



**South Shore Workforce Investment Board  
Board Meeting  
8:30 – 10:30 am on June 25, 2014  
at  
Plymouth Area Chamber of Commerce  
134 Court Street  
Plymouth, MA 02360**

**MINUTES**

SSWIB Members Present:

Kun Chang, James Connor, Patricia Daly, Laurie Fadden, Brilene Faherty, Kevin Madden, Kevin Malone, David Manning, Rosemarie McGillicuddy, Cynthia Page, Julie Proud-Ray, Severiano Rocha, Peter Tsaffaras, Don Uvanitte Dr. Charles Wall

SSWIB Members Absent:

William Brennan\*, Mark Carey, Joan Costello\*, James Fatseas\*, Paul Feeney\*, Susan Fontana, Peter Forman\*, Greg Hanley\*, Alan Macdonald\*, Dede Riendeau\*, Dean Rizzo\*, Gail Simms\*, Keelas Small\*, Matthew Smillie\*, Beth Ann Strollo\*

SSWIB Staff Present:

Sue Whitaker, Regina Zahran

SSWIB Staff Absent:

Joyce Livramento-Young, Chris Shannon

Guests:

Fred Doyle, Kathleen Mainzer, Kevin Parham, Garry Wallrapp

*\*Excused Absence*

**Meeting Start: 8:45 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 Uvanitte reported to the SSWIB about the following:               <ul style="list-style-type: none"> <li>○ Joyce Livramento-Young not attending the meeting because of a family emergency</li> <li>○ Chris Shannon, Youth Director recently resigned (will be working for the Federal Reserve Bank in Boston)</li> <li>○ A moment of silence was held on behalf of Doric Scarpelli, who recently passed away. Doric was a long-time member of the SSWIB and recently held the position as Youth Council Chair.</li> <li>○ Announced the new Youth Council Chair: Cindy Page, Vice President, Clinical / Support Services, Beth Israel Deaconess Hospital-Milton.</li> <li>○ Board members introduced themselves and welcomed new board member Kevin Malone.</li> </ul> </li> </ul>

<b>Topic:</b>	<b>II. Katherine Mainzer, Project Director, The Workforce Solutions Group</b>
Point of Discussion::	<ul style="list-style-type: none"> <li>• Presentation and updates of Workforce Competitiveness Trust Fund and WSG State Budget Workforce Priorities FY15 Senate.</li> </ul>
	<p>The Massachusetts Workforce Competitiveness Trust Fund (WCTF) was created in 2006 to develop training to meet the skill needs of businesses in high demand occupations. This state-funded initiative is administered by Commonwealth Corporation on behalf of the Executive Office of Labor and Workforce Development and was capitalized at \$18 million through the Economic Stimulus Act of 2006. The Economic Development Act of 2012 provided an additional \$5 million in funding. All program funding has been obligated; there is no recurring funding stream.</p> <p>WCTF has supported 46 programs in critical industry sectors in Massachusetts in order to:</p> <ul style="list-style-type: none"> <li>• Improve the competitive stature of MA businesses by improving the skills of current and future workers.</li> <li>• Improve access to well-paying jobs and long-term career success for all residents of Massachusetts, especially those who experience structural, social and educational barriers to employment.</li> </ul> <p>Gary Wallrapp spoke about Quincy College using H-1B grant for Medical Training Dr. Wall spoke about the STEM Pipeline Fund</p>

<b>Topic(s):</b>	<b>III. Quorum Attendance</b> <b>IV. Vote on Minutes from January 30 and April 24, 2014 Board Meetings.</b>
Quorum Attendance:	<ul style="list-style-type: none"> <li>• A quorum of attendance was reached; acceptance of minutes from the January 30 and April 24, 2014 Board Meeting were voted on and accepted.</li> </ul>

<b>Topic:</b>	<b>V. Vote to combine the Career Center and Workforce Initiatives Committees</b>
Points of Discussion:	<ul style="list-style-type: none"> <li>• Don Uvanitte ask for a motion to combine the Career Center and Workforce Initiatives Committees; the motion was made to accept the action; the motion was seconded and the motion carried.</li> </ul>

<b>Topic:</b>	<b>VI. Vote on Slate of Officers</b>
Points of Discussion:	The Vote on the Slate of Officers was tabled until the next board meeting to be held on September 25, 2014.

<b>Topic:</b>	<b>VII. Vote to allow Executive Committee action to approve FY15 Annual Plan</b>
Points of Discussion:	<ul style="list-style-type: none"> <li>• Don Uvanitte ask for a motion to allow the Executive Committee to approve the FY15 Annual Plan; the motion was made to accept the action; the motion was seconded and the motion carried.</li> </ul>

<b>Topic:</b>	<b>VIII. SSWIB Committee Updates</b>
Points of Discussion:	<p>A. Financial Oversight Committee: Greg Hanley, Chair was unable to attend the meeting. Update to be provided at next meeting.</p> <p>B. Youth Council: Cindy Page, Chair The Youth Council last met June 13, 2014. The following items were discussed:</p> <ul style="list-style-type: none"> <li>• Future Ready Initiatives; proposed metrics were discussed and further updates were proposed; these will be voted on at the Youth Council meeting September 12, 2014.</li> <li>• Update provided on the Youth Program Summary: 2013-14.</li> <li>• Youth Council voted and approved the motion to allow Executive Committee to approve Youth portion of the FY15 Annual Plan; this motion was made to the Board accept the action; the motion was seconded and the motion carried.</li> <li>• Youth Council voted and approved the motion to allow the SSWIB the ability to negotiate increased funding and performance expectations on behalf of the Youth Council with the FY15 WIA Title I Youth vendors; this motion was made to the Board to accept the action; the motion was seconded and the motion carried.</li> </ul> <p>C. Planning Committee: Keelas Small, Chair The Planning Committee plans to meet in early July, 2014 to discuss the FY15 Annual Plan. The due date for the FY15 Annual Plan had been recently changed to July 11, 2014. The Planning Committee would like to propose a vote to allow Executive Committee to approve FY15 Annual Plan-Attachment I; this motion was made to the Board to accept the action; the motion was seconded and the motion carried.</p> <p>D. Workforce Initiatives/Issues Committee: Pat Daly, Chair Committee continues to meet monthly; discussion took place regarding the merging of this Committee and the Career Center Committee. Cindy Page has volunteered to be Co-Chair of the newly merged Committee. Discussions have begun regarding the Charter renewal.</p>

<b>Topic:</b>	<b>IX. Executive Director Update; Sue Whitaker</b>
Points of Discussion:	<p>Provided by Sue Whitaker as Joyce Livramento-Young was unable to attend.</p> <ul style="list-style-type: none"> <li>• Joyce wished to thank the Board and Youth Council for their cards, emails and thoughts during this difficult time and for their continued support.</li> <li>• Henry Tuttle has resigned as the Executive Director of Manet Health Center and has taken a new position in California. Cynthia Sierra, Sr. Dir. Of Public Policy, Public Affairs and Program Development will act as interim CEO.</li> <li>• The SSWIB submitted the documents needed for the recertification; the SSWIB was one of ten WIBs that were “certified with conditions” in March. The Strategic Goals that were assembled from the Strategic Plan to help guide us as we move toward reaching the benchmarks are included in the meeting packets.</li> <li>• Grant updates: <ul style="list-style-type: none"> <li>○ Southeastern MA Advanced Manufacturing Grant awarded: this was submitted with four other WIBs. MassMEP (Mass Manufacturing Extension Partnership)</li> </ul> </li> </ul>

	<p>provided “level 1” manufacturing training to 12 dislocated job seekers; they received a certificate of completion and presently are working with South Shore Career Centers (SSCC) on placement.</p> <ul style="list-style-type: none"> <li>○ Health Care Transformation Implementation Grant: SSWIB is partnering with Beth Israel Deaconess-Milton Hospital to apply for the Health Care Transformation Implementation Grant. The Letter of Intent will be submitted this week and will continue to work on the grant for submittal in late July.</li> <li>○ MassBay Community College (Steward Health Care System Consortium Ready to Work H-1B Project): MassBay Community College is partnering with Steward Health Care to accelerate training and job placement for long-term unemployed individuals within Eastern MA. The SSWIB will be a partner to MassBay on this grant.</li> <li>○ Quincy College: the SSWIB has submitted a letter of support to Quincy College’s Biotechnology and Compliance program that is pursuing the TAACCCT (Trade Adjustment Assistance Community College and Career Training) grant to continue to support this program.</li> <li>○ National Training Associates: the SSWIB has submitted a letter of support to National Training Associates who are pursuing a Regional Training Capacity Grant focusing on Free ESOL Training for South Shore businesses.</li> <li>● FY15 Annual Plan: the SSWIB and the SSCC are in the process of answering the narrative questions for the FY15 Annual Plan; the draft is included in the meeting packet.</li> <li>● 22 Cities and Towns: this is a document which includes the contact information of local legislators, schools, etc. for each of the 22 cities and town that are included in the SSWIB region. Please see Regina with any modifications.</li> <li>● FY15 Board Meeting Dates: the proposed meeting dates are included on the back of the Agenda. Our hope is that by providing these dates well in advance, it will allow for greater attendance.</li> </ul>
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<b>Topic:</b>	<b>X. Old Business</b>
Points of Discussion:	<p>Kevin Madden: South Shore Career Centers:</p> <ul style="list-style-type: none"> <li>● DCS Fiscal Monitoring is complete.</li> <li>● We are looking for a new Business Service Representative (BSR) as the one that was hired found that it wasn’t a good fit; Jacquie McClellan will be retiring soon; however, she has agreed to work part time.</li> </ul>

<b>Topic:</b>	<b>XII. New Business</b>
Points of Discussion:	<ul style="list-style-type: none"> <li>● None at this time.</li> </ul>

**MOTION to adjourn the meeting. Motion was approved. Meeting ended at 10:30 am.**

SSWIB Board Package Materials:

Agenda

Minutes from January 30 and April 24, 2014 Board Meeting

The Workforce Solutions Group:

Katherine Mainzer, BIO

Unusual Alliance Banks Job Training, *The Boston Globe*, 1/26/13

Workforce Solutions Group Fiscal Year 2015 Workforce Budget Priorities

Workforce Competitiveness Trust Fund

SSWIB Officer Nomination Form

SSWIB Youth Programs:

Youth Program Summary: 2013-4

South Shore Future Ready Network

Future Ready Initiative: Revised Metrics

Shape Your Future Workforce

South Shore Career Centers Information:

Regional Workforce Data as of May 31, 2014

Number of UI Claimants

FY15 Annual Plan Attachment G: Labor Exchange Program Summary

FY15 Annual Plan Attachment AA: Massachusetts Local Annual Plan Narrative Questions (Draft)

SSWIB Strategic Goals FY2015