**Central Western Maine Workforce Development Board Meeting Minutes**

**June 28, 2018 (9:00 -11:00)**

**Manufacturers Extension Partnership**

**87 Winthrop Street, Augusta, Maine**

**877-647-3411#**

**Code is 592287**

Attendance:

**Board Members** (In Person & By Phone): Craig Nelson, Christine Greenleaf, Brian Macleod, Mary LaFontaine, Dale Morrell, Muriel Mosher, Harvey Smith. Greg Boyd, Brittany Blais, - By Phone: Razell Ward, Amy Landry, Erika Douglass, Cindy Cronkhite, James Trundy, Kelly Aho and Laurie Glidden

**Special Guests** (in person & by phone): Robert Sezak, Somerset County Commissioner, Diane Frigon, Bureau of Rehabilitation Services, Tim Gallant, Representative Bruce Poliquin’ s Office, Chuck Mahaleris, Senator Susan Collin’s Office

**Staff**: Harry Simones and Sara McLaughlin

The meeting started with introductions by everyone both on the phone and in person including two new members, Brittany Blais and Cindy Cronkhite.

First item of business was to approve Greg Boyd as our new Treasurer as he graciously volunteered for this key position. It was moved and seconded and all were in favor of approving his new position as Treasurer for CWMWDB.

The second item on the agenda, the transfer of PY 17 funds, was removed from the agenda by request of James Trundy, Interim Executive Director of WMCA, as no longer requires Board action.

We then had a general discussion on updating CWMWDB’s OJT policy. The only changes were to Page 2 the 6 and 7th bullets.

* Wages must meet the state or local municipality’s minimum wage (whichever is higher). Preference will be given to employers who pay higher or will provide an increase within 6 months of the start date.
* Wages may start at less than the customary starting wage (but never below minimum), if it is an earn-while-you-learn situation where the person is working toward a license or certificate; however, once the trainee receives the license or certificate, s/he must receive the same wages as other workers who are already licensed or certified. Preference will be given to employers who will provide an increase within 6 months of the start date. Under Earn-to-learn, the trainees are hired in a different capacity (trainee position) than those that are already certified, so it is permissible to pay them a different wage for that period. (The new OJT Policy is attached)

These changes, after moved and seconded, were approved unanimously by the Board. The rationale for this was that smaller employers are struggling to pay the new minimum wage and still grow their company. We need the flexibility to evaluate each situation on its own merit as many of these employers have job openings that are good matches for job seekers in their area.

Harry explained the awarding after Board and CEO approval of the Sole Source contract to WMCA for PY 18 (7/1/18 to 6/30/19) because of the short notice given to the Board by BES that they were no longer going to provide WIOA Title 1-B services to Kennebec and Somerset County. In order to have a quick and smooth transition of those current WIOA cases and new ones to be established as of 7/1/18, we had no other choice but to Sole Source a contract to WMCA to provide the services going forward for all 5 counties. Craig Nelson explained that during the next PY all local Boards will be required to RFP for those same services for their respective geographic areas for PY 19 and 20.

Sara McLaughlin presented the financial report stating we probably have enough PY 17 money left over from the four months that we were effectively shut down by the Governor, to last us through December, if for some reason we are not awarded PY 18 WIOA Title 1-B funding in the short foreseeable future. The financial report was moved and seconded and all were in favor.

Harry gave the Ex Director’s Report and highlighting some of his activities over the last three months including recruitment and CEO approval of three new Board members with a fourth one in the wings from BRS and another from a manufacturer in Somerset County, doing and getting approval from our CEOs and Board for the Sole Source contract to WMCA, meetings with key people inside and outside of government related to workforce training and education, working with and receiving training from Joanna Russell who was hired by the board to provide me with her expertise and experience on the inner working s of Board management and contract writing, paying for a booth at the Manufacturers Annual Summit at Lost Valley in Auburn on June 1, 2018 to represent both the CareerCenter Maine At Work Initiatives along with Apprenticeships, attending both SWB meetings in Augusta and the SWB Steering Committee meetings , and planned and held our first Executive Committee Meeting on May 17th.