



**South Shore Workforce Investment Board
Board Meeting**

8:30 – 10:30 a.m. on September 25, 2014

**Quincy Chamber of Commerce
180 Old Colony Avenue
Quincy, MA 02170**

MINUTES

SSWIB Members Present:

Kun Chang, Joan Costello, Brilene Faherty, Paul Feeney, Peter Forman, Greg Hanley, Alan Macdonald, Kevin Madden, David Manning, Dean Rizzo, Severiano Rocha, Beth Ann Strollo, Peter Tsaffaras, Don Uvanitte

SSWIB Members Absent:

William Brennan*, James Connor*, Patricia Daly *, Laurie Fadden*, James Fatseas*, Kevin Malone*, Rosemarie McGillicuddy*, Cynthia Page*, Julie Proud-Ray*, Dede Riendeau*, Keelas Small*, Dr. Charles Wall*

SSWIB Staff Present:

Joyce Livramento-Young, Daniel Totten, Regina Zahran

SSWIB Staff Absent:

Sue Whitaker*

Guests:

Arthur Brookfield, Fred Doyle, Ronald Iacobucci, Haley Ling, Mayor Thomas Koch, Rep. Ronald Mariano, Kevin Parham, Gary Wallrapp, John Walsh, Pat Yanovich

**Excused Absence*

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

Discussion of Agenda Items:

Topic:	I. Welcome and Introductions: Don Uvanitte
Points of Discussion:	Don Uvanitte welcomed the SSWIB members to the Quincy Chamber of Commerce.
Topic:	II. Quorum Attendance
Quorum Attendance:	A quorum of attendance was reached.
Topic:	III. Honoring Representative Ronald Mariano
Points of Discussion:	Greg Hanley introduced State Representative Ronald Mariano. Rep. Mariano has been a life-long resident of Quincy and graduated from Northeastern University. He received his Master’s Degree in Education from University of Massachusetts, Boston. Rep. Mariano was elected to the MA House of Representatives in 1991. He represents the 3 rd Norfolk District comprised of Quincy, Weymouth and Holbrook. Rep. Mariano was appointed Majority Leader in 2011. Mayor Thomas Koch presented Rep. Mariano with a plaque honoring him on behalf of his hard work and dedication to the residents of the South Shore.

Topic:	IV. Vote on Minutes from June 25, 2014 Board Meeting
Points of Discussion:	Don Uvanitte asked for comments, additions and/or corrections to the June 25, 2014 Board meeting minutes. Hearing none, a motion was made to accept the minutes, motion was seconded and the motion carried.

Topic:	V. Don Gillis: Presentation
Points of Discussion:	<p>Don Gillis, Executive Director, Massachusetts Workforce Board Association (MWIB)</p> <p>The MWIB first began in Quincy many years ago on Hancock Street. The MWIB represents the 16 Workforce Investment Boards (WIBs) throughout the Commonwealth of MA. On these Boards there are over 500 people throughout the state; the association has a Chair and the Executive Director; ten individuals who represent businesses; roundtables; associated business; Chambers of Commerce; One-Stop Career Centers; Community Colleges; and VoTech Schools. There are 42 members from the state who form the partnership with the MWIB.</p> <p>Don Gillis provided a presentation on the Workforce Innovation and Opportunity Act (WIOA) that was signed into law on July 22, 2014. There are six key changes from the Workforce Investment Act of 1998:</p> <ol style="list-style-type: none"> 1. Question of destinations of the local areas / regions 2. Options of the law and their overall changes 3. The role of the Board under the new act 4. One-Stop Career Center certification; what happens going forward 5. Youth allocation (In-School (25%) vs. Out-of-School (75%)). 6. Regulations will need to be passed <p>New regulations will be issued with the WIOA. Dave Manning, Department of Career Services (DCS), stated that DCS will work with these new regulations. The WIOA Law now requires that WIBs work with other local WIBs for regional coordination and planning. There has been a push for a possible modification in reducing the 16 WIBs in the state of Massachusetts.</p> <p>WIOA requires more to be done with core services such as Individual Training Accounts (ITAs) and group training. Discussions will take place regarding how this region will want to allocate the training dollars; this will include establishing sub committees. Sector partnerships will be important (private training, VoTech schools, Community Colleges, etc.). The Board will need to reallocate their priorities and resources to respond to the expanded amount of matters that need to be accomplished.</p> <p>WIOA includes a fundamental change regarding how One-Stop Career Centers will be chosen. One-Stops are to be chosen through a competitive selection process. There is a list of possible application and it can include non-profits and for profit entities. This will need to be done with the approval of the local elected official and will need to be completed by July 1, 2016.</p> <p>There are also changes with the Youth requirements. The focus of the youth function will change to 25% in-school / 75% out of school youth. Regions need to identify how they will keep the focus on the 25% in-school youth that are in the pipeline for college. We have been very effective in the past with finding resources at the state level for summer jobs (YouthWorks, etc.) for youth. Connecting Activities program will need more money and we will be lobbying more for this cause.</p> <p>We will plan to have another meeting to discuss in depth.</p>

Topic:	VI. SSWIB Business Member Presentation
Points of Discussion:	<p>Kevin Malone will present at the next meeting. Don Uvanitte asked Dean Rizzo to provide an update of the Quincy Chamber of Commerce.</p> <p>The Quincy Chamber of Commerce and Quincy Center for Innovation have expanded and now occupy the third floor and half of the second floor of 180 Old Colony Avenue. Board members were invited to the event on Wednesday, October 1, 2014 from 5-7 pm as they celebrate their First Anniversary of the Opening of the Quincy Center for Innovation.</p> <p>Don Uvanitte introduced Dan Totten as the new Director of Operations. Dan comes to the SSWIB with over 34 years of experience with management and labor from the Boston Globe.</p>

Topic:	VII. SSWIB Committee Updates
Points of Discussion:	<p>A. Financial Oversight Committee: provided by Joyce Livramento-Young in absence of Greg Hanley (who left the meeting).</p> <p>The Financial Oversight Committee has not met since the last SSWIB Board meeting; the committee plans to meet before the next SSWIB Board meeting.</p> <p>Brilene Faherty, Treasurer, provided the SSWIB FY14 financial summary of all grants through June 30, 2014. WIA: The carry-in funds for Adult, Youth and Dislocated Workers have been expended. Adult and Dislocated Workers accrued training expenses are \$197,901, which represents 63% of the budget. WIB: The Hiring Incentive Grant (HITG) (\$5,000) was earned for hiring a new employee and can be used in any capacity. The Department of Public Health is a new grant that deals with Wellness Prevention through Manet Community Health Center, Inc. The advanced Manufacturing Grant involves training and staff through the New Bedford WIB. The YouthWorks Summer 2014 funds balance will be disbursed in FY15. The Eastern Bank award was awarded to Quincy Community Action Program and will be disbursed in FY15. DCS: The REAA Grant received an additional \$67,893 in carry-in funds, this will result in savings to the Wagner Peyser 90% Grant which will carry into FY15. SCCDA did receive the Haemonetics Grant for \$474,248 covering FY15/16 supporting 3 staff positions at the Career Center.</p> <p>B. Youth Council: provided by Joyce Livramento-Young in absence of Cindy Page.</p> <p>The Youth Council last met June 13, 2014. They have a very engaged group. The following matters were discussed:</p> <ul style="list-style-type: none"> • Youth Program Summary: 2013-14. • Hiring of a new Youth Director. • Quincy College: has become a HiSET testing sight (HiSET has taken the place of the GED diploma). <p>C. Planning Committee: provided by Joyce Livramento-Young in absence of Keelas Small.</p> <p>The Planning Committee met on July 7, 2014 to review the FY15 Annual Plan documents. Dan Totten will be the SSWIB staff representative working with this Committee. As Don Gillis discussed, a meeting will be planned for some time in November or early December to review WIOA and the SSWIB Strategic Plan.</p> <p>D. Workforce Initiatives/Issues Committee: Joan Costello, read the update in absence of Pat Daly and Cindy Page.</p> <ul style="list-style-type: none"> • Since our last board meeting, the Workforce Initiatives Committee has convened twice. Highlights include:

	<p style="text-align: center;">The 3 Year Charter Agreement</p> <p>The Committee reviewed the Charter and have made recommendations for changes to the performance sections. Staff from the SSWIB and Career Center met outside of the committee and reviewed the performance sections of the Charter and agreed upon several modifications – most changes reflected movement from monthly reports to quarterly reports. The recommended changes from that meeting were distributed to Dave Manning for his input and his suggestions were taken into consideration and implemented. The Committee shared all the new changes to the Workforce Initiatives Committee and a vote was made and seconded to approve these changes and bring to full board for a vote.</p> <p style="text-align: center;">New Business Service Representative (BSR) hired</p> <p>The South Shore Career Centers hired a new full time BSR – Amy Clough; Amy will split her time between the Plymouth and Quincy offices.</p> <p style="text-align: center;">ITAs</p> <p>The role of the SSWIB involves approving “Individual Training Accounts” or ITA Vendors. The board requires more information and should devise a “scorecard” be used to have a clear understanding of how we are measuring vendors to be approved.</p> <p style="text-align: center;">Customer Satisfaction Surveys for Job Seekers at Career Centers</p> <p>The Committee is examining other career center customer satisfaction surveys and are looking to create a survey for our job seekers and investigate best methods for distributing, compiling and tracking responses. Kevin Madden is working on a draft survey to be reviewed at our October meeting.</p> <p>Kevin Parham reported about the South Shore Career Centers. According to the Annual Plan, the South Shore Career Centers should have attained 17% of the Labor Exchange Program performance plan numbers as of August 31, for FY15. The percentages for July and August were exceeded in all services measured in the Labor Exchange Program Summary (Attachment G), with the exception of Employers New to Career Center, which, at 10%, reflects the cyclical reduction in employer participation that traditionally occurs during the summer months.</p> <p>The South Shore Career Centers are scheduled to complete the conversion from the Commonwealth’s system to the Citrix system this October. This conversion will facilitate continued accessibility to applications and content, but not through the State’s system as is currently done.</p> <p>Kevin Madden:</p> <ul style="list-style-type: none"> • Radius Health Care (Quincy Medical Center) will be closing their doors in a few days; there will be close to 164 people who will lose their jobs. Pat Yanovich is working with Rapid Response and Quincy Medical Center. • Gov. Patrick visited the Quincy Career Center; met with the Quincy Job Club and viewed the Career Center Seminar program.
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Topic:	VIII. Executive Directors Report, Joyce Livramento-Young
Points of Discussion:	<p>Thank you for your support regarding my son who is making progress.</p> <p>The FY15 Annual Plan has been approved. The SSWIB Committees will continue to schedule meetings to reach the goals of the SSWIB strategic plan. The Branding and Marketing Committee will be meeting soon: Kevin Malone has agreed to join this committee.</p> <p>Joyce reviewed materials in the package.</p>

Topic:	IX. Old Business
Action Required:	Beth Ann Strollo informed the SSWIB Board that the Quincy Community Action Program (QCAP) received a designation from United Way to create financial education to staff to assist the clients of QCAP. QCAP will be hiring a full time employment specialist. QCAP has asked the Quincy Career Center for assistance in posting the job.

Topic:	X. New Business
Action Required:	Schedule meeting to discuss WIOA in November / December.
Assigned to:	Joyce Livramento-Young – Dan Totten

MOTION to adjourn the meeting. Motion was approved.

SSWIB Board Package Materials:

Agenda

Minutes from June 25, 2014 Board Meeting

SSWIB Financial Summary of all Grants FY14 (7/01/13 – 6/30/14)

MA Workforce Board Association: WIOA Handouts (Workforce Innovation and Opportunity Act; Overview

South Shore Career Centers: Regional Workforce Data

South Shore Career Centers: Number of UI Claimants

Press Release: Gov. Patrick Visits Quincy Career Center to Celebrate Residents Across the State Getting Back to Work

Print out of “Workforce” Page from SSWIB Website

News Release: Dan Totten Joins the SSWIB as Director of Operations

The Workforce Solutions Group: The 5th Annual Jobs and Workforce Summit (October 15, 2014)

Massasoit Community College: Corporate and Professional Training Handout

Quincy College: Flex Semesters Handout

Expanding Business Engagement

MA BizWorks: Cost Savings Better Returns