

Central/Western Maine Workforce Development Board

Executive Committee Meeting Minutes

December 21, 2016

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

Call to Order

The meeting was called to order by C. Nelson.

Approval of November 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:

- J. Sneddon presented information regarding the request from the Maine Department of Labor (MDOL) that the Local Workforce Boards and other MDOL agencies share the annual expense of maintaining the new MIS system that the workforce development system uses for case management, performance reporting, and its website for job seekers and employers, among other things. The Executive Committee reviewed a draft MOU related to the maintenance of the new Maine Job Link (the CareerCenter's employment website and Management Information System). J. Sneddon indicated that the other Local Workforce Boards are in agreement with the draft MOU and are having their Board and CEOs approve it; which could be done at the January Board and CEO meetings. C. Nelson pointed out that this action will take away funding from the local areas and that it will impact our performance measures. It was recommended that we present this issue in writing to MDOL and have them acknowledge the impact; and have the service providers adjust their planned milestones based on the loss of funding.
- The DAFS annual fiscal audit occurred on December 6 – 8, 2016; the auditor indicated that the 5-year period for contracting with a fiscal auditor was over and that we needed to put out an RFP for our fiscal auditing services for this year's audit. There is still review work going on between the auditor and our fiscal agent (Sara) so a report has not been generated. Once the report has been received J. Sneddon will provide a copy to the Executive Committee. He has already begun the RFP process and the bid selection committee is the fiscal agent (Sara), the Treasurer (Ralph Ryder) and J. Sneddon.
- J. Sneddon has begun the process of bringing on an additional staff (administrative) and has been working with the fiscal agent to determine the level of available funds to hire someone. It is anticipated that staff will be added by February 2017.

Other Business

- There was brief discussion about the two County Commissioners (Gary McGrane, Franklin County; Elaine Makas, Androscoggin County) that will not be returning as CEOs next year; J. Sneddon would like to present recognition plaques to them at the upcoming Board meeting as a way to thank them for their time and commitment to CWMWDB. The Executive Committee was supportive of this effort to recognize the retiring CEO's for their longstanding commitment to workforce development.

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