

Central/Western Maine Workforce Investment Board

Chief Local Elected Officials [CLEO] Conference Call Meeting Minutes Thursday, April 9, 2015 5:00 PM

Attendees:

Attendees by conference call: Bev Daggett (Kennebec), David Duguay (Oxford), Deane Cray (Somerset)
Gary McGrane (Franklin)

Staff: Jeff Sneddon (Executive Director), Sara McLaughlin (Fiscal Agent)

Absent: Elaine Makas (Androscoggin)

Call to Order

J. Sneddon called the meeting to order at approximately 5:02 pm.

Approve March Meeting Minutes

A motion was made by B. Daggett to accept the March meeting minutes as presented; the motion was seconded by D. Duguay. The vote was unanimously approved.

Budget Update

S. McLaughlin presented the PY 2014 administrative and program budget to the CLEO; we continue to be under budget (69% expended) for the time of the year (75% through the program year) in most categories. She mentioned that the FY2013 fiscal audit was submitted to the Federal Clearinghouse on March 31, 2015. There were no issues identified by the auditor. A copy of the fiscal audit will be made available on the CWMWIB website for review.

S. McLaughlin also provided an overview of the program budget; the PY13 budget is currently underspent by the Bureau of Employment Services (BES), which is an unusual occurrence. Typically, funds are limited and are regularly expended by or before the end of a program year. The tentative plan is to allocate any unspent funding to WMCA for use through June 20, 2015. Discussion is taking place to address this issue in a timely manner so WMCA will have an opportunity to serve additional participants by the end of PY13.

J. Sneddon and S. McLaughlin attended a federal grant management conference in Boston to help grantees understand how WIOA will impact financial reporting once it has been implemented. The conference was presented by the Employment and Training Administration (ETA) and USDOL. Several representatives from Maine attended that were from other LWIBs and Maine DOL. A motion was made by D. Duguay to accept the budget as presented; the motion was seconded by B. Daggett. The vote was unanimously approved. .

WMWIB Activities

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

- A new Peer Support Worker (PSW) for the United Technologies Corporation (UTC) was hired and started employment at the Skowhegan CareerCenter on March 9, 2015. A second PSW will be hired at the beginning of May.
- Another Disability Resource Coordinator was hired to fill the vacant position at the Augusta CareerCenter and will be starting work on March 26, 2015.
- Recent Youth Council meeting, explained a few of the major changes in youth services due to the pending WIOA transition (e.g. 75% of Youth funds required to be allocated for out-of-school youth, changes in older youth eligibility, minimum of 20% of Youth funds required to be allocated to work experience); also discussed the change from a required Youth Council to a *suggested* youth sub-committee.
- Active participation on the WIOA State Steering Committee and the State Unified Plan sub-committee; recently met on March 23rd to discuss how to guide/direct the data collecting, program design of integrated services, and writing of the plan.

- Working with G. Senese, State Director for Adult Education (AE) and local AE providers in their career pathways plans.
- The Executive Director recently attended the National Association of Workforce Boards (NAWB) annual meeting in Washington D.C. and informed the CLEO that much of the discussion was about the pending WIOA transition and what/how states and LWIBS could start doing now to get started. It was still a high-level discussion since the proposed rulemaking has not been released at the time of the meeting.
- ETA is having webinars and conference calls with information on WIOA and sector strategy development. CWMWIB staff continues to participate in these as time permits. As mentioned earlier, the information presented was still at a high level since the proposed rulemaking had not been released.

Other Business

There was no other business and the meeting was adjourned.

Attested by: _____
CLEO Secretary

Date

Next Meeting: May 14, 2015 5:00 pm, (Location TBD)