

# Central/Western Maine Workforce Development Board

## Chief Elected Officials [CEO]

### Meeting Minutes

Thursday, July 14, 2016

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

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

#### Budget Updates PY 2015

S. McLaughlin presented the Administrative and Program budgets for review and approval. It was noted that the program year is 100% over and administrative expenditures to date are at 85%. She informed the CEO that this report was not final due to invoices that are still outstanding (as indicated in the Notes section of the Administrative Budget Report). Also noted by S. McLaughlin was that the SP-NEG grant had salary expenses that will be re-allocated to program costs due to the nature of the work (S. Palmer, project manager for grant). A motion was made by E. Makas to place the financial reports on file; the motion was seconded by D. Duguay and was unanimously approved by the CEO.

#### WIOA Transition

J. Sneddon briefed the CEO about the Workforce Innovation and Opportunities Act (WIOA); the Maine Department of Labor (MDOL) and the four core partners of WIOA are working on Memorandums of Understanding (MOUs) between the partners and developing state-level policies; the Local Plan continues to be updated. The goal to have a draft plan completed by mid-June has changed to early August with the public comment period for review in mid-August to mid-September. J. Sneddon has received approval from MDOL to change the submittal date to 90 days after the State plan has been approved (the end of September 2016). The plan will be submitted to MDOL for approval at the end September. As soon as the Local Plan is posted for public comment, J. Sneddon will contact the CEO with a link to the plan for their opportunity to review the plan.

**CWMWDB Activities**

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

- J. Sneddon and MDOL’s Rapid Response staff have hired two Peer Support Workers (PSW) to assist workers affected by the Madison Paper layoffs. One PSW recently started on June 20<sup>th</sup> and the other PSW will start on July 18<sup>th</sup>. The new staff will be housed at the Skowhegan CareerCenter and will be working with the unemployed workers for up to six months.
- Staff is working with employers in three targeted industries (health care, manufacturing, Information Technology) to identify their employment needs and create relevant training programs that result in highly qualified and valued employees both now and in the future. The goal is to develop career pathways in each of the industries to facilitate employee retention and encourage upward career mobility.
- J. Sneddon is working with staff and MDOL to prepare for two federal program reviews. In August, there will be an audit for the Disability Employment Initiative, and in September is a WIOA implementation site review. Both audits will be conducted by the USDOL – Region One Office and MDOL – Bureau of Employment Services.

**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**