

## Central/Western Maine Workforce Development Board

### Executive Committee Conference Call Meeting Minutes

November 17, 2016

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

#### Call to Order

The meeting was called to order by C. Nelson.

#### Approval of October 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:

- The TechHire grant is beginning to move forward: J. Sneddon hired a Navigator on November 14<sup>th</sup> to work with job seekers and employers in Local Region 3. CCWI has held a few all-staff meetings for grant orientation and training; no IT boot camp vendor has been selected yet.
- Workforce Innovation and Opportunities Act (WIOA); the Local Plan was submitted to MDOL for approval on September 30, 2016 and there has been no response back regarding approval of the plan. Staff is revising the Local Plan Tracking Report to align with the new WIOA Local Plan. J. Sneddon is working with MDOL to facilitate more integrated services among the four core partners. He has been meeting with Adult Educators to improve interaction and alignment of services for job seekers.
- Verso Paper announced potential layoffs of up to 190 employees at the beginning of 2017; J. Sneddon has been communicating with MDOL to have two Peer Support Workers available if the layoffs are permanent.
- There will be two new Chief Elected Officials in 2017; Gary McGrane (Franklin County) and Elaine Makas (Androscoggin County) will not be returning as County Commissioners next year.

#### Other Business

- There was brief discussion about 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 (Sara). It was determined that an administrative position could be added for up to 24 hours/week at \$15.00/hour. J. Sneddon will continue to work with Sara to pursue this opportunity.

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