

Central/Western Maine Workforce Investment Board

Chief Elected Officials [CEO] Meeting Minutes Thursday, July 16, 2015 5:00 PM Androscoggin County Office

Attendees: Elaine Makas (Androscoggin)
Attendees by conference call: B. Daggett (Kennebec), David Duguay (Oxford)
Staff: Jeff Sneddon (Executive Director), Sara McLaughlin (Fiscal Agent)
Absent: Gary McGrane (Franklin), Deane Cray (Somerset)

Call to Order

J. Sneddon called the meeting to order at approximately 5:05 pm.

Approve June Meeting Minutes (11th, 18th, 25th)

Motions were made, seconded and approved for the following meeting minutes:

- June 11th; motion by E. Makas, seconded by B. Daggett
- June 18th : motion by E. Makas, seconded by B. Daggett
- June 25th; motion by D. Duguay, seconded by B. Daggett (One abstention - E. Makas)

WIOA Transition

J Sneddon spoke to the CEO about the progress made in the statewide WIOA transition:

- The four required partners for WIOA and other stakeholders participated in three strategic visioning sessions during the months of May and June. A draft report will be made available to the CEO once it has been released.
- Initial discussions on integration of the Core Program Services (Formula, AE, WP, VR) took place to begin the process of program integration.
- The name has been changed for the County Commissioners Board; from the Chief Local Elected Officials (CLEO) to the Chief Elected Officials (CEO).
- The Local Board membership list has been revised according to WIOA, and was submitted to MDOL for approval.
- A request for Initial Local Designation for Local Area 3 by the Central/Western Maine Workforce Investment Board has been submitted for approval.
- A new SWIB policy recently came out requiring the CEO Board to develop By-laws that establish a formal nomination process for the appointment of Local Board members that complies with WIOA.
- J. Sneddon will email the SWIB policy to the CEO.
- A draft policy will be developed and approved prior to September 30, 2015.
- A motion was made by D. Duguay for E. Makas to serve on the SWIB Board; it was seconded by B. Daggett and unanimously approved.

Budget Update

The administrative and program budgets for PY 2014 & 2015 were presented to the CEO by S. McLaughlin; she indicated that we are in-line with budget expenditures for the time of the year (in most categories). There most likely will be some carry-in funds into the PY15 year due to other grants offsetting some of the administrative expenses. Py13/14 budget is 96% expended and S. McLaughlin is waiting for final year-end billing and drawdown requests before she can finalize the budget for the year. There were two questions from CEO members: what are the insurances that we carry and what are the payroll fees for. S. McLaughlin listed the different insurance policies (e.g. D & O, Liability, and Workers Compensation) and the payroll fees include payroll processing and tax payments. The recent DAFS audit was discussed; and a copy of the report will be forwarded to the CEO. There were no findings as a result of the audit.

A motion was made by E. Makas to accept the budgets as presented; the motion was seconded by B. Daggett. The vote was unanimously approved.

CWMWIB Activities

An update was given to the CEO by J. Sneddon regarding recent and ongoing activities that include:

- MDOL was recently awarded a Sector-Partnership NEG grant; Local Area 3 is part of this award and will be receiving more information about the grant implementation in the near future.
- Work progresses on the upcoming Manufacturing Day on October 2, 2015; recruiting employers to host facility tours for students and school faculty.
- Ongoing efforts continue at the state level for the WIOA transition; J. Sneddon serves on both the statewide Steering Committee and the Unified Planning Group.
- The ready-2-work (R2W) occupational training model for the healthcare industry continues with St. May’s Health System and MaineGeneral Hospital.
- Planning has begun to increase focus on the manufacturing sector in Local Area 3, with the promotion of the upcoming Manufacturing Day and development of an industry-led advisory panel to help determine the industry’s employment needs and align the occupational training with employers’ skill requirements.
- Completed the PY13 program monitoring of the CareerCenters in Local Area 3.

Other Business

There was no other business and the meeting was adjourned.

Attested by: _____
CEO Secretary

Date

Next Meeting: August 13, 2015 5:00 pm, Androscoggin County Office