

# Central/Western Maine Workforce Development Board [CWMWDB]

## Executive Committee Meeting Minutes

April 20, 2016

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

### Call to Order

The meeting was called to order by C. Nelson.

### Approval of February 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:

- Both of the vacant Disability Resource Coordinator positions have been filled and the new employees are in orientation.
- Additional staff is in the process of being hired to help implement the Sector-Partnership grant with plans to have someone start in late April.
- An update on the WIOA transition at both the State and local level was provided: WIOA policies are being developed to be included with the State Plan when it is submitted to USDOL. Most if not all of the local policies will need to be revised to comply with WIOA, but the State creates its policies first and we align ours with the State's. Work has begun with Camoin Associates to revise the Local Plan to make it compliant with the new WIOA regulations.
- J. Sneddon attended the National Association of Workforce Boards (NAWB) annual meeting on March 12 – 15, 2016.
- Staff is working with MDOL's Rapid Response and the Somerset CareerCenter to prepare for the Madison Paper layoffs in June.
- Staff participated in the PY14 annual program review by MDOL – BES for CWMWDB and the Augusta CareerCenter on March 22 – 25, 30, 2016. Additional discussion involved the monitoring review letter from MDOL and the need to establish a policy for reviewing/updating all policies on a regular basis. Each policy needs to have either a date of origination or a date of review, along with an annual/bi-annual review.

Also included in the discussion were comments by C. Nelson that there seems to be a renewed interest in continuing the respiratory therapist training at KVCC.

### Other Business

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