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***Meeting Record September 19, 2014***  
**MaineGeneral Center for Health**

**Board Members Attending:** Craig Nelson (Chair), Greg Patterson, Dale Morrell, Paul Scalzone, Elaine Makas, Jim Batey, Muriel Mosher, Peter Diplock, Greg Boyd, Jim Trundy, Christine Greenleaf

**Board Members Calling in:** Brad Jackson, Diane Dostie, Anita Dunham

**Guests:** Peaches Bass, MDOL; Ruth Pease, CWRI; Bob Brown, The CPA Solution; Gail Kezer, U.S. Senator Angus King

**Staff:** Jeff Sneddon, Harry Simones, Sara McLaughlin, Michelle Berry, Scott Jacqmin

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**Call to Order & Introductions**

Craig Nelson, Board Chair, called the meeting to order and introductions were made by all Board members and guests.

**Approval of June Minutes**

Action Item: Motion to accept the 6/20/14 meeting minutes/D. Morrell

Second: E. Makas

Discussion: none

Vote by members present: approved

Abstain: 0

Objection: 0

**Labor Market Information Update**

R. Pease from the Maine Center for Workforce Research and Information provided the Board with a visual presentation on the Local Conditions, Trends and Statewide Outlook. She also distributed a handout of the presentation to the Board. Some key highlights in the report included the following:

- Slower rate of recovery in Maine than across the nation due largely to demographics not just economic pressures and is more of a structural issue than cyclical.
- Rim Counties are struggling more in LA3.
- Higher percentage of manufacturing in LA3 than other areas in Maine.
- The skills mismatch is largely affected by the shift in specific job/industry loss and job/industry growth.
- Many people need to be trained up, because of a continuing increase in job openings in higher skill/wages and lower skill job openings are increasing at a slower rate.
- Five out of six job openings from 2012 to 2022 are anticipated to be due to replacement needs (instead of job creation).

**CWMWIB Policies**

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

- WIA & NEG Participant Supportive Services Payment Policy Amendment
- Disability Employment Initiative – Flexible Employment Fund (FEF) Policy

P. Bass gave the Board an overview of the DEI grant, the FEF and the need for the FEF policy. Each policy/amendment was voted on as follows:

Action Item: Motion to approve the WIA & NEG Participant Supportive Services Payment Policy Amendment/E. Makas

- Second: D. Morrell
- Discussion: none
- Vote by members present: approved
- Abstain: 0
- Objection: 0

Action Item: Motion to approve the new Disability Employment Initiative – FEF Policy/P. Scalzone

- Second: E. Makas
- Discussion: A suggestion was made to include the new Supportive Services Payment Policy Amended section in the FEF policy.
- Vote by members present: approved
- Abstain: 0
- Objection: 0

**Fiscal Audit for FY 2013**

B. Brown from The CPA Solution provided an overview of the FY 2013 fiscal audit; he commented on the significant amount of progress made from the previous auditing firm's report (from thirty findings down to one finding). He mentioned that the Board has responded well and there is now a good segregation of duties, back-up documents are provided and he did not find any inaccuracies. Overall, it was a very positive report and the Board has contracted with B. Brown to conduct the FY 2014 fiscal audit in which he and S. McLaughlin have already begun to work on.

**Fiscal Report**

The WIA program budget report for PY2013 & PY2014 was distributed to the Board for review and S. McLaughlin presented the program budget YTD. She indicated that expenditures were in-line with the budget cycle, with the exception of the Disability Employment Initiative (DEI) grant. This grant got off to a slow start (grant awarded on October 2013, DEI grant coordinator hired December 2013, DRC staff hired in May 2014) so expenditures are lower than anticipated.

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

- Second: D. Morrell
- Discussion: none
- Vote by members present: approved
- Abstain: 0
- Objection: 0

### **Service Delivery Reports**

The following Activity Reports were provided to Board members for review:

- Executive Director
- Employer Services Director
- Rapid Response

### **Other Business**

A brief discussion ensued about the upcoming Board meeting tentatively to be held at the Foster Technical Center.

No other business was conducted and the meeting was adjourned.