

Central/Western Maine Workforce Development Board

Executive Committee Meeting Minutes

February 15, 2017

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 December 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 and the TechHire Navigator are working closely together to implement the grant: outreach to stakeholders and partners (e.g. CareerCenter staff, Adult Education, Kennebec Valley Community College and Central Maine Community College); participant recruitment, assessment and enrollment; training on the Maine Job Link and case management; and employer engagement. The grant is focused on providing training, education and employment to job seekers in Informational Technology Professional (ITP) occupations and is part of the larger effort to develop an ITP talent pipeline in the region. D. Morrell mentioned that the previous HCAT conducted a needs assessment three years prior to the MDOL Health Care grant. The grant application was tailored to meet the identified needs and was ultimately highly successful due to this earlier work.
- Sector-Partner grant staff continues to develop a strategic plan to guide and facilitate a career pathway/talent pipeline for the manufacturing sector. Progress is slow but discussions continue between NTI and CWMWDB to determine the feasibility of expanding the manufacturing technician training that is currently offered in Southern Portland to the Lewiston/Auburn area.
- J. Sneddon continues to serve on the State Unified Plan sub-committee. The focus of this workgroup is to provide oversight on the implementation and evaluation of the State Plan. He also indicated that he has not received any response to the WIOA 4-yr plan that was submitted to MDOL in September 2016. He is waiting for an approval of the plan and will inform the Executive Committee once MDOL has commented on the plan.
- A status report was given by J. Sneddon regarding the hiring of a part-time Administrative Assistant: he will be interviewing four candidates on February 22nd; the interview team consists of Patti Saarinen (Lewiston CareerCenter, Co-Manager) and Razell Ward (Turner Adult Education Director). The intention is to have someone hired by the first part of March.

Other Business

There was a brief discussion about re-convening the Steering Committee as well as past Board members; J. Sneddon will develop a few opportunities and present them to the Executive Committee.

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