



**South Shore Workforce Investment Board  
Board Meeting  
8:30 – 10:30 a.m. on April 24, 2014  
at  
Plymouth Area Chamber of Commerce  
134 Court Street  
Plymouth, MA 02360**

**MINUTES**

SSWIB Members Present:

Patricia Daly, Brilene Faherty, Paul Feeney, Peter Forman, Kevin Madden, David Manning, Dean Rizzo, Beth Ann Strollo, Peter Tsaffaras, Don Uvanitte

SSWIB Members Absent:

William Brennan\*, Kun Chang\*, James Connor\*, Laurie Fadden\*, James Fatseas\*, Susan Fontana, Greg Hanley\*, Alan Macdonald\*, Rosemarie McGillicuddy\*, Cynthia Page\*, Julie Proud-Ray\*, Dede Riendeau, Severiano Rocha\*, Doric Scarpelli\*, Gail Simms\*, Keelas Small\*, Matthew Smillie\*, Henry Tuttle\*, Dr. Charles Wall\*

SSWIB Staff Present:

Joyce Livramento-Young, Sue Whitaker, Regina Zahran

SSWIB Staff Absent:

Chris Shannon

Guests:

Mark Carey, Fred Doyle, Jacquelyn McLellan, Kevin Parham

*\*Excused Absence*

**Meeting Start: 8:40 am – Meeting End: 10:25 am**

**Discussion of Agenda Items:**

<b>Topic:</b>	<b>I. Welcome and Introductions (Don Uvanitte)</b>
Points of Discussion:	<ul style="list-style-type: none"> <li>Don introduced Mark Carey, Executive Director, Plymouth Area Chamber of Commerce. Mark was recently appointed the Executive Director in April.</li> </ul>

<b>Topic:</b>	<b>II. Quorum Attendance / III. Vote on Minutes from January 30, 2014 Board Meeting.</b>
Quorum Attendance:	<ul style="list-style-type: none"> <li>A quorum of attendance was not reached; acceptance of minutes from January 30, 2014 Board Meeting to be voted on at next meeting.</li> </ul>
Action Required:	✓ Provide January 30, 2014 Board Meeting to be voted on at next meeting.
Assigned to:	<i>Regina Zahran</i>

<b>Topic:</b>	<b>IV. Treasurer's Report</b>
Points of Discussion:	Brilene Faherty, Treasurer, provided the SSWIB FY14 financial summary of all grants through March 31, 2014. <b>WIA:</b> The carry in funds for Adult, Youth and Dislocated Workers have been expended. Adult and Dislocated Workers accrued training expenses are \$122,498, which represents 39% of the budget. <b>WIB:</b> The Connecting Activities grant will pick up in the final quarter. The Hiring Incentive Grant (HITG) (\$5,000) was earned for hiring a new employee and can be used in any capacity. The Year Round Grant will continue in the final quarter to spend as much as possible. <b>DCS:</b> The REAA Grant received an additional \$67,893 in carry-in funds, this will result in savings to the Wagner Peyser 90% Grant. The Trade Grant was increased by \$6,359 for Career Center Staff. The EUC Partners Grant increased by \$14,991 based on performance to support Career Center Staff. <b>SCCDA:</b> Submitted a NET Grant application for \$474,248 (Haemonetics). If approved, it would cover a two-year period and support 2.5 counselor positions at the Career Center.

<b>Topic:</b>	<b>V. SSWIB Business Member Presentation: Brilene Faherty</b>
The Bulfinch Group:	Brilene Faherty informed the SSWIB Board about The Bulfinch Group. The Bulfinch Group was founded in 1994 on two principles -- integrity and character. These principles define the firm's core values which include a philosophy of caring, building collaborative relationships and being a concerned corporate citizen within the communities we serve. They specialize in comprehensive insurance and financial business services. There are currently 10 people employed at the Rockland office. The headquarters are located in Needham, MA. The current rating of The Bulfinch Group is A+. Regarding the Workforce needs: the average age of employed agents is currently 54; ½ of the agents will retire soon. The gender balance is 5% female. The firm provides extensive training to employees.

<b>Topic:</b>	<b>VI. SSWIB Committee Updates</b>
Points of Discussion:	<p>A. Financial Oversight Committee: provided by Joyce Livramento-Young The Financial Oversight Committee has not met since the last SSWIB Board meeting; plan to meet in early June.</p> <p>B. Youth Council: provided by Joyce Livramento-Young The Youth Council last met March 14, 2014. They have a very engaged group. The following documents were discussed:</p> <ul style="list-style-type: none"> <li>• Future Ready Initiatives; proposed metrics to be approved at the Youth Council meeting (June 13, 2014).</li> <li>• Shape Your Future Workforce</li> <li>• South Shore Future Ready Network</li> <li>• Youth Program Summary: 2013-14</li> <li>• MA Department of Career Services corrective action response regarding South Shore region WIA Title I Youth Literacy/Numeracy programs</li> <li>• WIA Title I Performance Measures <ul style="list-style-type: none"> <li>○ Quincy College: is exploring the opportunity to become a HiSET testing sight (HiSET will take the place of the GED diploma).</li> </ul> </li> </ul> <p>C. Planning Committee: provided by Joyce Livramento-Young The Planning Committee met twice since the last board meeting. Committee is looking forward to reviewing the documents of the FY15 Annual Plan. The Committee plans to meet in early May.</p> <p>D. Workforce Initiatives/Issues Committee: Pat Daly, Chair Committee has been meeting monthly with the Career Center Committee. Exploring commonalities of committees and discussed possibility of combining committees.</p>

<b>Topic:</b>	<b>VII. Don Gillis, Executive Director, Massachusetts Workforce Board Association.</b>
---------------	--

Points of Discussion:	<p>Don Gillis unable to attend.</p> <p>Kevin Madden spoke about being the Chair of the Workforce Solutions Group. Discussion took place referencing the handouts prepared by Don Gillis: Workforce Solutions Group budget priorities; One-Stop Advocacy Strategy: proposed FY15 line item 7003-0803 language; School-to-Career Connecting Activities (Preparing teens for college and careers).</p>
-----------------------	---

<b>Topic:</b>	<b>VIII. South Shore Career Centers Update</b>
Points of Discussion:	<p>Jacque McLellan reported on the current activities of the South Shore Career Centers:</p> <ul style="list-style-type: none"> <li>• Continue to host and hold Job Fairs at the Plymouth and Quincy Career Centers and school locations.</li> <li>• Informing people about the HITG Grant</li> <li>• Safety Grants</li> <li>• Workforce Training Fund Programs (WTFP)</li> <li>• The Career Centers are in the process of hiring an additional staff member: a Business Service Representative.</li> </ul>

<b>Topic:</b>	<b>IX. Executive Directors Report</b>
Points of Discussion:	<p>Joyce Livramento-Young :</p> <ul style="list-style-type: none"> <li>• Child Care Work Professional Advancement Award</li> <li>• MassMEP (Manufacturing Extension Partnership) in partnership with the SSWIB planed an information session to discuss applying for a workforce training fund consortium grant with local area manufacturing organizations.</li> </ul>

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

SSWIB Board Package Materials:

Agenda

Minutes from January 30, 2014 Board Meeting

SSWIB Treasurers Report

SSWIB Youth Programs:

Future Ready Initiative: Proposed Metrics

Shape Your Future Workforce

South Shore Future Ready Network

Youth Program Summary: 2013-4

March 7, 2014 Letter to Diane Hurley, DCS

WIA Title I Performance Measures

South Shore Career Centers Information:

Operational Goals and Barriers

Employees: OSCCAR Summary by WIB Area

FY14 Labor Exchange Program Summary: Plymouth and Quincy Career Centers

Number of UI Claimants

Don Gillis Presentation:

Jobs & Workforce Budget

The Workforce Solutions Group FY 2015 Budget Priorities

MA WIB Association: One-Stop Advocacy Strategy

MassMEP (Manufacturing Extension Partnership): May 1, 2014 Flyer

SSWIB: Child Care Work Professional Advancement Award Press Release

The PEW Charitable Trust: Out of Work? States Offer Help in Your Job Search