



**South Shore Workforce Investment Board  
Board Meeting**

**8:30 – 10:30 a.m. on June 25, 2015**

**Neighborhood Club of Quincy  
27 Glendale Road  
Quincy, MA 02169**

**MINUTES**

SSWIB Members Present:

William Brennan, Kun Chang, James Connor, Joan Costello, Patricia Daly, Brilene Faherty, Peter Forman, John Graves, Greg Hanley, Alan Macdonald, Kevin Madden, Kevin O’Reilly, Cynthia Page, Julie Proud-Ray, Dean Rizzo, Beth Ann Stollo, Peter Tsaffaras, Don Uvanitte

SSWIB Members Absent:

Laurie Fadden\*, James Fatseas\*, Paul Feeney\*, Kevin Malone\*, David Manning\*, Rosemarie McGillicuddy\*, Dede Riendeau\*, Cynthia Sierra\*, Keelas Small\*, Dr. Charles Wall\*

SSWIB Staff Present:

Lynne Courtney, Joyce Livramento-Young, Sue Whitaker, Regina Zahran

SSWIB Staff Absent:

Daniel Totten

Guests:

Rick Cronin, Francis Grey, Ronald Iacobucci, Alysia Ordway, Kevin Parham

*\*Excused Absence*

**Meeting Start: 8:45 am – Meeting End: 10:35 am**

**Discussion of Agenda Items:**

<b>Topic:</b>	<b>I. Welcome and Introductions: Donald Uvanitte, Chair</b>
Points of Discussion:	Don Uvanitte called the meeting to order at 8:45 am and welcomed Board members and guests to the Neighborhood Club.
<b>Topic:</b>	<b>II. Quorum Attendance</b>
Quorum Attendance:	Don Uvanitte called for attendance of Board Members – Quorum was met.
<b>Topic:</b>	<b>III. Vote on Minutes from September 25, 2014 Board Meeting</b>
Points of Discussion:	Don Uvanitte asked for comments, additions and/or corrections to the April 16, 2014 Board meeting minutes. Hearing none, a motion was made to accept the minutes, motion was seconded and the motion carried.
<b>Topic:</b>	<b>IV. Board Member Recognition</b>
Points of Discussion:	Don Uvanitte mentioned that Arthur Brookfield, Fiscal Officer of SCCDA, was unable to attend the meeting today due to a death in the family. Arthur will be retiring from the City of Quincy Fiscal Department after 38+ years of employment with no disallowed costs. Arthur will be recognized for his contributions to the regional workforce system at the September Board meeting.

<b>Topic:</b>	<b>VI. SSWIB Committee Updates</b>
Points of Discussion:	<p>A. Youth Council: Update provided by Cindy Page (Chair) and Lynne Courtney (Youth Director).</p> <p>i. Vote to approve WIOA FY16/17 Youth RFPs - <b>Action Item</b></p> <p>Cindy Page: The Youth Council is presenting to the Board their recommendations for funding of WIOA FY16/17 Youth Programs. The SSWIB issued a Request for Proposals (RFP) on May 11, 2015 to provide In-School and Out-of-School services to WIOA eligible youth. Six (6) proposals were received by the advertised due date of June 1, 2015. A Proposal Review Committee reviewed and rated the submitted proposals. The Committee then met to analyze, deliberate and ensure due diligence during the review process. The strengths and weaknesses of each proposal were discussed in depth and noted. The following are the summaries of the funding recommendations which were presented to and approved by the SSWIB Youth Council at their meeting on June 12, 2015:</p> <p>Highly advantageous and recommended for funding were: Boys and Girls Club of Plymouth (\$94,893); Quincy Public Schools (\$90,000); Training Resources of America (\$82,948) and Wellspring (\$92,317)</p> <p>Beth Ann Strollo requested clarification about the goals of the programming and the age of youth involved. Lynne Courtney, SSWIB Youth Director, responded that WIOA focuses on student re-engagement, certificate (credential) attainment (i.e. HiSet (formally known as GED)) and work readiness skills for Youth ages 16-24. The age of the target group has increased to 24 which will need to be considered as we move forward transitioning to WIOA. July 1, 2015 The WIOA Law will begin take place into action. A motion was made to approve the Youth Council recommendations for WIOA funding. The motion was seconded and motion carried.</p> <p>B. Workforce Initiatives Committee: Update provided by Cindy Page (Co-Chair).</p> <p>There are two Action Items to address from the Workforce Initiatives Committee: Employer Training Provider List (ETPL) Course Approval Policy and the SSWIB/SCCDA Charter.</p> <p>i. Vote to approve ETPL (Employer Training Provider List) Course Approval Policy - <b>Action Item</b></p> <p>Dan Totten, SSWIB Director of Operations, participated in the Massachusetts Eligible Training Provider Lists (ETPL) work group; he also worked collaboratively with the Career Centers Team to create the proposed local policy to address the SSWIB training course approval process. The policy is included in the meeting packet. Some of the highlights of this proposed policy include:</p> <ul style="list-style-type: none"> <li>• The SSWIB will have sole administrative authority (MOSES system approval) on all courses.</li> <li>• SSWIB and SSCC will review weekly and independently a list of pending</li> </ul>

courses and discuss as needed.

- Bi-weekly meetings in the form of conference call and/or meetings between SSWIB staff and SSCC management and career counselors will be conducted to discuss course viability for the SSWIB region.
- The SSWIB and SSCC will each be responsible for maintaining their own crystal reports in advance of course approval conference call/meetings to determine pending course approval needs.
- The SSWIB will develop a review team to discuss course approvals.

The proposed ETPL policy was brought to the Workforce Initiatives Committee and a vote was made and seconded to approve the policy. The Committee made a motion to the full board for approval. A motion was made to vote, the motion was seconded to approve the updated policy and the motion carried.

ii. Vote to approve the Charter - *Action Item*

The Workforce Initiatives Committee proposed a vote to approve a one year extension to the Charter. The current Charter is due to expire June 30, 2015 so the Workforce Initiatives Committee took on the task of reviewing the current Charter and is proposing minor modifications that mostly involved changing the wording from Workforce Investment Act of 1998 (WIA) to Workforce Innovation and Opportunity Act of 2014 (WIOA) and some other minor changes. The Committee worked collaboratively with the Career Center staff and Dave Manning, Director, Department of Career Services and approved all modifications.

Questions were asked regarding what are the major changes from WIA to WIOA?

Kevin Madden responded by stating that the new WIOA Law from the Department of Labor will have an impact in many states, but not much of a change for Massachusetts as we have already implemented most of WIOA's recommendations (One-Stop Career Center model, etc.). The state has several sub-committees that are examining different aspects of WIOA and will be putting together recommendations for state regulations. One issue that is still being worked out is the issue of competitively procuring Career Centers. There are questions regarding which entities can be "Lead Operators" of career centers remains to be seen. Presently private corporations can be Lead Operators, but not sure if under WIOA this is allowed. FY16 will be a transition year as the regulations come down from the state. Joyce Young will be looking for guidance from the state to ensure we have the proper "firewalls" in place and conflict of interest law is upheld.

Joyce Livramento-Young noted that she recently attended a meeting that she and other members of the SSCC attended where Governor Baker and Secretary Ron Walker (Executive Office of Labor and Workforce Development) discussed their desire to make sure that the focus is on a job driven system. The Governor and Secretary have been reviewing the performance numbers of the Career Centers and believe there remains a gap in meeting the needs of employers. This is based on feedback from employers. They want transparency and accountability of the Workforce System. Joyce also mentioned the Governor's comment about the

importance Workforce Investment Boards (under WIOA, WIBs are now referred to as Workforce Development Boards. The South Shore area operates a collaborative model of service delivery.

Cindy Page reported that the Committee anticipates in the late fall to have an announcement regarding the role the Charter will serve.

Kevin Parham explained that reason why the Charter was only extended on year was because the WIOA regulations are still unknown. We will likely need to make significant changes to the Charter once the regulations are released.

A motion was made to vote to extend the Charter until June 30, 2016, the motion was seconded and the motion was carried.

Cindy Page spoke about other highlights from the last two Workforce Initiatives Committee meetings: the National Emergency Grant On the Job Training (NEG-OJT). Best Chevrolet had expressed an interest in applying for an OJT grant; however, they were mostly interested in hiring recent graduates from Vocational Technical High Schools who would most likely not meet the eligibility requirements for the grant. The NEG-OJT addresses the long-term unemployed and incentivizing a business to provide on the job training to close any skills gap the employee might have while being compensated through the grant during the training period. More information on OJTs is included in the meeting packet and Board members are encouraged share this information with other businesses who may benefit from this program.

The dashboard report (also in meeting packet) was provided at the last Board meeting and discussions with Joyce and Kevin have been addressed to dig into the data and come up with action items for the Workforce Initiative Committee to better help meet the goals of the data. There is a need to do a deep dive of what we're seeing and make steps to support efforts of the SSCC.

Kevin Madden discussed the people that they are primarily trying to place now are the long-term unemployed. He reported that it is extremely difficult to place them. Another cohort is recent grads is not a group they are targeting to get back into our workforce.

Don Uvanitte spoke about another group that is having difficulty obtaining employment being people in their 50's and 60s who were making 60k and are now being offered 30K while some are forced to take minimum wage jobs to make ends meet.

Beth Ann Strollo asked Kevin Madden if the SSCCs were engaged in any specific activities that address the over 50+ unemployed issue and questioned if the Board needs to be thinking about some different solutions.

Kevin Madden offered that the Career Center has a Job Club where individuals share their experiences and help each other network. He recalled that Governor

Patrick sat in on one of the Job Club meetings at the Quincy Career Center and was so taken with the group that he nearly missed his next meeting! The Hiring Incentive Training Grant (HITG) through the Commonwealth Corporation was a vehicle employers could use to hire a long term unemployed person and receive \$5,000.00 per hire once they stayed in the position over 90 days. Presently the HITG is on hold and we are anticipating this will be funded again in the future. Kevin recommends individuals use staffing agencies as a method to get a “foot in the door” and prove themselves. Kevin went on to say that “poaching” is still a preferred method for businesses – case in point that he hired a new Fiscal Officer who was currently employed. Kevin Parham discussed that one of the barriers that this group of unemployed individuals face is technical incompetence. They will come for a Job Fair at the SSCC, but then will not follow up with completing the online application. They are addressing this issue at their next upcoming job fair where they will be encouraged to stay after and receive technical assistance to help them apply online. This is a trial, initially to see if can help.

Joyce Livramento-Young explained that the Board may want to consider adding a line item for OJT into the integrated budget for next year. The SSWIB approved at a recent Board meeting to move funding this year from adult to dislocated worker for ITA’s because the money had not been \_\_\_\_\_ spent. Dave Kirk from AirXchange has expressed interest and wants to work collaboratively with the Career Centers.

C. Planning Committee: provided by Joyce Livramento-Young in absence of Keelas Small (Chair).

i. Vote to allow Executive Committee action to approve FY16 Annual Plan -  
**Action Item**

Don Uvanitte explained Keelas Small, the Chair of the Planning Committee, was unable to attend today’s meeting so Joyce will report out on that committee.

Joyce explained that the State is in transition with the implementation of WIOA. The FY16 Annual Plan submission has been pushed back to July 14, 2015.

Keelas Small recommended putting forward a motion to allow the SSWIB Executive Committee to vote on the FY16 Annual Plan on behalf of the full Board. A motion was made; the motion was seconded and carried.

D. Financial Oversight Committee: update provided Greg Hanley.

Greg Hanley reported that Financial Oversight Committee met before the Board meeting today and voted to approve \$4,000.00 to purchase of four tablets for the SSWIB staff. During this meeting Kevin Madden alerted the Committee of the recent cuts to the REA money to be forthcoming (the State budget was reduced by over \$2 million dollars).

<b>Topic:</b>	<b>VII. SSWIB Employee Transition to City of Quincy</b> Kevin Madden
Points of Discussion:	<p>Greg informed the Board that Mayor Koch, CEO (Chief Elected Official) of the SSWIB, has decided to transition the SSWIB staff to the City of Quincy. He explained the Executive Committee of the SSWIB has been spending much time handling personnel issues and now all the human resource related concerns will be handled by the City of Quincy freeing up the Board to handle the workforce related tasks. This change will be in effect July 1, 2015. (An organizational chart showing the reporting structure was distributed.) Greg asked Kevin Madden to provide a little more detail regarding the organizational change. Kevin began by providing an historical perspective beginning over 30 years ago about when REBs (Regional Employment Boards), PICs (Private Industry Councils) and WIBs (Workforce Investment Boards) were created. Many regions (like the South Shore) created non-profits, some have been employers of staff and others varied. When Mayor Koch was originally elected, Suzanne Bump suggested he look at some of the issues with the workforce system design and about five years ago Mayor Koch appointed him (Kevin Madden) to take a look at other 15 regions. Having the SSWIB staff selected to become municipal employees is a better way to fund this region; for purposes of the board, there really aren't many changes; the employer will now be the City of Quincy. Since all the funds that support this region (WIA, Wagner-Peyser, etc.) support the SSWIB, it makes sense that they are accountable to the Mayor. Five other regions in MA use this new model and for purposes of the Board, the SSWIB staff employer would be the City of Quincy instead of South Shore Workforce Investment Board, Inc.</p> <p>This change will let the Board focus on their mission and all human resource issues the Board has been facing in the past will be taken off the table and will now become the "Mayors' problem". WIOA needs to be the major focus: personnel, human resources, leases, supplies, etc.</p> <p>The name of the SSWIB organization will not change nor will the SCCDA. I (Kevin Madden) will be the Department Head and will have four departments reporting: Ron Iacobucci will become the Director of Quincy Career Center; Kevin Parham will be the Director of Plymouth Career Center; Arthur Brookfield, Fiscal Officer and Joyce Livramento-Young, Executive Director of SSWIB. Kevin will report to the Mayor. The need to move funds for the SSWIB payroll account will no longer need to happen as it will be all under the City of Quincy. One change is the SSWIB staff will move from bi-weekly payroll to weekly payroll system.</p> <p>Kevin was pleased to announce that Celeste Natale was recently hired as the new Fiscal Officer; she will begin employment on Monday, June 29, 2015. Celeste was recently employed at a CPA firm in Norwell where she performed municipal audits. She holds her master's degree in Taxation and is a licensed CPA. We are really excited she's coming aboard. We are anticipating dramatic changes to the A133 audits (how the Federal funds will need to be handled). We will need to allocate all of our Youth funds by "In-School Youth" and "Out-of-School Youth". There will a big transition year into WIOA and all the new anticipated regulations. Arthur Brookfield has graciously agreed to stay on to help Celeste transition into her new role. Arthur will continue to work full-time and then part-time. Arthur will complete the final</p>

SSWIB Inc. tax return which is due in November, 2015.

Peter Forman stated this is a “very confusing structure”. How does this all work? I have been involved for years with government entities; I know it has seems difficult / confusing with State and City employees.

Kevin Madden tried explaining the structure as a food court: one place you can come to get many different options. The One Stop Career Center operates similarly: there are many funding streams that funnel through the Career Centers i.e.: WIA (Workforce Investment Act funds) , Wagner-Peyser, ABE (Adult Basic Education), Vocational Rehab Services, etc. are all to work together in “one stop”. The SSWIB Inc. was formed 30 years ago as a 501(c)(3) Corporation to allow the Board to apply for grant funding that as a municipality they would not be unable to target. Moving the employees to the City of Quincy does not mean the SSWIB, Inc. needs to be eliminated. We can still keep it and use as necessary. To date, it is estimated that only \$20K of funding has been utilized due to this 501(c) (3) status. The SSWIB has not taken in any additional funds based on the non-profit status.

Peter Forman used the “food court” reference that in the Food Court scenario, the customer gets to decide what they want. In this new operational model, the entity that controls the finances is also the largest recipient of the largest amount of funding, the Career Centers are the largest “vendor”.

Kevin Madden explained that the Workforce System is a Federal System. The Wagner-Peyser funding goes back to the 1930s. The state is to deliver the “core services”. WIA funds are state funds for “intensive services” (training/one-on-one services) and the CEOs grantee of funds. The mayor controls the WIA services. As such, the financial liability for the SSWIB, Inc. is on the Mayor/City of Quincy.

Peter Forman explained he has been a board member for nine years and says the Workforce System is the most confusing model; the SSWIB has their own employees and issues the SCCs a contract to the City. Kevin Madden corrected Peter explaining that there is a Charter in place between the Career Center and the SSWIB, but not a “contract”. The SSWIB Board votes on the Charter and the money comes from the state to the WIB regions and it’s the role of the SSWIB to determine where the money is spent. The Board has representation of the CEO as a Board member. We do this when we vote on the annual plan/budget.

Peter Forman asked a hypothetical question (paraphrasing) “if 51% of the Board says it no longer wants South Coastal to run the Career Centers, we can solicit a new Career Center entity? Answer given by Kevin Madden – yes, but the Mayor needs to be part of the decision of the change.

Peter Forman went on to say the SSWIB oversees the performance of the South Shore Career Centers via the Charter; the Board does nothing without the staff, the staff supports are the vote of the Board. Kevin explained the staff does not make the decisions the Board does.

Peter raised the question of the Board members reputation: the Board is made up of private sector members and there is normally some comfort level of separation; there are some checks and balances and that presently it's a very close/cozy relationship between the SSWIB/City employees and the State employees which is a whole other "mess". Peter noted if this is right – not trying to accuse anyone but structurally this is very awkward that the largest vendor controls the budget and is approving the use of public money.

Joyce Young stated there need to be firewalls in place with WIOA and was relieved to hear the day to day operations of the SSWIB staff will remain as they have been and that it's just the human resource related issues that will go through the City of Quincy. Joyce clarified her role is to work with Kevin, but that she would continue to report to Don Uvanitte as well and as her staff to the Board, she will continue to do her due diligence to support the requests of the Board. She is pleased the staff will be receiving a benefit package that includes retirement.

Greg Hanley explained the multiple issues the SSWIB staff have had related to human resource concerns and that they will not be losing any benefits they already enjoy, but rather getting benefits they have gone without. He went on to state the staff of the SSWIB will now be offered protection and benefits. Greg offered that he opted to resign from the Board due to his frustration with the personnel issues and only returned because he was told this issue would be resolved. His hope is that this will eliminate the wage/vacation time/sick time issues the Executive Committee has been involved in and will allow them to focus on the work of the Board instead.

Peter Forman made reference by asking if this would be a mean a richer benefit package – assumed that would meant a raise for all SSWIB employees. It was made clear that no raises will be included in this transfer.

Kevin Madden went on to explain that a broken dash line with Joyce reporting to the Board as well needs to be and will be added to the organizational chart. Explaining the Board still has oversight of the Career Centers and have a strong governance role over the workforce system. The SCCDA City of Quincy employees are all employees at will are "non-union" positions. The Mayor decides who supervises the workforce system. They will all are under my (Kevin Madden) supervision. Kevin will assure the SSWIB staff will perform the work of the Board, stating, "they will all answer to me."

Pat Daly asked: "Will the bylaws be changing?" Will these need to be reviewed?"

Beth Ann Stollo commented that this is a major change to what the role of the board is" asking, "what is the Board's responsibility?" Are we approving how resources are to be allocated? We need a clear understanding of our fiduciary responsibilities. I am confused now with this major change: where does that leave the responsibilities of the Board members? Are the Board members listed with the Secretary of State? Kevin Madden responded that some Boards list all members and some do not others list just the Chairman, Secretary, Treasurer, etc. It's my understanding this document to the Secretary has not been filed since 2011. Kevin stated this organizational change is a minor issue and assures all the role of the Board is not changing.



Greg Hanley stated that the SSWIB engages in public and private entities; this is what we do and will continue to do under this leadership. Engaging in the committee work is where the rubber meets the road and that eliminating the human resources issues will allow us all to focus on the work of the Board. We have dealing with the Personnel Policy; providing a benefit plan for the staff to include: short term- long term insurance, a pension or retirement plan was not accomplished. This was promised to the staff when they were hired. The past Executive Director went into see Suzanne Bump to get changes. To me this is the best system and we need to talk about the mission of the Board not Human Resource issues. It's the role of the City Council to provide checks and balances.

Alan Macdonald questioned if the Board were voting on this today? Don Uvanitte said this was not open to a vote; it was a decision of our CEO.

Beth Ann Strollo asked, "Who can hire/fire the Executive Director of the SSWIB?" Kevin Madden responded, "The Mayor has this responsibility."

Beth Ann went on to say the Board needs a list of roles and responsibilities of Board members. Needs clarity around the 501(c)(3), needs to take a look at the bylaws and review the city operating as fiscal agent.

Don Uvanitte said this new system is not "perfect" but it's the best model that has been put forward and that it will go into effect July 1, 2015. Don reported that he will have Joyce and Kevin Madden work together to update the flow chart. He has full faith and confidence that this new system will work.

Ron Iacobucci, new Director of the Quincy Career Center shared his background and experience in the workforce system, being an employee of the SSWIB in the past and went on to say in his role as BSR (Business Service Representative) stated the need of leadership from the employers. We need the private sector's assistance. There are five other WIBs that operate this way under the CEO. This allows the Board to direct their focus to where it should be; we need your leadership to continue in this mission. All Secretary Ron Walker talked about in the meeting was the significance of workforce development; it is the most important thing.

Kevin Madden stated that Congress has created a dysfunctional system and that five other WIB regions use this same municipal framework where all WIB are City Employees.

Peter Forman continued to express his concern and invited guests to a forum for the Board to clarify some things and would like the mayor to attend.

Peter Tsaffaras, Quincy College, echoed Peter's idea stating we should meet and address everyone's concerns.

Brilene Faherty stated that she believes the Executive Committee members are seeing this change from a different vantage point; this has been in the works for a while and

	<p>we are very comfortable with it.</p> <p>Due to the conversation over the re-organization, we have run out of time and offer our apologies to John Graves of Symmons Industries and Alysia Ordway of Strategy Matters and request that they give their presentations at the September Board meeting.</p> <p>10:30 motion made to adjourn.</p>
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<b>Topic:</b>	<b>VII. SSWIB Business Member Presentation</b>
Points of Discussion:	<p>John Graves</p> <p>Postponed to next Board meeting.</p>

<b>Topic:</b>	<b>VIII. Alysia M. Ordway, Strategy Matters, LLC</b>
Points of Discussion:	<p><i>Presentation: Labor Market Information: Review of Critical and Emerging Industries in the South Shore Region</i></p> <p>Postponed to next Board meeting.</p>

<b>Topic:</b>	<b>IX. Executive Director's Update: JL-Y</b>
Points of Discussion:	Postponed to next Board meeting.

<b>Topic:</b>	<b>IX. Old Business</b>
Points of Discussion:	No Old Business to report

<b>Topic:</b>	<b>X. New Business</b>
Points of Discussion:	No New Business to report

**MOTION to adjourn the meeting. Motion was approved.**

SSWIB Board Package Materials:

Agenda

Minutes from April 16, 2015 Board Meeting

SSWIB Committee Updates

A. Youth Council: *Cindy Page, Chair*

i. Vote to approve WIOA FY16/17 Youth RFPs - **Action Item**

B. Workforce Committee: *Pat Daly ~ Cindy Page, Co-Chairs*

i. Vote to approve ETPL (Employer Training Provider List) Course Approval Policy - **Action Item**

ii. Vote to approve SSWIB/SCCDA Charter - **Action Item**

C. Planning Committee: *Keelas Small, Chair*

i. Vote to allow Executive Committee action to approve FY16 Annual Plan - **Action Item**

South Shore Career Centers: Performance Dashboards

SSWIB Business Member Presentation

Labor Market Information: Review of Critical and Emerging Industries in the South Shore Region