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Meeting Record May 20, 2016 **MaineGeneral Medical Center**

Board Members Attending: Craig Nelson (Chair), Chris Greenleaf, Jim Trundy, Dale Morrell, Greg Boyd, Harvey Smith, Ralph Ryder, Elaine Makas

Call-in Members/Guests: Amy Landry, Cindy Letourneau, Erika Douglas

Guests: Eileen Miazga, MDOL

Staff: Jeff Sneddon, Sara McLaughlin, Harry Simones, Steve Palmer

Call to Order & Introductions

The meeting was called to order by C. Nelson, Board Chair, and introductions were made among all Board members and guests.

Approval of March Meeting Minutes

There were not enough Board members for a quorum so the minutes will be approved at the next meeting.

Fiscal Report

S. McLaughlin gave the Board an overview of the PY2016-17 funding allocations and distributed a document with details statewide as well as a historical summary. She also presented the Board with the WIA/WIOA Program Budget Report YTD for PY14 & PY15 and a copy of the report was distributed to everyone. The PY14 grant is approximately 99% expended and the PY15 budget is approximately 44% expended.

There were not enough Board members for a quorum so the fiscal reports will be approved at the next meeting.

Local Area Policy Review

J. Sneddon presented a draft policy to the Board involving on-the-job training; this draft document describes the criteria necessary for program participation only, which are all permissible under WIOA. There is a growing need for OJTs and CWMWDB has two NEG's that support OJTs as well as WIOA program funds. The purpose of approving the criteria now is for increased clarity, consistency and compliance to WIOA in the CareerCenters while we continue to wait for the final WIOA rules to be published. Once the rules are available, a final policy that is comprehensive and includes more than just the criteria for participation will be developed and resubmitted to the Board for approval.

There were not enough Board members for a quorum so the draft policy will be approved at the next meeting.

WIOA Local Plan Update

A brief update on the WIOA 4-year Local Plan was provided; on May 3rd, an informational webinar was presented to Local Region 3 stakeholders (39 participated in the webinar) which provided an overview of the WIOA changes and progress made as a result of the Local Plan developed in 2013. Three focus group sessions were conducted in May to provide an opportunity for community input into the plan. The groups were similar in nature to the last planning process: employers, economic development and business

associations, educators and service providers. The data obtained is being incorporated into the plan and an electronic survey will be mailed out as well to allow for additional input from absent stakeholders. Several of the Board members attended the focus groups and indicated that useful input was offered throughout the meeting. A suggestion was made to have this type of interaction with stakeholders once or twice per year as a way to maintain and increase both connectivity and information exchange among the workforce development system in Local Region 3. The next steps for the Local Plan will be to finalize the draft document, post it for a 30-day public comment period, revise as needed and present the WIOA Local Plan to the Board for approval, and submit to MDOL.

Executive Director's Report

J. Sneddon updated the Board about current activities: in addition to a significant amount of time spent on the local planning process, there continues to be an increased focus on offering/providing more work-based training (e.g. work experience, OJT, apprenticeships) and determining ways to use these opportunities to develop career pathways for the targeted industries. The Ready2Work (R2W) academies continue in health care, and the R2W for manufacturing will be updated before offering another session.

The Board was briefed on WIOA transition at both the State and local level; J. Sneddon also distributed a document that summarizes transition activities to date.

A summary was given by C. Greenleaf about the Rapid Response (RR) activities. Madison Paper (MP) announced that they plan to close; with a total of approximately 217 people will be laid off in June; 45 of those employees will be laid off by May 31, 2016. The management at MP will make their computer lab available on Wednesday and Thursday for RR activities (including a resource fair and a job fair).

Other Business

E. Makas informed the Board about the upcoming Financial Freedom Forum on June 7, 2017 at the Bangor Savings Bank in Augusta. The focus of the event is to help service providers assist their clients with disabilities to become self-sufficient, financially capable, become aware of and have access to applicable resources.

No other business was conducted and the meeting was adjourned.