

Central/Western Maine Workforce Development Board

Executive Committee - Meeting Minutes

October 19, 2016

Attendees: Ralph Ryder, Dale Morrell
Attendees calling in: Jim Trundy, Muriel Mosher, Craig Nelson
Staff: Jeff Sneddon

Call to Order

The meeting was called to order by C. Nelson.

Approval of August Meeting Minutes

The meeting minutes were presented by C. Nelson and approved by all participating members.

CWMWDB Activities

An overview of workforce development activities was presented by J. Sneddon:

- Workforce Innovation and Opportunities Act (WIOA); The WIOA implementation site review on September 22nd seemed to go well and the reviewers were pleased with the information they received. C. Nelson attended the review and mentioned to the reviewers the need for flexibility in WIOA funds as the labor market is dynamic and grant objectives may change or need to be changed. One of the USDOL representatives informed everyone that the option to submit waivers was still available under WIOA and encouraged us to do so if needed. Not that they would be automatically approved but it is better to submit a waiver if the option is available. C. Nelson commented that he believed the meeting was worthwhile and positive. J. Sneddon indicated that it was unclear if a formal review document would be issued as a result of the visit. If one is generated he will forward it to the Executive Committee for review.
- The Local Plan was posted for public comment from August 12, 2016 through September 11, 2016 (no public comments were received); the Board approved the draft plan at the meeting on September 16th, and it was submitted to MDOL for approval on September 30, 2016. J. Sneddon is working with staff to revise the Local Plan Tracking Report to align with the new WIOA Local Plan.
- Staff worked closely with manufacturers and schools (secondary and post-secondary) to implement Manufacturing Day in Local Region 3 which was held on October 6, 2016.
- The TechHire grant is beginning to move forward, J. Sneddon is in the process of hiring a Navigator to work with job seekers and employers in Local Region 3.

Other Business

- There was brief discussion about the recent performance evaluation for J. Sneddon; a formal review was drafted and signed by both J. Sneddon and C. Nelson. The Executive Committee is very supportive of his efforts and activities, and awarded him a one-time \$3,000 bonus to show their appreciation. J. Sneddon thanked the Executive Committee and they all discussed the potential to increase administrative support if the budget would allow it. J. Sneddon has reviewed possible areas for additional staff to support and he is working with the fiscal agent to determine if this idea is feasible.
- The Executive Committee also discussed avenues/ideas to help keep the Board engaged as they move to a quarterly meeting schedule. J. Sneddon suggested a monthly communication that included the monthly budget, Local Plan Tracking Report, Activity Report and other items could be added or deleted as needed.

There was no other business to conduct and the meeting was adjourned.