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***Meeting Record January 20, 2017***  
**Central Maine Commerce Center**

**Board Members Attending:** Craig Nelson (Chair), Chris Greenleaf, Jim Trundy, Dale Morrell, Greg Boyd, Ralph Ryder, Amy Landry, Muriel Mosher, Cindy Letourneau, Kelly Aho, Mary LaFontaine, Razell Ward

**Call-in Members/Guests:** Diane Dostie, Erika Douglas, Harvey Smith

**Guests:** Gary McGrane (CEO Chair-Franklin County) Peaches Bass (MDOL – DEI), Ben Tucker (Congressman King’s Office), Diane Frigon (Vocational Rehabilitation), Peter Diplock (Augusta CareerCenter)

**Staff:** Jeff Sneddon, Sara McLaughlin, Harry Simones, Steve Palmer. Charles Woodbury, Jane Moore

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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 September Meeting Minutes**

Action Item: Motion to accept the 8/16/16 meeting minutes/ A. Landry

Second: M. Mosher

Discussion: none

Vote by members present: approved

Abstain: 0

Objection: 0

**WIOA Policy Approvals**

J. Sneddon presented three items for review and approval by the Board:

- “In-Travel Status” policy amendment (for Personnel Policy Manual and Accounting & Financial Policy Manual)
- Retirement Plan Contribution
- MDOL Management Information System MOU

An overview of each document was provided by J. Sneddon prior to voting, each was voted on as follows:

**Action Item:** Motion to approve the “In-Travel Status” Policy Amendment – Employee and Director Business Travel/G. Boyd

Second: M. LaFontaine

Discussion: None

Vote by members present: approved

Abstain: 0

Objection: 0

Action Item: Motion to approve the annual retirement plan contribution amount for PY15 – retroactive to 7/1/2014/J. Trundy

Second: R. Ward

Discussion: None

Vote by members present: approved

Abstain: 0

Objection: 0

Action Item: Motion to approve the annual retirement plan contribution amount for PY16 – retroactive to 7/1/2015/C. Greenleaf

Second: J. Trundy

Discussion: None

Vote by members present: approved

Abstain: 0

Objection: 0

Action Item: Motion to approve the annual retirement plan contribution amount for PY17 – retroactive to 7/1/2016/M. Mosher

Second: R. Ward

Discussion: None

Vote by members present: approved

Abstain: 0

Objection: 0

Action Item: Motion to approve the MDOL Management Information System Memorandum of Understanding/R. Ryder

Second: M. Mosher

Discussion: None

Vote by members present: approved

Abstain: 1 (M. LaFontaine)

Objection: 0

### **Disability Employment Initiative (DEI)**

P. Bass (MDOL – DEI), provided the Board with an update about the DEI grant: the grant is scheduled to end on January 31, 2017; all grant deliverables had been met, the federal program audit went well and they are currently involved in the final grant close-out reporting. She thanked all the DRC staff for their work and commitment to persons with disabilities, as well as Elaine Makas, Androscoggin County Commissioner, for helping to plan and implement the Asset Summit forum. There was discussion about how to continue supporting the work completed by the grant such as universal design, Integrated Resource Teams, financial management assessments, maintenance of assistive technology, ticket-to-work. There is potential for a sub-committee to be created that could continue this effort along with Vocational Rehabilitation and the CareerCenters. A question was raised about the remaining funds that were not spent due to the unexpected turnover rate for the DRCs; P. Bass indicated that some of the funds were obligated to develop the WorkReady curriculum and have it universally designed by the Maine Department of Education.

### **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. S. McLaughlin also indicated that she closely monitors all the grants (both program and administrative) to ensure the expenditure rate is aligned and that administrative expenditures do not go over the 10% maximum allowed. A question was asked if the SP grant term would be extended; both J. Sneddon and J. Trundy mentioned that MDOL was requesting an extension and that the USDOL Region One Office was encouraging that it most likely would be extended for up to another twelve months.

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

Second: M. LaFontaine

Discussion: none

Vote by members present: approved

Abstain: 0

Objection: 0

J. Sneddon informed the Board that the RFP for fiscal auditing services has been released and three proposals were received. The impetus to conduct the RFP was that it was strongly recommended by USDOL Region One Office and that they recommend that it should be done every 5 years. J. Sneddon is working with the fiscal agent and Board Treasurer to review and select an accounting firm to perform the A-133 fiscal audit. Once the audit has been submitted to the National Clearing House, the auditor will attend an upcoming Board meeting to present the audit and the results.

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

J. Sneddon updated the Board about current activities:

- There are two past Chief Elected Officials (E. Makas, Androscoggin County Commissioner; G. McGrane, Franklin County Commissioner) that retired from the CEO Board as of December 2016 and J. Sneddon publically thanked both of them with recognition plaques. Both CEO's were invited to the Board meeting but only G. McGrane was able to attend. He thanked the Board and said a few words about his experiences with both the local and state workforce boards as well as with MDOL. He was very appreciative and offered to support the existing CEO's as needed in the future.
- C. Woodbury, the Regional Navigator gave an overview of the TechHire grant (a statewide grant that was recently awarded to Coastal Counties Workforce, Inc. for technology related occupational training); CWMWDB participates in the grant and recently hired C. Woodbury to serve as a Navigator to work with job seekers and employers in Local Region 3. A question was asked if the UNE boot camp would be universally accessible; C. Woodbury indicated that he would check with UNE.
- 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. The activity level for work experience, OJTs and apprenticeships are increasing as a result of the R2W trainings and the close working relationships that are created between the employers and the CareerCenters. J. Sneddon continues to meet with educators (specifically Adult Education) to support them in developing career pathways for the targeted industries. The industry advisory groups will be an integral component of this work.
- Two Peer Support Workers are in the process of being hired to support the recent laid-off workers from the Verso paper mill in Jay. They will be located at the Wilton CareerCenter and will work closely with the CareerCenter staff and the local education providers in Franklin County to help guide them to employment and/or additional training.

### **Other Business**

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

- Verso Paper Mill – 106 people have been laid off and 44 are still employed; most of the workers affected reside in Wilton and Jay.

No other business was conducted and the meeting was adjourned.