

# Central/Western Maine Workforce Development Board

## Chief Elected Officials [CEO]

### Meeting Minutes

Thursday, December 8, 2016

Attendees: Elaine Makas (Androscoggin)  
Attendees by conference call: David Duguay (Oxford), Gary McGrane (Franklin)  
Absent: Patsy Crockett & Bob Devlin (Kennebec), Dean Cray (Somerset)  
Staff: Jeff Sneddon (Executive Director), Sara McLaughlin (Fiscal Agent)

#### Call to Order

G. McGrane called the meeting to order and welcomed the CEO Board members.

#### Approve October Meeting Minutes

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

#### Approve November Meeting Minutes

A motion was made by D. Duguay to table the November meeting minutes until the next meeting since none of the participating members attended the November meeting. The motion was seconded by E. Makas and approved by the participating members.

#### Budget Updates

S. McLaughlin presented the FY 2016 – 2017 WIOA Administrative Budget and Program Budget for review and approval. The program year is 42% over and our expenditures are 35% of the budget to date. She indicated that the recruiting expense line was not a regular/ongoing expense but was due to the hiring of a TechHire Navigator as a result of a recent grant awarded to Coastal Counties Workforce, Inc. that CWMWDB is a part of. The recruiting expense will be part of the required leverage that is a condition of the grant. A motion was made by E. Makas to place the financial reports on file; the motion was seconded by D. Duguay and approved by the participating members.

#### WIOA Transition

J. Sneddon reviewed the final draft of the WIOA Chief Elected Officials Agreement (final draft included revised language for increased clarity regarding the Liability section) that had been previously sent to the CEO for review. A motion was made by E. Makas to approve the Agreement as presented; the motion was seconded by D. Duguay and approved by all participating members.

The State Workforce Board recently created a subcommittee to oversee its WIOA Unified Plan and J. Sneddon serves on it. They are working to draft an action plan that will ensure that the Unified Plan is implemented and the goals are achieved. Serving on this subcommittee is beneficial as

CWMWDB implements its WIOA Local Plan in that it will facilitate the alignment and coordination of workforce development activities at the local and state level.

**CWMWDB Activities**

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

- A Navigator was recently hired to work with job seekers and employers in Local Region 3 as a key component to the TechHire grant. The grant is for four years and is focused on providing training, education and employment placement to job seekers in informational technology professional occupations.
- J. Sneddon continues to meet and coordinate efforts with local Adult Educators in the region for more integrated services and to facilitate and develop career pathways.
- A fiscal audit was conducted by DAFS in December; the audit went well and once a final report has been received, J. Sneddon will forward it to the CEO.

**Other Business**

J. Sneddon presented a nomination letter from the LA Metro Chamber of Commerce for Laura Keller of Poland Springs to serve on the CWMWDB Board as an Employer representative. A copy of the nomination letter was reviewed during the meeting and E. Makas made a motion to approve Laura Keller to serve on the CWMWDB Board of Directors; the motion was seconded by D. Duguay and approved by all participating CEO members.

There was a brief discussion about two CEO positions that will be vacant at the beginning of 2017; neither E. Makas of Androscoggin County or G. McGrane of Franklin County will be County Commissioners next year. J. Sneddon thanked both Commissioners for their commitment and service to CWMWDB and invited both to attend the upcoming Board meeting for recognition as long standing CEOs. He will also follow up with each Commissioner to have new CEO's selected by each County at the beginning of the year.

There was no other business and the meeting was adjourned.

**Attested by:** \_\_\_\_\_  
CEO Secretary

\_\_\_\_\_  
**Date**

**Next Meeting: January 12, 2017 5:00 pm, location TBD**