



**South Shore Workforce Investment Board  
Board Meeting  
8:30 AM – 10:30 AM on September 26, 2013  
at  
Holiday Inn Hotel  
929 Hingham Street  
Rockland, MA 02370**

**MINUTES**

**SSWIB Members Present:**

Kun Chang, James Connor, Patricia Daly, Laurie Fadden, Brilene Faherty, James Fatseas, Greg Hanley, Alan Macdonald, Kevin Madden, David Manning, Robert Miller, Julie Proud-Ray, Severiano Rocha, Doric Scarpelli, Matthew Smillie, Beth Ann Strollo, Kathleen Travers, Peter Tsaffaras, Henry Tuttle, Don Uvanitte

**SSWIB Members Absent:**

William Brennan\*, Susan Fontana\*, Peter Forman\*, Rosemarie McGillicuddy\*, Dede Riendeau\*, Dean Rizzo\*, Gail Simms\*, Keelas Small\*, Dr. Charles Wall\*

**SSWIB Staff Present:**

Joyce Livramento-Young, Chris Shannon, Sue Whitaker, Regina Zahran

**Guests:**

Arthur Brookfield, Kevin Parham, O. Steven Quimby

***\*Excused Absence***

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**I. Welcome and Introductions**

Don Uvanitte, Chairman: Meeting called to order at 8:50 a.m. Welcome to new Board Members: Brilene Faherty: The Bulfinch Group, James Connor: Norfolk Central Labor Council and Kathleen Travers: Cummins Northeast, LLC. Don also welcomed Sue Whitaker as Director of Business Services.

**II. Quorum Attendance**

Don Uvanitte called for attendance of Board Members – Quorum met.

**III. Vote on South Shore Workforce Investment Board (SSWIB) Minutes from June 26, 2013 Board Meeting**

Don Uvanitte asked for comments, additions and/or corrections to the June 26, 2013 Board meeting minutes. A motion was made to accept the minutes, motion was seconded and the motion carried.

**IV. SSWIB Business Member Presentation**

Henry Tuttle, Chief Executive Officer, Manet Community Health Center, Inc.

Manet Community Health Center, Inc. (Manet) has been around for over 35 years. It was founded in the Houghs Neck community of Quincy, MA. This has expanded to five sites: four in Quincy and one in Hull.

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. Manet is engaged within the community health care movement with peer groups across the Commonwealth.

Manet offers a full range of primary care (e.g. pediatrics, family medicine, internal medicine, geriatrics) and supportive social services, health and wellness, and educational program and services. Manet is a strong partner in health needs, through its collaborations with other community-based organizations, and state and federal governments.

Manet cares for patients from Boston to Bourne. It seeks to be a resource for new and existing patients, the communities, local businesses, and civic groups it serves by offering outreach, enrollment, educational forums, and workshops across the South Shore. Fifty-nine percent of Manet's patients are covered by publicly funded programs including Medicaid, Medicare, and other state subsidized insurance plans. More than thirteen percent of Manet's patients remain uninsured.

Manet employs 157 individuals including 16 physicians and 5 nurse practitioners. Ten of Manet's primary care providers are bi-lingual or tri-lingual; Manet's clinical, enabling and administrative staff is representative of the languages and cultures which Manet serves. Manet operates five distinct practice sites, four in Quincy and one in Hull. Manet is open five nights and six days each week. In 2012, 14,478 patients were seen during 53,475 patient visits which represent a 5.4% increase in patients and a 3.9% increase in patient visits in one year. Manet's FY13 operating budget was \$12.7 million. It is fiscally sound, has a stable workforce, and a well-functioning and cohesive leadership team and board of directors.

The Affordable Care Act, which will begin open enrollment on October 1, 2013, is in the news each day. Manet is one of the ten funded agencies in the Commonwealth to assist individuals and businesses in answer their questions to determine which Health Care products to select from. Manet will have 90 days to move thousands of people from one product of coverage to another. The Health Care Reform Act that was passed in Massachusetts in 2006, that has been very successful in Massachusetts, is going to move to the Federal level on January 1, 2014. There will be many benefit changes, options are changing and many changes in Medicare.

Commonwealth Care is being replaced by Connector Care or MassHealth Plan. People will begin receiving letters in the next few weeks indicating that their plan is terminating in December, 2013 and that they need to make choices. Manet will be one of the agencies that will assist people in determining the best choice to make. Manet has the best technology, WiFi, navigational services, multi lingual / cultural staff available to assist the community as they navigate through this process. Every five years Manet creates a service delivery plan that reflects the needs and plans to address these disparities.

V: SSWIB Strategic Plan  
*O. Steven Quimby, Ph.D.*

The SSWIB Strategic Plan was completed with the help of the SSWIB Board and Committee's participation during various meetings and visioning sessions. This Strategic Plan will help build a stronger Board with better engagement of the Committees. This Strategic Plan will assist the SSWIB perform as a High Performing Workforce Investment Board. The Strategic Plan focuses on many steps including: the need for greater employer engagement with measurable objectives; resource and marketing development for the Board and the South Shore career Centers; the need to utilize social media and visit local businesses; the need to raise revenue beyond what the government provides.

Don thanked Steve for his leadership and the SSWIB members who participated in the process. The Executive Committee will ensure that this is a living document and will be looked at closely.

Don Uvanitte asked for a motion to be made to accept the SSWIB Strategic Plan. Greg Hanley made the motion to accept the SSWIB Strategic Plan. Doric Scarpelli seconded the motion and the motion carried.

## VI. SSWIB Committee Updates

### A. Financial Oversight Committee: *Greg Hanley, Chair*

Greg thanked the Financial Oversight Committee for their time and commitment. The Financial Oversight Committee met several times in FY13 to discuss: personnel, premises and training. The recent FY14 Annual Plan was submitted with an 18% allocated to Individual Training Accounts (ITAs). In the past the SSWIB submitted over 30%. The SSWIB recently submitted a new Integrated Budget with a 25% allocated to ITAs. The forecast for FY15 is expected to be challenging. The position of Director of Operations will be placed on hold until the budget is approved by the State.

### B. Youth Council: *Bill Brennan, Chair*

Bill Brennan, Youth Council Chair was unable to attend meeting, Chris Shannon, Youth Director provided Youth Council update.

Regional data is included in the meeting packets to provide a review of the progress and needs in the region and target Youth programs.

- The YouthWorks Summer Program: Hull was added this year; Plymouth Boys & Girls Club participated this year for the first time as a vendor and had a successful program; each program held a commencement ceremony all of which were covered in their local newspapers, copies of these articles are in the meeting packets.
- Connecting Activities is using a new program model with the hope of gaining positive outcomes, higher performance numbers. Recently started an e-newsletter which has been well received and is gaining popularity.
- YouthWorks Year Round programs will begin soon.

The SSWIB is looking for integrity with other programs. There is a meeting scheduled for October 4, 2013 to identify regional youth priorities: types of programs, target populations and areas of need within the South Shore. The Youth Council's next meeting is scheduled December 13, 2013.

### C. Planning Committee: *Keelas Small, Chair*

Keelas Small was unable to attend; a Committee update will be provided at the next Board meeting.

### D. Workforce Initiatives/Issues Committee: *Pat Daly, Chair*

The Committee would like to thank all the members for their time and devotion. Also, special thanks to Joyce Livramento-Young and Steve Quimby for helping with the process. Sue Whitaker spoke about the Workforce Safety Grant (copies of included in the meeting package). Companies can apply online, it can be used for mandatory training; contact Kathy Manson at [kmanson@dia.state.ma.us](mailto:kmanson@dia.state.ma.us).

### E. South Shore Career Centers Committee: *Joyce Livramento-Young*

Thank you extended to Dave Manning and Bob Miller for their continued contributions to the Career Center Committee. The Committee is in the process of reviewing the three year Charter renewal process; the Blueprint is ready printing; the Committee is looking forward to better engagement with the Business Service Representatives at the Career Centers. Kevin Madden made notice that the Career Centers have been facing difficult times with UI no longer available on-line as of July, 2013.

VII: Joyce Livramento-Young, Executive Director

- Thank you to all; it has been a year since I have been in the role as Executive Director.
- The Career Center Committee is looking for a Chairperson.
- The Board has become very engaged: both quantitative and qualitative; we held several focus groups this year.
- We recognize the need for new funds for the region workforce system and will work to identify new funding opportunities.
- The SSWIB will continue to encourage in Workforce Training Fund Program applications.
- There have been staff changes: new Youth Director, Chris Shannon; new Business Services Director, Sue Whitaker.
- The SSWIB continues to work with the regional colleges: we will continue to utilize interns from Quincy College and other regional colleges.
- The SSWIB plans to collaborate with local businesses to enhance our relationships.

Vote to allow Executive Committee to approve SSWIB Recertification – Action Item.

The SSWIB Recertification is due to the State by October 21, 2013; the completed documents are in the meeting package; the Questionnaire is in the process of being completed. A motion was made to allow the Executive Committee to approve the Recertification Documents at their next meeting. The motion was seconded and the motion carried.

VIII. Old Business

None.

IX. New Business

Jim Fatseas remarked that Mayor Koch wanted him to recognize Joyce Livramento-Young for her one year anniversary as Executive Director of the SSWIB. Joyce was recognized for her dedication, focus, commitment to committee engagement and clarity of the SSWIB's mission. The past year has been very engaging; it has been unlike any other year I have spent on this Board. The Board offered a standing ovation. Joyce thanked the Board.

X. Meeting adjourned at 10:10 am.

SSWIB Board Package Materials:

Agenda

Minutes from June 26, 2013 Board Meeting

SSWIB Recertification Documents

SSWIB Youth Programs Data

Workforce Safety & Education Training Grant

South Shore Career Centers (Plymouth & Quincy): Career Center Highlights

South Shore Career Centers (Plymouth & Quincy): Job Fair Information

SSWIB Board Members and Youth Council Contact List