

Central/Western Maine Workforce Development Board

Chief Elected Officials [CEO]

Conference Call Meeting Minutes

Thursday, January 12, 2017

Attendees by conference call: David Duguay (Oxford), Zakk Maher (Androscoggin), Patsy Crockett & Bob Devlin (Kennebec)

Absent: Dean Cray (Somerset)

Staff: Jeff Sneddon (Executive Director)

Call to Order

J. Sneddon called the meeting to order and welcomed the CEO Board members. He introduced and welcomed the new Androscoggin County CEO, Zakk Maher.

Approve December Meeting Minutes

A motion was made by D. Duguay to accept the meeting minutes; the motion was seconded by P. Crockett and approved by the participating members.

Budget Updates

S. McLaughlin was not able to attend the meeting, so J. Sneddon presented the FY 2016 – 2017 WIOA Administrative Budget and Program Budget for review and approval. The program year is 50% over and our expenditures are 45% of the budget to date. There were no questions about the budgets and a motion was made by D. Duguay to place the financial reports on file; the motion was seconded by P. Crockett and approved by the participating members.

WIOA Transition

J. Sneddon 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 CEO Board once MDOL has commented on the plan.

CWMWDB Activities

An overview of workforce development activities was presented by J. Sneddon:

- J. Sneddon has been working closely with the new TechHire Navigator to work with job seekers and employers in Local Region 3. Initial grant implementation has begun (e.g. training on case management and employer engagement, outreach to stakeholders and partners such as CareerCenter staff & Adult Education, participation recruitment). The grant is focused on providing training, education and employment placement 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.
- The manufacturing sector strategy continues to move forward; a strategic plan is being developed to guide and facilitate a career pathway/talent pipeline. 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.

Other Business

- J. Sneddon reviewed the draft MOU related to the maintenance of the new Maine Job Link (the CareerCenter’s employment website and Management Information System). In short – the Maine Department of Labor (MDOL) has requested that the Local Workforce Boards (includes Central/Western Maine Workforce Development Board) 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 other Local Workforce Boards are in agreement with the draft MOU and are having their Board and CEOs approve it. The CWMWDB Board will vote to accept the MOU at the upcoming Meeting on January 20th. There was concern from CEOs’ that this action by MDOL may set a precedent for future cost shifting and the need by CEOs to remain alert and diligent in the future. A motion was made by D. Duguay to approve the MOU; the motion was seconded by Z. Maher and approved by all participating CEO members.
- The CEO Board agreed to move the meeting time to 9:00 AM and will still occur on the second Thursday of each month. There was no other business and the meeting was adjourned.

Attested by: _____
CEO Secretary

Date

Next Meeting: February 9, 2017 9:00 AM (new time), location TBD