

# Central/Western Maine Workforce Development Board

## Chief Elected Officials [CEO]

### Meeting Minutes

Thursday, June 9, 2016

Attendees in person: Elaine Makas (Androscoggin), Gary McGrane (Franklin), Bob Devlin (Kennebec)  
Attendees by conference call: David Duguay (Oxford), 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 June Meeting Minutes

E. Makas made a motion to accept the June meeting minutes; B. Devlin seconded the motion and the minutes were unanimously approved.

#### Budget Updates PY 2014 & 2015

S. McLaughlin presented the budgets for review and approval. It was noted that the program year is 92% over and expenditures to date are at 78%. She informed the CEO that the PY16 WIOA budget is approximately \$18,000 less than the previous contract (PY14/15). Due to other discretionary grants contributing to administrative costs S. McLaughlin indicated there may be up to \$30,000 carry-in funds that will help to offset the decrease in funding. A motion was made by E. Makas to place the financial reports on file; the motion was seconded by B. Devlin and was unanimously approved by the CEO. There was also a brief discussion about the need for flexibility in WIOA NEG funds to be allocated for other workforce development needs instead of returning unused funds.

#### WIOA Transition

J. Sneddon briefed the CEO about 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 and submit the plan at the end of July.

#### CWMWDB Activities

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

- 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.
- 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.
- Both J. Sneddon and E. Makas attended the recent Financial Freedom Forum held on June 7, 2016 at the Bangor Savings Bank in Augusta. The conference was well attended, provided resources to assist persons with disabilities to become financially self-sufficient, included small group discussions and panel discussion/testimonies about success stories and struggles related to the theme of the forum. It was also noted that E. Makas served on the planning committee for the event.

**Other Business**

There was no other business and the meeting was adjourned.

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

\_\_\_\_\_  
Date

**Next Meeting: August 11, 2016 5:00 pm, Location TBD**