



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

Meeting Record December 19, 2014 **Foster Technical Center**

Board Members Attending: Craig Nelson (Chair), Razell Ward, Bruce Davis, Don Berry, Randy Cousineau, Anita Dunham, Ralph Ryder, Diane Dostie, Tom Deschenes, Mia Purcell, Janet Smith, Don Mondor, Greg Patterson, Dale Morrell, Paul Scalzone, Elaine Makas, Jim Batey, Muriel Mosher, Peter Diplock, Greg Boyd, Jim Trundy, Christine Greenleaf, Brad Jackson

Board Members Calling in: N/A

Guests: Flora Stack

Staff: Jeff Sneddon, Sara McLaughlin, Michelle Berry

Call to Order & Introductions

Craig Nelson, Board Chair, called the meeting to order and introductions were made by all Board members and guests. Glenn Kapiloff, Director of Foster Technical Center (FTC) welcomed the Board and gave a brief overview of the FTC.

Approval of September Minutes

Action Item: Motion to accept the 9/19/14 meeting minutes/J. Trundy

Second: M. Purcell

Discussion: none

Vote by members present: approved

Abstain: 0

Objection: 0

WIA Policy Approvals

J. Sneddon presented a new WIA policy and policy amendment for review and approval:

- Policy Amendment – Governing Individual Training Accounts
- New Policy – Governing the Handling and Protecting Personally Identifiable Information

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

- Action Item: Motion to approve the Policy Amendment – Governing Individual Training Accounts; Section V. Limitations of ITAs/B. Jackson

Second: D. Berry

Discussion: additional language was added to include 'School Policy'

Vote by members present: approved
Abstain: 1 (D. Mondor)
Objection: 0

Action Item: Motion to approve the new policy - Governing the Handling and Protecting Personally Identifiable Information/C. Greenleaf

Second: P. Scalzone
Discussion: None
Vote by members present: approved
Abstain: 0
Objection: 0

Fiscal Report

S. McLaughlin presented the WIA program budget report YTD for PY2013 & PY2014 and a copy of the report was distributed to the Board for review. She indicated that expenditures were in-line with the budget cycle for the two funding allocations: Administrative funds have been expended 100% for PY13 and 30% for PY14; Program funds have been expended 88% for PY13 and 13% for PY14.

Action Item: Motion to accept the WIA program budget report as presented/J. Batey

Second: B. Jackson
Discussion: none
Vote by members present: approved
Abstain: 0
Objection: 0

Executive Director's Report

J. Sneddon began the report by indicating that enrollment figures overall are lower than anticipated. The discussion continued with various Board members describing the difficulty they are having in trying to fill open positions. It was evident from the conversation that there is a lack of interest in job seeking, placement and working in general among a growing percentage of the population. No real answers/solutions were identified to this growing problem, but the JD-NEG grant is focused on getting long-term unemployed people back to work, and will be reported on at each Board meeting in the future.

He also distributed a report to the Board that summarized the first year highlights/accomplishment of the 5-yr Local Plan. The Steering Committee will be meeting in January to review the progress to date and coordinate oversight for the pending WIOA transition.

Other Business

Don Mondor, Manufacturing Manager for SF Pathways gave the Board an overview of his experience and involvement in work-based training for welders. The keys to his success have been to be part of the training program design, participant assessment and selection, on-site interaction during the training and interviews at course completion. He has been able to hire most of the graduates and is in the process of continuing the training on a regular basis as employment needs dictate.

No other business was conducted and the meeting was adjourned for a tour of the Foster Technical Center.