



**South Shore Workforce Investment Board
Board Meeting**

8:30 – 10:30 a.m. on April 16, 2015

**Holiday Inn
929 Hingham Street
Rockland, MA 02370**

MINUTES

SSWIB Members Present:

William Brennan, Kun Chang, Joan Costello, Brilene Faherty, Peter Forman, Greg Hanley, Alan Macdonald, Kevin Madden, Kevin Malone, David Manning, Kevin O’Reilly, Cynthia Page, Julie Proud-Ray, Cynthia Sierra, Beth Ann Strollo, Peter Tsaffaras, Don Uvanitte, Dr. Charles Wall

SSWIB Members Absent:

James Connor*, Patricia Daly*, Laurie Fadden*, James Fatseas*, Paul Feeney*, John Graves*, Rosemarie McGillicuddy*, Dede Riendeau*, Dean Rizzo*, Keelas Small*

SSWIB Staff Present:

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

SSWIB Staff Absent:

Sue Whitaker

Guests:

Arthur Brookfield

**Excused Absence*

Meeting Start: 8:55 am – Meeting End: 10:45 am

Discussion of Agenda Items:

Topic:	I. Welcome and Introductions: Donald Uvanitte, Chair
Points of Discussion:	Don Uvanitte called the meeting to order at 8:55 am; SSWIB members introduced themselves.
Topic:	II. Quorum Attendance
Quorum Attendance:	Don Uvanitte called for attendance of Board Members – Quorum met.
Topic:	III. Vote on Minutes from September 25, 2014 Board Meeting
Points of Discussion:	Don Uvanitte asked for comments, additions and/or corrections to the September 25, 2014 and January 22, 2015 Board meeting minutes. Hearing none, a motion was made to accept the minutes, motion was seconded and the motion carried.
Topic:	IV. Vote on Treasurers Report

Points of Discussion:	<p>The Treasurers Report was delivered by Brilene Faherty.</p> <p>SSWIB Financial Summary of all funds of FY15 (second report for FY15): Period July 1, 2014 through March 31, 2014. WIA (Workforce Investment Act): The carry-in funds for FY14 Adult, Youth and Dislocated Worker programs have been expended. Adult Individual Training Funds (ITAs) are only at 20% of the budget because of the difficulty in getting adult clients. It would be prudent to transfer funds from Adult to Dislocated Workers. WIB: The Connecting Activity Grant is behind but should recover in the last quarter. The YouthWorks Year-Round Grant for participants will pick up in the final quarter. The balance in the advanced Manufacturing Grant will not be spent. DCS (Department of Career Services): All DCS Grants are on target There is no carry-in for DCS funds; all of these funds will be spent at 100% by the end of the fiscal year.</p> <p>A motion was made to transfer funds from Title I Adult programs to Title 1 Dislocated Adults programs; motion was seconded and the motion carried; funds will be transferred.</p> <p>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 motion carried.</p>
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Topic:	V. Board Member Introductions and Recognition
Points of Discussion:	<p>Don Uvanitte welcomed the two new SSWIB members: Kevin O’Reilly, Executive Director, Plymouth Area Chamber of Commerce and Cynthia Sierra, Senior Director of Public Policy, Public Affairs and Program Development, Manet Community Health Center, Inc.</p> <p>Kevin started at the Plymouth Chamber last October. He is a past Chairman of the Plymouth Area Chamber of Commerce and served as President of Plymouth 400. He is currently a member of the Board of Trustees of the Plymouth Economic Development Foundation, serves on the boards of the Plymouth Chamber Foundation and the Massasoit Community College Foundation. Kevin was an elected town meeting member for over a decade, including serving as the Vice Chair of the Committee of Precinct Chairs. He is the former Chief of Staff to Senate President Terry Murray and former Campaign Director and legislative aide to the late Congressman Gerry Studds.</p> <p>Kevin brings over twenty years of senior public and corporate experience including starting, owning and operating a successful government and public relations firm – Creative Strategies and Communications. Through Creative Strategies and Communications Kevin has been able to offer a variety of service to corporations, candidates, government agencies and nonprofit clients. These services included public approval strategies, media and corporate communications, marketing services, fundraising and political and community organizing.</p> <p>Kevin grew up in Plymouth, is a graduate of Plymouth Carver Regional High School and UMass Dartmouth. He is very active in the community.</p> <p>Cynthia Sierra joined Manet in 2008. Manet Community Health Center, Inc. (Manet) is a 501(c) (3) not-for-profit Federally Qualified Health Center (FQHC) organization dedicated to providing preventive, primary and non-emergent urgent care to all, regardless of financial circumstance or health insurance coverage status. Cynthia works in the Public Policy and Public Funding Department. She is currently working with Joyce Livramento-Young on the Prevention and Wellness Trust Fund which was established in July 2012 with the Massachusetts Legislature to set forth a challenge to communities across the Commonwealth: reduce health care costs by preventing chronic conditions.</p> <p>Cynthia brings experience in health care, mental health, neuropsychology and social services administration to her role as Senior Director of Public Policy, Public Affairs and Program Development at Manet Community Health Center. Her main responsibilities include the development and funding of health center programs, along with external relations, ongoing needs assessment, and communications.</p> <p>Cynthia attended the University of Massachusetts, received her Master's degree at Lesley University</p>

	<p>in Cambridge and is a graduate of the Massachusetts Institute of Community Health Leadership.</p> <p>Cindy Page, PT, MHP, Vice President, Clinical and Support Services, Beth Israel Deaconess Hospital-Milton was presented with a Distinguished Service Award in recognition of her ongoing commitment, dedication and support on behalf of all the working families and youth that comprise the South Shore Workforce Investment Board Region. The award was presented by Don Uvanitte, Chair of the SSWIB, Joyce Livramento-Young, SSWIB Executive Director and David Manning, Director, Division of Career Services.</p> <p>In addition to her position as Vice President of Clinical and Support Services, Cindy has held the positions of Assistant Vice President of Clinical Services and Director of Occupational Health and Rehabilitation Services. From 1989 through 1996, Cindy held various positions within the Rehabilitation Services Department at Milton Hospital, including Director of Rehabilitation Services and Clinical Supervisor.</p> <p>Cindy Page: it's been a pleasure working with the SSWIB; my relationship with the SSWIB started with the Randolph public schools with a Grant that matched the students with the hospital's landscaping department; I wanted to help with this to enrich my own workplace environment; I was asked to become a Board member in October of 2013; I am now co-chair of the Workforce Issues Committee and chair of the Youth Council. Thank you for this award.</p>
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Topic:	VI. SSWIB Committee Updates
Points of Discussion:	<p>A. Financial Oversight Committee: update provided Greg Hanley.</p> <p>The Financial Oversight Committee does not meet on a regular basis; only when asked to by the Chair. The last time the Committee met was to review the hiring of Lynne Courtney as the Youth Director. The Financial Oversight Committee will meet plan before the next Board meeting to review the FY16 Annual Plan.</p> <p>B. Youth Council: update provided by Cindy Page and Lynne Courtney.</p> <p>The Youth Council last met Friday, March 13, 2015. We have a very robust and engaged committee; we are currently trying to figure out the new changes of WIOA and the challenges it presents.</p> <p>C. Planning Committee: provided by Dan Totten in absence of Keelas Small.</p> <p>The Planning Committee has not met recently. Keelas Small was unable to attend the meeting. The Planning Committee will meet before the next Board meeting to review the FY16 Annual Plan.</p> <p>D. Workforce Initiatives/Issues Committee: update provided by Cindy Page.</p> <p>Workforce Initiatives/Issues Committee meets monthly; we had a very informative meeting last month with a guest speaker: Marilyn Boyle, DCS. The data that the Career Centers provide is through Moses, which is not a very intuitive system; Marilyn was able to bring along data that does exist; provided information that is critical to help the committee be able to reach out to the communities in our region; these reports are available monthly, the reports will be shared with the Board and will help move the dialog along. The Committee is looking at a one year extension to the current Charter between the SSWIB and the South Shore Career Centers (SSCC); the goal is to have this finalized for the next meeting. Enclosed in the meeting packages is a custom report that was created by DCS; it is easy to read and will help us engage in future conversations.</p> <p>Joyce Livramento-Young thanked Dave Manning and Marilyn Boyle for providing these reports. We now have access to this data; Dan Totten, Joyce Livramento-Young and Sue Whitaker now have access to the Cytrix System and will be able to provide these reports for the SSWIB Board for future needs.</p> <p>Cincy Page: this will help with the upcoming shift in funding to see the outcomes.</p>

	<p>Beth Ann Strollo asked: What is the main take away from these reports? What are the services that these people are utilizing?</p> <p>Cincy Page: there aren't any conclusions yet; the cost and training of some of these jobs is that it's not a 6-8 week course; there is more time and cost involved especially with healthcare. The committee will come back with questions for the next board meeting.</p>
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Topic:	VII. Youth Programs: Lynne Courtney
Points of Discussion:	<p>Don Uvanitte introduced Lynne Courtney as the new Youth Director; Lynne was recognized for her accomplishments.</p> <p>Lynne Courtney: I started in February, a snow day, so I essentially started with a day off. The snow affected a lot of our school programing; instead of dazzling you with numbers, I decided to talk about the programs: what are the programs we offer and who do they affect.</p> <p>Connecting Activities (CA): is the state's system for offering work experience and career readiness to the in-school students of the Commonwealth. We currently have programs in Middleborough, Carver, Randolph and Weymouth. CA has programs in over 125 urban, suburban and rural schools in all regions of the state. Lynne asked the Board members to think back to what your first job was: what was the level of responsibility, attention to detail, skill sets needed. Members shared their first job experience: lifeguard, lots of responsibility; picking cranberries, learned what's it like to be on your hands and knees all day; Dunkin Donuts: gained 15 lbs.; Dental Assistant: looked through the newspaper and found the ad, I called and said that "I'll work for you for free in you will train me", the dentist asked me to come in for an interview, he liked what he heard and I got the job; delivering the Quincy Sun: (2 Board members did this): learned time management; remember getting out of school and trucking around Wollaston hill; hard work not paying off financially. Lynne mentioned that her son delivers the Quincy Sun; he learned that if he wanted a good Christmas gift he should give the paper for free the week before. It worked out well for him.</p> <p>The more that teens work when they are young the better off an adult worker they will be. Lynne profiled two students in Quincy that were brought to her attention: (1) because of her absences; and (2) he was expected to drop out. The first student wasn't coming to school because she had a hole in her shoe and was too embarrassed to come to school; Lynne helped her find a job, she started making money, was able to buy a nice pair of shoes and was able to graduate on time. The second student spoke recently at the state house; he was not going to graduate; he had very little family support; he was pulling up the carpets in cars for change so that he could buy food; he was unable to make eye contact with teachers. Lynne helped him apply to work at a summer camp; he got the job and thrived there. He was able to graduate from high school. He applied to AmeriCorps and is now working for City Year in Providence RI; City Year is giving him a scholarship to attend college. His speech is included in the meeting package.</p> <p>These programs are great for the youth but they are also helpful with the companies; one of the youth was hired and was able to help solve some computer problems that they had been having for over 7 months. These youth bring with them technology skills that we don't have; youth can boost morale, they bring a type of energy that's missing in an office.</p> <p>WIA Youth Programs of FY15: the SSWIB currently has four programs: Plymouth Boys & Girls Club, Training Resources of America (TRA), Quincy Evening High School and Wellspring. These are programs for youth that do not make it in traditional schools. The new WIOA Act will make some program changes in the future.</p> <p>YouthWorks: is a subsidized employment program; the SSWIB is required to do a match in this program: there should be community engagement; the summer we are required to provide \$56,000 in funds; the SSWIB will provide the training; the company provides that funds. You can host a youth or let the SSWIB know of a business that can help with the youth.</p>

	Beth Anne Strollo noted that QCAP took on some students in the past; QCAP is very concerned with the homeless students at the High School. Beth Ann also noted that the match is a challenge.
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Topic:	VIII. Executive Directors Report, Joyce Livramento-Young
Action Required:	<p>Joyce Livramento-Young: We have sent out several “Calls to action” regarding the budget process and the Connecting Activities programs; we mainly focus on the workforce line items. We also reviewed Career Center and Workforce line items in the budget. We are at step 4 in the process, which is outlined in the meeting materials.</p> <p>Workforce Innovation and Opportunity Act (WIOA): there is a lot of movement on this; a lot of interpretation; there are several work groups convening; many of the SSWIB staff are members of these committees; Dave Manning is also part on these committees.</p> <p>Dave Manning: this is taking a significant amount of time; there are new career center standards; there is a new performance metrics committee; the new Governor is very data driven; there are key committees on how career centers will be procured in the future; appropriate representation is important at this time. Massachusetts was in a good position to take on the new program on WIOA.</p> <p>WIOA is still in draft form; it will probably take 60 days to review; there is a competitive process of the career centers; need to perform proper procurement.</p> <p>There is an updated SSWIB Regional Guide in the meeting packages which includes the legislative and education information for the 22 cities and town that the SSWIB represents. This will be going on the SSWIB website; let us know if you find information that needs to be updated.</p> <p>Bill Brennen asked when will the Blueprint be updated?</p> <p>Joyce responded: that this will be updated with a new version soon.</p> <p>Dan Totten is preparing the second eNewsletter; please forward any information to Dan that you’d like added to the newsletter; it is expected to be sent out the second week of May.</p> <p>The FY16 meeting dates are included on the back of the Agenda. Please review and record these for your files.</p> <p>Joyce reviewed the materials in the package.</p>

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

Topic:	X. New Business
Action Required:	No New Business to report

MOTION to adjourn the meeting. Motion was approved.

SSWIB Board Package Materials:

- Agenda
- Minutes from September 25, 2014 and January 22, 2015 Board Meeting
- SSWIB Financial Summary of all Grants: FY15
- SSWIB Youth Programs: School-to-Career Connecting Activities; Why is it Important for Youth to Work? State House Speech by James (4/08/15); Youth Programs FY15 Review; Shape Your Future Workforce!; About That Match ...; YouthWorks Sponsorship Flyer
- South Shore Career Centers: Performance Dashboards
- WIOA Regulations ; MA WIOA Planning Committees; Notice of Proposed Rulemaking: Key Issues & Review Process
- SSWIB Cities and Towns Resource Guide (updated)