

Central/Western Maine Workforce Development Board

Chief Elected Officials [CEO]

Conference Call Meeting Minutes

Thursday, September 8, 2016

Attendees by conference call: David Duguay (Oxford), Elaine Makas (Androscoggin), Gary McGrane (Franklin), Patsy Crockett (Kennebec) 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 August Meeting Minutes

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

Budget Updates PY 2015 & 2016

S. McLaughlin presented the Administrative and Program budgets for review and approval. She discussed the Salaries supplemental worksheet showing different WIOA allocations for salaries. Last year it was 62% of the WIOA budget due to staff time being allocated other discretionary grants. S. McLaughlin indicated that she planned for Salaries to be approximately 75% WIOA funding; the CEO and staff discussed the importance of monitoring expenses and to be diligent in allocating other applicable expenses to discretionary grants, in addition to just salary (e.g. retirement plan, other insurances). She presented the FY 2016 – 2017 WIOA Administrative Budget for review and approval. E. Makas made a motion to tentatively approve the new budget with the suggested changes noted regarding additional expense allocations to discretionary grants. D. Duguay seconded the motion and it was unanimously approved.

Also reviewed was the WIOA Program Budget-to-Actual for PY 2015 & PY 2017. 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.

WIOA Transition

J. Sneddon briefed the CEO about the Workforce Innovation and Opportunities Act (WIOA); he continues to prepare for a WIOA implementation site review on September 22, 2016. The onsite visit will be conducted by the USDOL – Region One Office and MDOL – Bureau of Employment Services. The Local Plan has been posted for public comment from August 12, 2016 through

September 11, 2016; the Board will vote to approve the draft plan at the meeting on September 16th, and be submitted to MDOL for approval on September 30, 2016.

Several CWMWDB Local Policies are currently being revised to be compliant with WIOA and will be presented to the Board for approval at the September meeting. J. Sneddon discussed a draft WIOA CEO Agreement that had been previously sent to the CEO for review. He noted there were no real changes from the previous one except for citations from the WIOA regulations instead of WIA. There was some concern about a section under Liability in the document that referenced an agreement between the Governor and the CEO regarding the issue of liability (referenced excerpt below).

Liability

WIOA states that the chief elected official(s) in a local workforce development area are liable for any misuse of grant funds allocated to the local area under WIOA, unless the chief elected official(s) reach an agreement with the Governor to bear such liability.

The CEO requested that the text be reworded but were not sure what that would look like exactly so J. Sneddon will contact G. Carroll, Division director of Policy and Evaluation for MDOL for clarification and report back to the CEO.

CWMWDB Activities

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

- Continuing preparation for the WIOA implementation site review on September 22, 2016 by the USDOL – Region One Office.
- Staff is working with employers in three targeted industries (health care, manufacturing, Information Technology) to expand the Ready2Work occupational training programs for the health care and manufacturing industry. A statewide grant was recently awarded to Coastal Counties Workforce, Inc. for technology related occupational training (TechHire); CWMWDB will participate in the grant and plans to hire a Navigator to work with job seekers and employers in Local Region 3.

Other Business

There was no other business and the meeting was adjourned.

Attested by: _____
CEO Secretary

Date

Next Meeting: October 13, 2016 5:00 pm, tentatively scheduled to be held at the Franklin County Courthouse, Farmington