



5 Mollison Way  
Lewiston Maine 04240-5805  
Phone 207.753.9011  
Fax 207.753.9031  
www.cwmwdb.org

---

## *Conference Call Meeting Record August 11, 2017*

**Board Members participating:** Justin Walsh, Razell Ward, Laurie Glidden

**Staff:** Jeff Sneddon

---

### **Call to Order & Introductions**

The meeting was called to order by J. Sneddon, Executive Director, and introductions were made among all Board members.

### **Approval of a Request to Transfer WIOA Funds**

J. Sneddon presented a request from Western Maine Community Action to transfer WIOA funds from the Dislocated Worker program to the Adult program. Criteria necessitating the transfer of funds request is that the NEG's that WMCA has managed have created a lot of activity with the employer groups. This activity has created a demand for recruitment of trainees, many of whom are eligible as economically disadvantaged Adults. The NEG's have allowed WMCA to adequately serve the dislocated population as a result they are requesting to transfer \$64,000 of dislocated worker money to the adult program (see Request for Transfer of WIOA Funds).

All participating members (3) approved the request, however, there were not enough Board members for a quorum so J. Sneddon will follow up with all absent Board members with a mail-in ballot for them to vote on this request.

### **Approval of the One-Stop Operator (OSO) Contract**

J. Sneddon gave an overview of the OSO procurement process and a summary sheet that was previously distributed via email for Board members to review. He requested that the Board approve of the One-Stop Operator (OSO) Proposal submitted by Western Maine Community Action to provide OSO services for CWMWDB (see Procurement Summary of WIOA OSO).

All participating members (3) approved the request, however, there were not enough Board members for a quorum so J. Sneddon will follow up with all absent Board members with a mail-in ballot for them to vote on this request.

### **Other Business**

No other business was conducted and the meeting was adjourned.

**NOTE: As of August 25, 2017, J Sneddon has received 11 votes by Board members approving the request to transfer of WIOA funds by WMCA and to award the OSO contract to WMCA (see copies of votes).**