

Meeting Minutes
Central/Western Maine Workforce Development Board (CMMWDB)
Board of Directors
MaineGeneral Medical Center, Augusta, Maine
May 19, 2017 | 9:00 am-11:00 am

Board Members Attending: Craig Nelson (Chair), Christine Greenleaf, Jim Trundy, Dale Morrell, Muriel Mosher, Diane Dostie, Cindy Letourneau, Greg Boyd, Josh Michaud.

Call-in Members/Guests: Mary LaFontaine, Razell Ward, Amy Landry, Kelly Aho, Erin Doughty, (Senator Bruce Poliquin's Office).

Guests: Ben Tucker (Congressman King's Office), Laurie Glidden (Maine Housing), Tania Dawson (Franklin Memorial Hospital)

Staff: Jeff Sneddon, Sara McLaughlin, Charles Woodbury, Helen Crabtree.

Quorum present: *Yes*

Call to Order & Introductions:

The *meeting was called to order* at 9:00 a.m. by Board Chair, Craig Nelson, and introductions were made among all Board members and guests.

- New board Member, Joshua Michaud, Expenet, Wilton, Maine.
- New employee, Executive Administrative Assistant, Helen Crabtree.

Approval of January Meeting Minutes

Action Item: Motion to accept minutes of last Board Meeting/Muriel Mosher

Second: Amy Landry

Discussion/questions: None

Vote by members present: approved

Abstain: 0

Objection: 0

WIOA Local Policy & Funds Transfer:

(a) Work Experience Policy – Jim Trundy explained that the CareerCenters are doing more and more work-based training, OJTs, and apprenticeships. The policy is a guideline for how the CareerCenter engages in work experience training for job seekers. New WIOA requirement is to increase work experience activities, apprenticeship, work-based training. Seventy-five percent of the participants have to be out of school youth. Adult-Ed students are considered out of school (per Dept., of Education State Law), out of school graduates, and drop-out youth trained to match occupational needs in the community. Age ranges 16-24 with occupational needs are helped to make a match with employers.

Action Item: Approve WIOA Work Experience Policy

Motion: Amy Landry

Second: Muriel Mosher

Discussion/questions: None

Vote by members present: approved policy as present

Abstain: 0

Objection: 0

(b) WIOA Funds Transfer Approval – Bureau of Employment Services (BES) is requesting to transfer \$14,000 dollars from Bureau of Employment Services Adult Budget to Dislocated Worker Budget. The closure of Madison Paper created significant demand on their dislocated worker operations during the first two quarters of the program year. To address this demand, planned annual operational funds were deployed at higher rates than expected depleting BES' balance to get through the remainder of the year. The Adult program has ample unobligated funds to help fill this gap in resources and still meet the needs for the Adult target population

Action Item: WIOA Funds Transfer Request, \$14,000 from BES Adult budget to Dislocated Workers budget

Motion: Greg Boyd

Second: Chris Greenleaf

Discussion/questions: None

Vote by members present: approved policy as present

Abstain: 0

Objection: 0

Election of Officers

Action Item: Motion to nominate slate of officers/Christine Greenleaf

Second: Amy Landry

- Craig Nelson, Chair
- Muriel Mosher - Chair, Steering Committee
- Ralph Ryder – Treasurer
- Dale Morrell – Vice Chair
- Jim Trundy – Chair, Nominating Committee

Discussion/questions: None

Vote by members present: approved

Abstain: 0

Objection: 0

T. Poitras, auditor for Chester M. Kearney, presented and gave an overview on the fiscal report (via Skype) regarding internal control over financial reporting and on compliance and other matters. There were no corrected statements; and no deficiencies in internal control were identified. Clean audit report with nothing to report as there were no instances of noncompliance that required a need to be reported.

Action item: Motion to place Financial Report on file/Christine Greenleaf

Second: Amy Landry

Discussion/questions: None

Vote by members present: approved

Abstain: 0

Objection: 0

Fiscal Report

S. McLaughlin reported CWMWDB's unaudited, current fiscal year spending; provided a breakdown of all the funding available to us, ending PY 2016 relative to demand from allocated funds; No questions, comments.

Action item: Motion to place the CWMWDB's PY 2016 report on file/Diane Dostie.

Second: Muriel Mosher

Discussion/questions: None

Vote by members present: approved

Abstain: 0

Objection: 0

Executive Director's Report

J. Sneddon gave an overview on CWMWDB's WIOA Regional Plan; with a major emphasis on industry partnerships and employer-led occupational training in healthcare, information technology, manufacturing. The goal is to create an educated workforce to meet employers' needs. This will involve increasing the employer engagement, and helping employers and educators better understand how each help the other and their roles in the workforce development system. Some examples were described: connecting with 6th -8th grade students early to engage them in manufacturing, IT and healthcare industries; and Economic Bus Tour for teachers to tour local employers.

Other Business

A Landry spoke about updated Comprehensive Economic Development Strategy (CEDS) and will send to J. Sneddon to send to the Board.

Adjournment

No other business was conducted and the meeting was adjourned at 11:30 a.m. Minutes submitted by Helen Crabtree.