

# Central/Western Maine Workforce Development Board

## Chief Elected Officials [CEO]

### Conference Call Meeting Minutes

Thursday, April 13, 2017

Attendees by conference call: Zakk Maher (Androscoggin), Terry Brann (Franklin), Patsy Crockett (Kennebec), David Duguay (Oxford)  
Absent: Dean Cray (Somerset)  
Staff: Jeff Sneddon (Executive Director), Sara McLaughlin (Fiscal Agent)

#### Call to Order

J. Sneddon called the meeting to order and welcomed the CEO Board members and the newest CEO member Terry Brann, Franklin County Commissioner (replacing Gary McGrane).

#### Approve Meeting Minutes

A motion was made by D. Duguay to accept the February meeting minutes; the motion was seconded by P. Crockett and approved by the participating members. D. Duguay made another motion to accept the March meeting minutes; the motion was seconded by P. Crockett and approved by the participating members. There was not a quorum at the March meeting so the February meeting minutes were approved at this meeting.

#### Budget Updates

S. McLaughlin presented the FY 2016 – 2017 WIOA Administrative Budget and Program Budget for review and approval. She suggested that we review and approve March's budgets only and that we would not have to review the February budget since they are cumulative in nature. The program year is 75% over and the administrative expenditures are 69% of the budget to date. The program budget for PY 16/17 indicated that expenditures are 47%. D. Duguay asked if the Verso Peer Support Worker grant would be spent and Sara mentioned that it was anticipated to be depleted with a portion of it allocated to the close-out component of the grant in July 2017. A motion was made by P. Crockett to place the financial reports on file as presented; the motion was seconded by D. Duguay and approved by the participating members.

#### WIOA Transition

J. Sneddon mentioned that he received a letter from Garret Oswald, Director for the State Workforce Board on April 10<sup>th</sup> indicating that our WIOA 4-yr Local Plan had been approved. A meeting is scheduled for April 19<sup>th</sup> with the Executive Committee and Steering Committee to begin the process of coordinating the activities outlined in the Local Plan for the next program year.

The Maine Department of Labor (MDOL) continues to work with the Local Workforce Boards and other required partners to discuss the concept of infrastructure cost sharing among the partners.

This is a WIOA requirement and discussions have begun to determine how to implement this new regulation.

### **CWMWDB Activities**

An overview of activities was presented by J. Sneddon:

- Workforce development activities continue through industry partnerships with employers, educators, the CareerCenters and other stakeholders within the following targeted industries: manufacturing, health care, information technology. Staff is working with Mt. Blue Adult Education and Foster Tech Career and Technical Education Center (CTE) to offer a HVAC ready-to-work training program (includes job shadowing with an employer) to address the shortage of HVAC workers in Franklin County. The class is anticipated to start in late spring. Recruitment and assessments are taking place for participants to be enrolled in the TechHire grant program. The first IT Bootcamp began in January, with the next one being offered in early June.
- The Maine Office of Information Technology informed J. Sneddon that they will no longer be providing any IT services to any “non-state” entities by the end of June 2017. This means that we will need to obtain our own computer equipment, IT services including email, network and internet. J. Sneddon is working with WGTech, which is the same vendor that is working with Western Maine Community Action (service provider for the Lewiston CareerCenter), to determine what steps need to be taken in order to migrate all digital files, emails and set up new computer systems.
- J. Sneddon is in the process of hiring part-time staff to assist in the administrative duties of the workforce board. Interviews have been conducted and he hopes to have someone hired by the middle of May.

### **Other Business**

At the National Association of Workforce Boards annual meeting in March 2017, J. Sneddon learned about a new online training program for CEOs and workforce board members. He will inquire about the potential and procedures for the CEOs to take this training and will discuss his findings at the next meeting.

There was no other business and the meeting was adjourned.

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

\_\_\_\_\_  
Date

**Next Meeting: May 11, 2017 9:00 AM (new time), location TBD**