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## ***Meeting Record September 16, 2016*** **Augusta CareerCenter**

**Board Members Attending:** Craig Nelson (Chair), Chris Greenleaf, Jim Trundy, Dale Morrell, Greg Boyd, Ralph Ryder, Elaine Makas (CEO-Androscoggin County), Amy Landry, Muriel Mosher, Diane Dostie, Kelly Aho, Harvey Smith

**Call-in Members/Guests:** Cindy Letourneau, Erika Douglas, Gary McGrane (CEO Chair-Franklin County), Greg Patterson, David Duguay (CEO-Oxford County), Mary LaFontaine

**Guests:** Peaches Bass (MDOL – DEI), Ben Tucker (Congressman King’s Office), Ruth Pease & Hunter Moranzny (CWRI), Laurie Glidden (MSH)

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

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### **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**

Action Item: Motion to accept the 3/18/16 meeting minutes/M. Mosher

Second: A. Landry

Discussion: none

Vote by members present: approved

Abstain: 0

Objection: 0

### **Approval of May Meeting Minutes**

Action Item: Motion to accept the 5/20/16 meeting minutes/E. Makas

Second: M. Mosher

Discussion: none

Vote by members present: approved

Abstain: 0

Objection: 0

### **WIOA Policy and Local Plan Approvals**

J. Sneddon presented three WIOA policy amendments and the draft WIOA Local Plan for review and approval:

- Individual Training Accounts
- On-the-Job Training
- Supportive Services Payment

An overview of each policy and the amendment was provided by J. Sneddon prior to voting. Each policy amendment was voted on as follows:

Action Item: Motion to approve the Policy Amendment – Individual Training Accounts/E. Makas

Second: A. Landry

Discussion: None

Vote by members present: approved

Abstain: 0

Objection: 0

Action Item: Motion to approve the Policy Amendment – On-the-Job Training/D. Duguay

Second: M. Mosher

Discussion: There was a question about the differentiation between the title of “employed worker” and “incumbent worker”. Both J. Sneddon and J. Trundy elaborated on the difference between the two as defined by WIOA statute.

Vote by members present: approved pending clarification between the two terms of “employed worker” and “incumbent worker”.

Abstain: 1 (D. Morrell)

Objection: 0

Action Item: Motion to approve the Policy Amendment – Supportive Services/E. Makas

Second: D. Murrell

Discussion: There was a question about adding assistive technology to the list of eligible purchases and the appropriate title; should it be called “assistive technology” or “adaptive equipment”?

Vote by members present: approved pending clarification as to the correct terminology for the new category that was added to the list of eligible uses of Supportive Service funding.

Abstain: 0

Objection: 0

Action Item: Motion to approve the WIOA Local Plan /D. Morrell

Second: E. Makas

Discussion: There was a question about changing the language of Objective #2 under “Improved foundational learning and adaptability skills” by deleting the word ‘adult’ so Objective #2 would include *all* education providers and not be limited to just adult education.

Vote by members present: approved pending the deletion of the word ‘adult’ in Objective #2.

Abstain: 0

Objection: 0

**Fiscal Report**

S. McLaughlin gave the Board an overview of the PY2016-17 program funding and a copy of the report was distributed to everyone. She reviewed the two WIOA program years’ expenditures as well as the discretionary grants.

Action Item: Motion to accept the WIOA Program Budget Report as presented/M. Mosher

Second: A. Landry

Discussion: none

Vote by members present: approved

Abstain: 0

Objection: 0

**Labor Market Information**

Ruth Pease and Hunter Moranzy, from the Maine Center for Workforce Research and Information (CWRI), presented an overview of the local conditions and trends in the Central/Western Maine region. A handout was distributed; R. Pease and H. Moranzy reviewed the document with the Board via a PPT presentation. After the presentation C. Nelson recommended that CWRI should present LMI information to the Board at

least on a bi-annual basis to keep the Board updated. J. Sneddon offered to post the Job Outlook 2014-2024 on the CWMWDB website as well.

### **Executive Director's Report**

J. Sneddon updated the Board about current activities:

- Finishing work on the draft WIOA Local Plan; the public comment period has ended, the Board approved the plan, now it is just final edits, attachments/assurances, formatting, etc. for submittal to MDOL on or before September 30, 2016.
- Continuing preparation for the WIOA implementation site review on September 22, 2016 by the USDOL – Region One Office.
- Staff is working with employers in three targeted industries (health care, manufacturing, Information Technology) to expand the Ready2Work occupational training programs for the health care and manufacturing industry. A statewide grant was recently awarded to Coastal Counties Workforce, Inc. for technology related occupational training (TechHire); CWMWDB will participate in the grant and plans to hire a Navigator to work with job seekers and employers in Local Region 3.

### **Other Business**

An update on Rapid Response activities was provided by C. Greenleaf:

- Madison Paper's total layoff – 228 employees; Sappi interviewed many of the laid off employees but didn't hire as many as initially anticipated.
- Cascade Auburn Fiber's total layoff – 43 employees

C. Woodbury, the Disability Resource Coordinator distributed a flyer announcing three Business Information Forums to educate employers on topics such as the benefits of hiring persons with disabilities, recruiting efforts and tax incentives.

No other business was conducted and the meeting was adjourned.