tech-high paying jobs with benefits in the growing manufacturing sector in Maine.

**Other Business**

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

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

Attested by: \_\_\_\_\_  
CLEO Secretary

\_\_\_\_\_  
Date