

Central/Western Maine Workforce Development Board

Chief Elected Officials [CEO]

Meeting Minutes

Thursday, July 13, 2017

Attendees by conference call: Zakk Maher (Androscoggin), Terry Brann (Franklin), David Duguay (Oxford)
Absent: Patsy Crockett and Bob Devlin (Kennebec), Dean Cray (Somerset),
Staff: Jeff Sneddon (Executive Director), Sara McLaughlin (Fiscal Agent)

Call to Order

J. Sneddon called the meeting to order and welcomed the CEO Board.

Approve Meeting Minutes

A motion was made by D. Duguay to accept the May meeting minutes; the motion was seconded by T. Brann and approved by the participating members.

Budget Updates

S. McLaughlin presented the FY 2016 – 2017 WIOA Administrative Budget and Program Budget for review and approval. The program year is 100% over and the administrative expenditures are 92% of the budget to date. The 92% expenditure rate will result in an approximately \$18,831 being carried into the next program year. Some of this carry-in is being used to pay for the new computer equipment as a result of OIT discontinuing its IT services. A motion was made by D. Duguay to place the financial reports on file as presented; the motion was seconded by T. Brann and approved by the participating members.

The PY17 WIOA budget was discussed by S. McLaughlin and J. Sneddon; as of the date of the July CEO meeting, MDOL has not distributed the PY17 WIOA allocations to any of the Local Workforce Development Boards. The only information available was the Training and Employment Guidance Letter (TEGL #27-16) and it indicated that Maine's allotment had been decreased over last's year by about 10.45%. For general planning purposes, S. McLaughlin took last year's allocation of \$207,000 and decreased it by 10.45% to get a rough estimate of what the PY17 budget may look like (approximately \$185,000). She noted that the budget would include a new expenditure item of \$10,000 for the required One-Stop Operator that J. Sneddon was in the process of procuring. Also, impacting this year's budget was the loss of 3 discretionary grants (Disability Employment Initiative, Rapid Response-Verso Peer Support Workers, and the Job-Driven National Emergency Grant), due to the grants ending. At this point there is a notable reduction in funding for PY17 and contingency plan discussions have begun between S. McLaughlin and J. Sneddon. As new information becomes available regarding the budget it will be shared with the CEO.

WIOA Transition

The CWMWDB is currently in the procurement process for One-Stop Operator services for PY17. The One-Stop Operator is responsible for coordinating the services of required partners by working with local service providers in the Local Area. The RFP was released on July 7, 2017 and proposals are due by July 21, 2017. A review team has been created and consists of the WIOA 4 required partners; all proposals received will be scored with the intent of awarding the contract to the most qualified bidder.

CWMWDB Activities

An overview of activities was presented by J. Sneddon:

- During the month of June, J. Sneddon conducted WIOA program monitoring at the Wilton and Augusta CareerCenters. The focus of the onsite visits was to monitor all progress made in terms of transitioning from the Workforce Investment Act (WIA) to the Workforce Innovation and Opportunity Act (WIOA). Both centers were essentially transitioned to WIOA regarding any new services and/or regulations.
- CWMWDB staff continues working with the manufacturing sector and educators (NTI, Lewiston/Auburn Adult Education) to determine the feasibility of duplicating NTI’s Manufacturing Technician training program currently being offered in southern Maine to the Lewiston/Auburn region. Outreach and recruitment recently began with the plan to start the training program in the fall (e.g. September or October).

Other Business

J Sneddon presented two nominations to the Board for the CEO to approve; Laurie Glidden, Maine State Housing, and Brian Macleod, Barclaycard US. There was a motion made by D. Duguay to approve L. Glidden and it was seconded by T. Brann. The motion was unanimously approved by the CEO members. Another motion was made by T. Brann to approve B. Macleod and it was seconded by D. Duguay. The motion was unanimously approved by the CEO members.

There was no other business and the meeting was adjourned.

Attested by: _____
CEO Secretary

Date

Next Meeting: August 10, 2017 9:00 AM, location TBD