



**South Shore Workforce Investment Board
Board Meeting**

8:30 – 10:30 a.m. on October 1, 2015

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

MINUTES

SSWIB Members Present:

Mayor Thomas Koch, William Brennan, Kun Chang, Joan Costello, Patricia Daly, Laurie Fadden, Brilene Faherty, John Graves, Greg Hanley, Kevin Madden, David Manning, Cynthia Page, Julie Proud-Ray, Dean Rizzo, Cynthia Sierra, Beth Ann Strollo, Peter Tsaffaras

SSWIB Members Absent:

Peter Forman*, Kevin Malone*, Rosemarie McGillicuddy*, Kevin O'Reilly*, Dede Riendeau*, Keelas Small*, Don Uvanitte*, Dr. Charles Wall

SSWIB Staff Present:

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

Guests:

Arthur Brookfield, Justin Desmond, Francis Grey, Ronald Iacobucci, Celeste Natalie, Liz O'Connor, Kevin Parham, Alison Segal, Alice Sweeney

James Connor, Paul Feeney,

**Excused Absence*

Meeting Start: 8:35 am – Meeting End: 10:05 am

Discussion of Agenda Items:

Topic:	I. Welcome and Introductions: Peter Tsaffaras, Vice Chair
Points of Discussion:	Peter Tsaffaras, Vice Chair, informed the South Shore Workforce Investment Board (SSWIB) that Don Uvanitte, Chair, is unexpectedly ill and is recuperating for possibly six-eight weeks; Peter will Chair the meeting as Vice Chair and be acting-Chair during his absence. Please feel free to reach out to Peter with any needs you might have during this time period. Peter welcomed everyone to the Quincy Neighborhood Club and asked everyone to introduce themselves.
Topic:	II. Quorum Attendance
Quorum Attendance:	A quorum of attendance was reached.
Topic:	III. Vote on Minutes from September 25, 2014 Board Meeting: Peter Tsaffaras, Vice Chair
Points of Discussion:	A vote to accept the Minutes from June 25, 2015 meeting was deferred to the next SSWIB Board meeting.
Topic:	IV. South Shore Workforce System Regional Structure: Mayor Thomas Koch
Points of Discussion:	Mayor Thomas Koch was introduced by Peter Tsaffaras as being a great friend of the working people, Quincy College and a strong supporter of the SSWIB and the South Shore Career Centers.

	<p>Mayor Koch reminded the members to keep Don Uvanitte in our prayers as he is on the road to recovery and to feel free to drop him a card. Mayor Koch expressed his gratitude for the willingness of everyone to serve on the SSWIB.</p> <p>As CEO of the South Shore region, Mayor Koch expressed his appreciation to the Board members. We are lucky to have the new energy with the Governor Baker. Mayor Koch extended a welcome to Alice Sweeney and Dave Manning as well as Joyce Livramento-Young and the SSWIB staff.</p> <p>Major Koch expressed his apology regarding the last meeting; the way the information was presented was not as it should have been. He plans to meet with each Board member in smaller groups to discuss any concerns, challenges and to share his ideas moving forward. The SSWIB has gone been through some personnel matters in the past. Mayor Koch will connect with Board members over the next several weeks and plans to bring the Board back as a whole. The members should be able to focus on the business of the Board. Thank you for the opportunity to be here; I wish you all a nice fall.</p>
--	---

Topic:	V. Board Recognition: Mayor Thomas Koch
Points of Discussion:	Mayor Koch presented a plaque to Arthur J. Brookfield, Jr. recognizing his outstanding service, commitment as Fiscal officer. Thirty-eight plus years of service. Arthur started on March 17, 1977 at age 23 years. This plaque was presented to Arthur on behalf of the SSWIB and the City of Quincy.

Topic:	VI. Workforce Innovation and Opportunity Act Review: Alice Sweeney, DCS
Points of Discussion:	<p>Alice thanked Mayor Koch for his support and acknowledged that she enjoys working with him, Governor Charlie Baker and Secretary Ronald Walker, Executive Office of Labor and Workforce Development (EOLWD).</p> <p>Alice Sweeney, Director, Department of Career Services (DCS) provided an in-depth PowerPoint presentation on Workforce Innovation Opportunity Act (WIOA) of July 2014.</p> <p>The purpose of the WIOA is to implement job training reforms and strengthen the nation’s workforce development system to put American’s back to work and make the United State more competitive in the 21st Century. A slide provided an outline of the Federal, State and Local governance including their roles and responsibilities. At the National level, the President appoints the Secretary of Labor, the Secretary of Labor oversees the Department of Labor (DOL) who oversees the Employment and Training Administration. Massachusetts has a very strong working relationship with DOL. Employment and Training Administration provides funding, guidance, and technical assistance.</p> <p>The Governor elects the State Workforce Development Board whose membership has been narrowed from 65 to 33. The Governor determines regional areas for this area to remain a workforce area and this was recently approved. The State Board has a lot of responsibility as well; this is why we’re anxious for them (the businesses) to have a say in the direction on how the workforce system will move forward.</p> <p>The Governor has put together a Workforce Skills Cabinet to move the workforce systems forward. DCS needs to present the Governor and Secretary’s agenda and make sure everyone follows the regulations for WIOA. DCS tries to do our best for the Chief Elected Officials; we provide technical assistance, policy, day-to-day operations, etc. At the local level, the CEOs appoints the Board members; engages in regional planning; develops, approves and submits the Local Plan and Budget; jointly oversees programs, services and activities operated through the One-Stop Delivery System. Local partners have been added to streamline services over several different programs and share resources. The WIBs will need to play an important role in bringing these partners to the workforce system.</p>

The CEO may choose an agency/organization to act in the role of the fiscal agent; the City holds and maintains this financial liability. The fiscal agent's role is to safeguard the integrity of the fiscal systems on behalf of the CEO. The CEO will be in discussion with the Board and the Governor regarding regional planning (i.e. leveraging funds); collectively working with another regions; it is expected to have more regional planning. The CEO oversees programs and Career Centers; there is stipulation in WIOA that the local board selects a One-Stop Delivery Operator in a competitive process and this is required needs to be up and running by July, 2017. The fiscal agent must have systems approved and certified by DCS; the fiscal agent is there to ensure the budget meets the requirements and to confirm the spending is allowable.

In partnership with the Local Elected Official, the local WIB will develop and submit a Local Plan and Budget in accordance to WIOA Section 108. They will engage in regional planning, provide Labor Market Information (LMI) data for submission of the plan; convene local workforce development system stakeholders to assist in development of the Local Plan and service delivery.

In the past, we have not done a good job of sharing the positive work the career centers and WIBs have been doing; the DOL holds us to high standards, we need to share these creative activities. The Governor did not have a great opinion about this; perception is reality. MA Workforce Professionals Association (MAWP) was present at a recent meeting and understands there is a system in place to do this. Now is our opportunity to succeed. Joyce is accountable for the next steps, which includes a daunting amount of work. Transparency is important and Open Meeting Laws must be followed.

All reports on the workforce system are located on our website. The map on page 19 show the 16 Workforce Development System currently under WIOA; these have not changed from WIA. There are 32 One-Stop Career Centers with 27 full-service career centers and five limited career centers.

The State plan will need to be completed by March 3, 2016. On page 21 (Workforce System Funding Sources), the Federal dollars are shown in blue. Our job is to make the resources be as seamless as possible: if a job seeker walks in to a career center, they shouldn't have to worry about the funding source.

One-Stop Career Centers are the foundation of the workforce system; businesses and workers will drive the solution locally. You, the South Shore WIB, know what works in this area; you will need to talk to the businesses and focus on that direction in conjunction with the CEO.

Regional partnerships are welcomed and important to demonstrate where the money will be. We'll be working with customer satisfaction indexing so we can tell the story the same way to share the successes with Massachusetts Congress. Many of the processes in WIOA are best practices from Massachusetts and we have a lot of work to do; however, most other states are really behind.

What defines a One-Stop Delivery Service delivery collection and coordination? The system must include at least one comprehensive career center in each local workforce area. The system may also have additional arrangement to supplement the comprehensive center: may have specialized centers that address specific needs (i.e.: youth, industry sectors) or a network of eligible one-stop partners.

We are moving forward and making some real progress. Governor Baker created a Steering Committee to implement this; three workgroups were developed. We have updated all our policies as of July 15, 2015 so we have to be in compliance. The next step is to have the Board certified which happened yesterday. All 16 WIBs have been certified or conditionally certified.

Job Seeker workgroup: Dave Manning is overseeing this. WIOA will be adding additional standards related to oversight of career centers; we are aiming to create high performing career center standards. Performance measures are huge; the State will be governing ourselves; we will create our own performance measurements.

What should we be looking at state level and then bring down to the local level? There will be the selection process (through a competitive process) and in agreement with CEO, One-Stop Operator as described in WIOA Section 121(d)(2)(A) (via RFP). We are awaiting the correct guidance. There will

	<p>be a need for the lead operator to convene with local partners to identify eligible providers of training and career service.</p> <p>This process should be complete by January/February 2016. The competitors will submit a bid and the Board will have to rank them. You may need to close down a shop and open up a new shop and there cannot be a break in service. The Local Memorandum of Understanding is the product of local negotiation, it is an agreement developed and executed between the Local Board, with the agreement of the COE and One-Stop Partners. Worst case scenario will involve infrastructure costs/equipment; appeals processes. This process should be completed by December 2015; a draft of the plan must be submitted to Governor Baker by November, 2015 given that the final regulations are due in January, 2016. However, this could be done later given that the final plan is due by March 3, 2016.</p> <p>There will be a need to create a new Charter for 2017. There is a lot of planning and a considerable amount of work to be done.</p> <p>Q & A</p> <p>Cindy Page: The SSWIB voted recently for a one year extension on the Charter which will end June, 2016; will we need to have an additional year extension?</p> <p>Alice Sweeney: Yes.</p> <p>No additional questions were asked.</p>
--	---

Topic:	VII. Presentation: Labor Market Information: Review of Critical and Emerging Industries in the South Shore Region: Liz O'Connor & Alison Segal, Strategy Matters, LLC
Points of Discussion:	<p>Alysia Ordway was originally working with the SSWIB on this project; however she is working at the Boston PIC.</p> <p>The project scope is to update the SSWIB regional labor market data from the existing Blueprint of October 2013 and to conduct regional employer needs analysis. The goals are to build, enhance and sustain relationships with local industries. Strategy Matters will provide useful information to guide staff and the board for strategic planning especially as WIOA places an emphasis on demand-driven systems. The data used in the 2013 Blueprint was from 2011; there is a new dataset available from 2013. Data is provided from the US Census which happens every 10 years.</p> <p>In reviewing the 2013 Blueprint, we have found that the overall employment has grown by 4.4% though sector composition has not changed very much; vacancies are double what they were two years ago; 46% of employment are in the following: Healthcare & Social Assistance; Retail Trade and Accommodations; and Food Services. There has been a surge in growth in a number of businesses such as healthcare and social assistance as well as public education services.</p> <p>New Labor Market Information for Healthcare there is a critical need for skilled nurses, physical therapists, physician assistances, nurse practitioners and social workers. For Manufacturing there is a critical need for machining, tool making assembly, quality control and engineering. For Financial Services and Insurance there are gaps in the 30-45 year olds. With Construction, there is a desire to spread the word about career opportunities in this industry; this industry relies heavily on people moving up through the ranks. In building equipment area, contracts are relying on merchants for code information that is not as easy to access from municipal government.</p> <p>The career centers are a good source for non-college labor market candidates; the SSWIB would like more clarity around services that are available to employers and would like an effective mating system that demonstrates knowledge of their business/industry. The WIBS would like to see more partnerships between training providers; need more information on WIB priorities and activities; would like to see them get more people into the pipeline for their industry and would like information about industry trends, wages, relevant training and genuine networking.</p>

	<p>There are many questions for consideration: How can the region support businesses as they take on cost of providing specific industry training for their context? What should the workforce system be doing to create strong pipelines for employers especially for small businesses? With so many small employers, how can the WIB and Career Centers learn their businesses and sectors?</p> <p>The 2015 Blueprint will be more marketable, containing user-friendly information data that was in the 2013 Blueprint. It will contain charts and tables in place of lengthy narrative. It will include a series of next steps for the SSWIB which serve to outline a 2016 Strategic Plan.</p> <p>We will continue to outreach to workforce partners; conduct focus groups in November and convene with staff and develop recommendations to present to the Board.</p>
--	--

Topic:	VIII. Vote on Treasurers Report: Brilene Faherty
Points of Discussion:	<p>The Treasurers Report was delivered by Brilene Faherty.</p> <p>SSWIB Financial Summary of all funds of FY15: Period July 1, 2014 through June 30, 2015. WIA (Workforce Investment Act): The carry-in funds from FY14 Adult, Youth and Dislocated Worker are expended. The balances in WIA have been carried into FY16 allowing for a two-year funding cycle. WIB: The DESE Adult Career Pathways Grant #2 was new funding with an ending of 8/31/15. The Summer YouthWorks grant stated in July for the participants and projects will be expended. The balance in the Advanced Manufacturing Grant will be spent. DCS: The Haemonetics Grant was fully disbursed the following month.</p> <p>The Vice Chair made a motion to accept the Treasurers Report: the motion was accepted and the motion was carried.</p>

Topic:	IX. SSWIB Committee Updates
Points of Discussion:	<p>A. Youth Council: Cindy Page, Chair</p> <p>The SSWIB currently supports subsidized Youth Employment via the YouthWORKS program in the following: Quincy, Randolph and Plymouth.</p> <p>At the September 11, 2015 Youth Council meeting, discussion took place regarding additional funding available for the following: Quincy, Randolph and Plymouth. There was not a quorum of attendance for voting, however, discussion took place regarding which of the three locations should receive the funding of \$47,500 which was a large decrease from the funds received in 2014. It was decided that in order to provide a successful program, it would be best if it was awarded to one location and the Youth Council recommended Randolph. Therefore, the Youth Council would like to make a motion to approve YouthWORKS Year-Round FY16 Program Allocation to the town of Randolph. The Vice Chair made a motion to Vote to approve YouthWORKS Year-Round FY16 Program Allocation: the motion was accepted and the motion carried.</p> <p>B. Workforce Committee: Cindy Page/Patricia Daly, Co-Chairs</p> <p>The Workforce Committee reports, dashboards and tools have been a great help to assist us as we navigate our way through the WIOA process; we know what our goals are and we working together to achieve these goals. We recently sent out a letter to the SSWIB requesting everyone to provide several contacts, we hope you have received the letter and will provide this information. Thank you to all who have already done so.</p>

Topic:	X. New Business
Points of Discussion:	Press Release: QCAP will be hosting a New Career Ready 101 Course. Beth Ann Strollo spoke about the new initiative. QCAP is an ABE provider in Quincy area and Career Ready 101 will help the

	<p>members become able to pass Career Readiness Certificate test that they can take at the Career Center. The new certificate program is designed to benefit individuals who may not have received their high school diploma but who have career goals.</p> <p>Peter Tsfarras recognized Dean Rizzo, President of the Quincy Chamber of Commerce, who recently announced that he will step down from his 12-year posts as Director of Quincy 2000 Collaborative and President of the Quincy Chamber of Commerce, effective by year's end. Dean has been a great supporter of the City of Quincy and we thank him for this.</p>
--	--

Topic:	IX. Old Business
Action Required:	No Old Business to report.

Topic:	IX. Executive Directors Report, Joyce Livramento-Young
Action Required:	Joyce reviewed the materials in the package.

MOTION to adjourn the meeting. Motion was approved. Meeting ended at 10:05 am

SSWIB Board Package Materials:

Agenda

Minutes from June 25, 2015 Board Meeting (removed)

SSWIB Financial Summary of all Grants: FY15

Workforce Innovation and Opportunity Act Review, Alice Sweeney

Presentation: Labor Market Information: Review of Critical and Emerging Industries in the South Shore Region, Liz O'Connor & Alison Segal, Strategy Matters, LLC

Mass BizWork\$ Presentation: Ken Messina, Rapid Response Director

SSWIB Committee Updates: Youth Council: Cindy Page, Chair: Vote to approve YouthWORKS Year-Round FY16 Program Allocation

SSWIB Committee Updates: Workforce Committee: Pat Daly -- Cindy Page, Co-Chairs

South Shore Workforce Board Certification Letter

Press Release and Flyer: QCAP To Host New Career Ready 101 Course