

# Central/Western Maine Workforce Development Board [CWMWDB]

## Executive Committee Meeting Minutes

June 15, 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 April 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:

- Staff hosted three focus groups during May for community input; with the information obtained to be used for updating the Local Plan. A survey was also sent out to a larger stakeholder group to allow interested parties an avenue to contribute input for the plan.
- Regarding WIOA; the Local Plan is in the process of being updated as a result of the recent stakeholder focus groups that were held in May. The goal is have a draft plan completed by mid-June, hold a public comment period for public review of the plan, have the Board approve it at a meeting toward the end of July and submit the plan at the end of July.
- J. Sneddon and MDOL's Rapid Response staff interviewed and hired two Peer Support Workers (PSW) to assist workers affected by the Madison Paper layoffs in June. One PSW starts on June 20<sup>th</sup> and the other starts on July 18.
- Staff participated in the recent Manufacturing Summit; an annual event hosted by the Manufacturing Association of Maine and was held at the Bates Mill in Auburn. Participation included serving on the event planning committee and having a table at the event to promote both the CareerCenter and the CWMWDB.
- U.S. DOL - Region One office is planning to conduct a WIOA onsite visit in August to see how the WIOA transition is going in CWM's area (Local Region 3). J. Sneddon will work with both the service providers and CareerCenter Managers to prepare for the visit.
- As part of the WIOA transition, J. Sneddon requested suggestions from the Executive Committee regarding updating/planning and monitoring for both the implementation of the 4-year plan and CWMWDB activities overall. It was agreed in concept that under the "Other Business" agenda category these topics would be discussed at each meeting.

### Other Business

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