

# Central/Western Maine Workforce Development Board

## Chief Elected Officials [CEO]

### Meeting Minutes

Thursday, April 14, 2016

Attendees in person: Alfreda Fournier (Androscoggin)  
Attendees by conference call: Bob Devlin (Kennebec), David Duguay (Oxford), Gary McGrane (Franklin)  
Staff: Jeff Sneddon (Executive Director), Sara McLaughlin (Fiscal Agent)  
Absent: Dean Cray (Somerset)

#### Call to Order

G. McGrane called the meeting to order at approximately 5:04 pm.

#### Approve March Meeting Minutes

D. Duguay indicated that his name was not included as one of the CEO attending the meeting; he made a motion to accept the March meeting minutes with the correction of his name as an attendee. A. Fournier seconded the motion and it was unanimously approved.

#### Budget Updates PY 2014 & 2015

The budgets were presented by S. McLaughlin for review and approval; we are 75% through the program year and expenditures to date are at 65%. The lack of expenditures is due to some costs (salary & benefits) that are allocated among the 5 discretionary grants for direct involvement of the staff in the implementation of the grant programs. S. McLaughlin indicated that the largest expense was for the fiscal audit that was just completed on March 31, 2016. A motion was made by D. Duguay to approve the budgets, seconded by A. Fournier and unanimously approved by the CEO.

#### WIOA Transition

J. Sneddon briefed the CEO on the WIOA transition at both the State and local level: 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. J Sneddon is beginning the planning process to update the Local Plan so it will be compliant with WIOA.

#### CWMWIB 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.
- J. Sneddon is moving forward to hire additional staff to help implement the Sector-Partnership grant with plans to have someone start in April.
- 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 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.

**Other Business**

B. Devlin mentioned that they have a new County Commissioner; they could be participating as a CEO member in the near future. He will keep the CEO and J. Sneddon updated on this process.

There was no other business and the meeting was adjourned.

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

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

**Next Meeting: May 12, 2016 5:00 pm, Location TBD**