



**South Shore Workforce Investment Board
Board Meeting
8:30 – 10:30 a.m. on January 30, 2014
at
Quincy Chamber of Commerce /
Quincy Center for Innovation
180 Old Colony Avenue, Suite 300
Quincy, MA 02169**

MINUTES

SSWIB Members Present:

Kun Chang, Patricia Daly, Brilene Faherty, Paul Feeney, Peter Forman, Alan Macdonald, Kevin Madden, David Manning, Cynthia Page, Dede Riendeau, Dean Rizzo, Severiano Rocha, Doric Scarpelli, Keelas Small, Peter Tsaffaras, Henry Tuttle, Don Uvanitte, Dr. Charles Wall

SSWIB Members Absent:

William Brennan*, James Connor, Laurie Fadden*, James Fatseas*, Susan Fontana, Greg Hanley*, Rosemarie McGillicuddy*, Julie Proud-Ray*, Gail Simms*, Matthew Smillie*, Beth Ann Strollo*

SSWIB Staff Present:

Joyce Livramento-Young, Chris Shannon, Kent Wampler, Sue Whitaker, Regina Zahran

Guests:

Arthur Brookfield, Laura Hoitt, Ronald Iacobucci, Jacquelyn McLellan, Kevin Parham, Cheryl Scott

**Excused Absence*

I. Welcome and Introductions

Don Uvanitte, Chairman: The meeting was called to order at 8:40 a.m. Don thanked Dean Rizzo, Executive Director of the Quincy Chamber of Commerce / Quincy Center for Innovation (QCI) for the use of his facility. Dean commented that they moved to this location in September, 2013 with the hopes that the Innovation Center will help the region. Dean noted the QCI is a result of a partnering with Eastern Nazarene College and the City of Quincy. There is 13,000 feet of office space, with access WiFi, multimedia conference rooms, kitchen facilities, copiers, printers and on-street parking. Currently 16 companies are located at the QCI all co-working in the center including a pharmaceutical company from Michigan, local college students, etc. A calendar of current QUI events and a complimentary ticket to the Quincy Chamber of Commerce Annual Meeting & Business Showcase meeting taking place later in the day at the Boston Marriott in Quincy were provided to each participant. Dean offered a tour of the facility after the meeting. Don welcomed two new Board Members: Paul Feeney, IBEW Local 2222 AFL-CIO and Cindy Page, Beth Israel Deaconess Hospital-Milton. Don also introduced Kent Wampler as Director of Operations. Don then asked the South Shore Workforce Investment Board to introduce themselves.

II. Quorum Attendance

Don Uvanitte called for the attendance of Board Members – Quorum met.

III. Vote on South Shore Workforce Investment Board (SSWIB) Minutes from September 26, 2013 Board Meeting

Don Uvanitte asked for comments, additions and/or corrections to the September 26, 2013 Board meeting minutes. Hearing none, a motion was made to accept the minutes, motion was seconded and the motion carried.

IV. Vote on Treasurer's Report

The Treasurer's Report was offered by Kevin Madden, Executive Director, City of Quincy/South Coastal Career Development Administration (SCCDA). Kevin reviewed the SSWIB Financial Summary of all FY14Grants for the period of 7-01-13 through 12-31-13. The Treasurer's Report is a financial report of

allocations and expenditures of various workforce programs. Kevin presented the status on each line item beginning with the WIA programs. The carry-in funds for Adult and Dislocated Workers have been expended and Youth will follow next quarter. Adult and Dislocated Workers accrued training expenses are \$31,357, which represents 10% of the budget. As a result of sequestration and the government shutdown, funding of Title I Adult and Dislocated Workers, two of our major sources of funding, was impacted. Also, the last quarter of FY13 (which runs July 1 through end of September 30), funds of \$14,000 and \$65,000 were authorized for Title I Adult and Dislocated Workers.

Youth: The Connecting Activities and Career Pathways Grants started in September/October. The balance in the YouthWorks Summer Grant were carried over to the Year-Round Grant which began in December.

Workforce Training Fund: The South Shore area is allocated \$95,000 in funds, (\$75,000 is given to each Workforce Investment Board; the remaining \$20,000 is used by the Youth Council.

YouthWorks Summer: Funds were expended from 7/01/13 thru 9/30/13 of which 65% supported youth wages throughout the region. The balance of \$6,718 was carried over to the YouthWorks Year Round Grant.

REAA: The REAA Grant allocated an additional \$67,893 in carry in funds. This will result in savings to the Wagner Peyser (WP) 90% Grant. The Department of Career Services (DCS) state employees are paid with this WP 90% grant. UI funds are used to pay staff at the South Shore Career Centers (SSCC). Emergency Unemployment Compensation has now ended.

National Emergency Grant (NEG) Application: The State, in partnership with SCCDA, submitted a NEG Grant application for \$474,248 to work with Haemonetics. If this is approved, the award would cover a two year period and support 2.5 staff positions.

Peter Forman provided an update on Haemonetics Corporation: their CEO praised the State's Rapid Response Teams for their assistance during their recent lay off. Haemonetics recently spoke before the Braintree Town Council; they have reached an agreement with the Town and will not be moving to a different location.

Don Uvanitte asked if there were any questions or comments regarding the Treasurer's Report. A motion was made to accept the Treasurer's Report, the motion was seconded and the motion carried.

V. New Business

The Agenda was altered to accommodate item XI. New Business Motion to fill SSWIB Treasurer Position

Don Uvanitte noted the departure of Harry Salerno, the SSWIB Executive Committee met and discussed filling the vacancy of Treasurer. **The Executive Committee recommended Brilene Faherty, Financial Specialist, The Bulfinch Group, to be elected as the Treasurer. Don asked if there were any other Board members interested in filling the position. Hearing none, a motion was made to elect Brilene Faherty as Treasurer, the motion was seconded and carried. Brilene accepted the Treasurer position and thanked the Board.**

VI. SSWIB Business Member Presentation

Keelas Small, Proprietor, Comfort Inn Plymouth

Keelas provided a summary to her establishment and her usage of the regions workforce system.

The Comfort Inn in Plymouth is a family owned business since being built in the 1970. She purchased the Inn in 1999, rebuilt it and opened our doors as a Choice Hotel Franchise. The Comfort Inn is a midscale hotel with 67 guest rooms; all spacious rooms include microwaves, refrigerators and cable televisions. Travelers also have the use of the on-site business center, copy and fax services as well as the meeting space. The Comfort Inn is located off of Route 3 South, Exit 6B; approximately one mile from historic downtown Plymouth and the waterfront.

The Comfort Inn has approximately 15 year-round full and part-time employees; during the summer months, this increases to about 20. The Comfort Inn offers is a full hot breakfast buffet, indoor heated swimming pool and free wireless high-speed Internet access throughout the building. During the summer

months we offer discounted tickets to local attraction and events for our guest's pleasure.

Keelas noted she has not been engaged with the Plymouth Career Center (PCC) due to the lack of knowledge, she was not aware of their ability to post job advertisements for free. Since being on the Board, she has since learned a lot about the PCC. Keelas recommended the workforce system be more visible in the region. There are a large number of small businesses in Plymouth that would benefit from the various services offered at the Career Centers. This is a cost effective way to recruit qualified people that have been prescreened.

Keelas welcomed Board members to visit her establishment.

VII. SSWIB Committee Updates

Don Uvanitte asked the Board members to review the Board Member Contact List included in the meeting package and to forward any changes/updates to the SSWIB staff. The package also listed each SSWIB Committee including a brief description of the Committee and a list of its members.

A. Financial Oversight Committee: *Greg Hanley, Chair*

The Financial Oversight Committee report was provided by Kevin Madden in Greg Hanley's absence.

During the last meeting, the Committee discussed Individual Training Accounts (ITA's) and reviewed the ITA Obligation Log. ITA's are offered to eligible Dislocated Adult Workers. The Committee reviewed the Treasurers Report in detail.

The Committee also discussed the NEG Training Fund. Dr. Wall was acknowledged for the use of the Transformation Grant that the Massachusetts Community Colleges received. Massasoit has offered the Quincy and Plymouth Career Centers and the Brockton Career Center openings for training and for the Cycso Edward Training. The Career Centers have been able to place people in these trainings at no impact to the SSWIB funding. The SSCC have recently opened an MS Office class and already have 12 clients signed up.

Dr. Wall, Massasoit Community College: noted there was \$20 million awarded to the MA Community Colleges from the Department of Labor for the Transformation Grant to be streamlined and added short term training capabilities that have been very successful.

B. Youth Council: *Doric Scarpelli, Chair*

Doric extended a thank you to Chris Shannon, Youth Director, for her assistance with his transition to Youth Council.

Doric reviewed the documents included in the meeting package:

- SSWIB Workforce Investment Act (WIA) Youth FY13 Annual Performance Ended 6/30/13.
- SSWIB Youth FY14 Department of Career Services (DCS) Quality Assurance WIA Title Youth Programs Letter: the WIA Title I Youth Program systems were reviewed and certified. Thank you expressed to Jack O'Donnell, Youth Councilor, Quincy Career Center, for maintaining accurate records and documentation.
- SSWIB Youth Programs Summary Update 2014: Connecting Activities is following a new program methodology. Schools hire their own program staff. The SSWIB provides technical assistance. Chris mentioned that there is an issue in targeting older teens/young adults for some programs.
- SSWIB Youth Council Membership Form: Each Youth Council member has been given this for a way to encourage members to connect and network with each other.
- Private Sector Engagement: The SSWIB Youth Council is shy with private sector membership and are open to additions. Even though the state has forward-funded for this year's summer jobs program, it is important to inform legislators of the importance and impact. We also need more private industry support.
- Future Ready Massachusetts: This is a State initiative of Massachusetts Business Alliance for Education (MBAE), Department of Elementary and Secondary Education (DESE) and Department of Higher Education (DHE). The Youth Council liked the messaging and wants to

adopt the initiative to capitalize on state branding and initiative resources. This may soon be followed with funding opportunities.

The Youth Council requested a motion of the SSWIB to approve the Youth Council's adoption of the Future Ready Massachusetts brand and priorities to frame existing programming and guide future Youth Council activities. Don Uvanitte asked if there were any questions or comments regarding the Youth Council's adoption of the Future Ready Massachusetts. A motion was made to accept the Youth Council's motion, the motion was seconded and the motion carried.

- The GED program has been changed to HiSET which was introduced this month January 2014. This is based on the Common Core Program. It is intended to be more flexible, accessible and affordable. The Princeton Review now has a monopoly on most testing: SAT, PSAT, ACT, GMAT and LSAT.

C. Planning Committee: *Keelas Small, Chair*

The Planning Committee met on January 27, 2014. The meeting provided orientation of the Planning Process for new Committee members by reviewing the FY14 Annual Plan including the required documents, Integrated Budget and active Memorandum of Understanding's. The Committee raised some concerns related to performance and programs success of the SSCC toward serving the critical and emerging industries in the region.

Questions included:

- Are businesses needs being met by the SSCC?
- Are businesses aware of services available by the SSCC?
- Are those services reflected in the SSWIB FY14 Annual Plan?

The next meeting is scheduled for February 24, 2014. The Committee will create a timeline of performance measures which will validate the planning process and address: what are the best ways for the South Shore to utilize the allocations provided to get the best return on investment; for the businesses and job seekers.

D. Workforce Initiatives/Issues Committee: *Pat Daly, Chair*

The Workforce Initiatives/Issues Committee has been working hard to gather the necessary data for the SSCCs to be an effective Committee. Thank you to Sue Whitaker and Joyce Livramento-Young for their support to the Committee in gathering the data to date. The Committee has met at both the Plymouth and Quincy Career Centers. The staff were welcoming and provided a pleasant experience. We hope to expand on these visits to include more dialog with staff and acquire a better understanding of the reports and try to understand the raw data. Buddy Rocha has been very helpful in translating various data provided and data elements provided in the reports.

Pat mentioned it is important to have youth get work experience at a young age. The South Shore Community Action Council sees young people that have yet to land a real job and have already turned 18 several years ago. These youth have had odd jobs here and there and they are not provided opportunity for training or better jobs. It is important that we keep working on improving the regions workforce system. The Committee was happy to receive the SSCC Business Plan yesterday and will focus on the business service section. Businesses, as noted in the SSWIB Strategic Plan that we recently completed, stated that employees are not "job ready" and basic skills are what needs to be concentrated on. Looking at the data there is a broad range of people by age and gender that are out of work and we need a better understanding of this. The more we look at the data, the more questions are asked such as:

- How can we better reach out to businesses?
- Plymouth has a great Business Service Representative: Jacquie McLellan, who plans on retiring in August, 2014. What is the plan of the SSCC to replace her?

Pat also noted that the SSWIB staff has submitted and been awarded several grants including:

- Southeastern MA Advanced Manufacturing Collaborative Grant
- Quincy College
- Manet Community Health Center, Inc.
- Father Bill's & MainSpring
- A foundation grant that will provide a Daycare Credential Program
- The SSWIB has also been instrumental in the award of several Workforce Training Fund Grants.

Sue Whitaker spoke about marketing of the Workforce Training Funds. Michael Corcoran, Field Supervisor, Massachusetts Workforce Training Fund, has offered to provide a 2 hour presentation on Workforce Training Funds to the Board and its staff. The date of the session will be Wednesday, February 19, 2014, 2-4 p.m. Location to be determined.

Joyce Livramento-Young reported that Rose McGillicuddy, South Shore Savings Bank, one of our Board members, has been awarded several Workforce Training Fund Grants.

E. South Shore Career Centers Committee: *Peter Forman*

The Career Center Committee (CCC) has met twice since the last Board meeting, most recently on January 16, 2014. The CCC raised the issue of utilizing qualified WIA training vendors on the South Shore. Issues raised include the relevance and quality of the training and outcomes, consistent with labor force demands that meet the skill and proficiency needs of employers. The CCC plans to monitor this.

The CCC discussed the possibilities and feasibility of generating fee-for-service ventures through the SSCC's Business Services delivery system. Funding is an ongoing issue and many core services are mandated for "free delivery". The CCC needs to determine how to enhance services including adding a service fee component. Other Career Centers around the State offer fees for service, i.e.: leasing office space.

The Charter Agreement specifies an annual submittal of a Business Plan as part of its renewal process. The SSCC requested that the Business Plan be forthcoming. The Business Plan was sent to the SSWIB yesterday and the CCC will be reviewing it for content and effectiveness to meet the needs of the regional workforce system.

VIII. Cheryl Scott, Director, Massachusetts Workforce Investment Board (MWIB)

Cheryl Scott, was introduced by Joyce Livramento-Young. Cheryl was recently promoted to the position of Director, Massachusetts Workforce Investment Board (MWIB); (previously Cheryl was the Director of the Workforce Training Funds Department). Joyce noted that prior Executive Office of Labor and Workforce Development Secretary Joanne Goldstein recently resigned to take a position with Northeastern University. Rachel Kaprielian was in the process of being sworn in as the new Secretary of the Executive Office of Labor and Workforce Development.

Cheryl provided an overview of the MWIB supported by a PowerPoint presentation.

The MWIB advises the Governor and the Secretary of Labor and Workforce Development on building a strong workforce development system aligned with state education policies and economic development goals. The MWIB has a 65 member Advisory Board, all appointed by the Governor. The MWIB has six sub-committees: Career Pathways; Career Readiness Initiative; Employer Coordination; Labor Market and Workforce Information; Older Workers and Youth.

- Career Pathways Committee: started in 2010 with a purpose to build a framework across education and workforce development that provides a system of career awareness, skill upgrades linked to academic and work based learning and multiple entry and exit points.
- Career Readiness Initiative Committee (CRI): improves the basic education and career readiness services provided within the state by adopting and implementing a scalable, computer-based learning system across workforce development, adult basic education and higher education system.
- Employer Coordination Committee: identifies key resources and the needs of employers in the Commonwealth; assesses the programs and services to see what resources are available to meet

employer needs; provides feedback on how these programs and services can be promoted in an effort to maximize their use and effectiveness.

- Labor Market and Workforce Information Committee: provides input on the labor market and workforce information tools for job seekers, employers and workforce development partners.
- Older Workers Committee: examines the unique challenges, workforce needs and contributions of older workers in the labor market.
- Youth Committee: supports the Massachusetts' workforce and economic development agenda by focusing on employers' future workforce needs.

MWIB accomplishments include but not limited to:

- Identifying Basic Skills of Workers
- Cross-Agency Data Sharing and Performance Measurement
- High Performing Workforce Board Certification
- Youth Employment Report

Buddy Roacha expressed interest in the role that Career Readiness is playing. Buddy noted: "We have been struggling with this topic and a lot of our meetings have focused on this. We are going to try to work more closely with the South Shore Career Centers to try to identify how to better address the issue of providing job ready clients. We have had some issues finding the proper personnel. This report reaffirms what we have been discussing during our meetings. This data identifies career readiness as the best structure for preparing the jobseekers. It's good to see this happening at the State level."

Cheryl Scott appreciated the acknowledgement. The MWIB continues to grapple with how to increase the capacity of the system with dwindling resources. We hope that the tool that is going to be instrumental to the Workforce Development will really help to address these issues. We need to train our workforce system to prepare the workers.

Cheryl invited all SSWIB members to future MWIB meetings: March 17, June 26, September 15 and December 9, 2014. Cheryl welcomed anyone to contact her with any questions.

Joyce thanked Cheryl for her presentation. The SSWIB Committees has discussed having a regional sector focus. Joyce plans to continue to attend the MWIB meetings and will keep the Board informed.

IX. South Shore Career Centers:

Kevin Parham requested that in the interest of time that the SSCC Business Service Representatives (BSRs) presentation be postponed till the next board meeting. This will allow the SSCC to touch upon the points that were raised during this meeting by many of the Board. The Board agreed to postpone the presentation till the next full Board meeting.

Jacquie McLellan noted a folder regarding the BSR Unit was provided to each SSWIB member.

X: Joyce Livramento-Young, Executive Director

Joyce reviewed the contents of the Board package: the FY14 Certification Policy Responses that were submitted to the State; the One Stop Career Center Report (which is included in each Board Meeting package). At the last Board Meeting that the Board voted to allow the Executive Committee to approve the documents to be submitted to the State for Recertification on their behalf. The package also included an article from the Cape & Plymouth Business Magazine: Jobs 2014 where Joyce was interviewed and highlighted the SSWIB Blueprint. The SSWIB staff is working on placing benchmarks in the SSWIB Strategic Plan. One of the outcomes requested of the SSWIB staff is to generate revenue.

Henry Tuttle, Executive Director, Manet Community Health Center, Inc., highlighted the recent award of \$2.1 of \$42 million for a Prevention & Wellness Trust Fund (PWTF) Grant.

Henry's remarks included the Patrick Administration announcement of a \$60 million grant over four years to a variety of core applicants to promote health and wellness at the community level. This is the first health initiative in the nation and it is very exciting! The South Shore will represent a collaborative that includes: the SSWIB, South Shore YMCA, Inc., City of Quincy (Quincy Health Department), Town of Weymouth, Quincy Medical Center, South Shore Hospital, South Shore Elder Services, Inc. and Bay State Community

Services, Inc. with Manet acting as the Fiscal Agent. It was a very competitive process; our application reflects nature of collaboration which may have influenced the selection. The multi-year award will address issues such as: depression, smoking, falls prevention, hypertension, and asthma; issues that impact business and employers.

Cindy Page, Vice President, Clinical / Support Services, Beth Israel Deaconess Hospital-Milton highlighted: Milton Hospital was recently added to Harvard Pilgrim's Honor Role: the honor roll recognizes those hospitals whose performance in clinical and patient experiences and safety are among the top 25% nationally. Also, the Massachusetts Health Policy Commission awarded Beth Israel Deaconess Hospital-Milton \$261,200 to improve care and other services.

Joyce invited Board members to forward to her other positive news reports t be posted on the SSWIB website.

Also included in the Board Package is the News Release of Rachel Kaprielian, new Secretary of the Executive Office of Labor and Workforce Development.

XI. Old Business

None.

XII. Meeting Adjournment: Meeting adjourned at 10:35 a.m.

SSWIB Board Package Materials:

Agenda

Minutes from September 26, 2013 Board Meeting

SSWIB Financial Summary of all Grants FY14

Press Release: Rachel Kaprielian

SSWIB Board Members Contact List

SSWIB Youth Council Contact List

SSWIB Committees and Brief Descriptions

SSWIB Youth FY13 Annual Performance Ending 6/30/13

SSWIB Youth FY14 DCS Quality Assurance Unit WIA Title Youth Programs Letter

SSWIB Youth Programs Summary Update: 2014

SSWIB Youth Council Membership Form

Future Ready Massachusetts

South Shore Career Centers Plymouth & Quincy: Career Center Highlights

One-Stop Career Centers UI Claimants 7/01/13 – 1/17/14

SSWIB FY14 Certification Policy Response

Cape & Plymouth Business: Jobs 2014

Assessment Tools

MWIB Presentation: Cheryl Scott