



**South Coastal Workforce Investment Board
Board Meeting
8:00 AM – 10:00AM on May 28, 2009 at
Radisson Hotel Plymouth Harbor
180 Water Street
Plymouth, MA 02360**

Members Present:

Russell Averno
David Cesario
Joan Circillo
Jeanette Crosby
Peter Forman
Denis Hanks
Linda M. Lawrie-Pfeil

Edwin Lofgren
William Harris
Maralin Manning
Rosemarie McGillicuddy
Joseph Notini
Mamie O'Connor
James Pinkham

David Ryan
Harry Salerno
Doric Scarpelli
Paul Sullivan
Don Uvanitte
Charles Wall

Members with Excused Absence:

Patricia Daly
Geraldine Dussault

Paul Hart
James Howard

Stephen Howard
Nichole Thompson

Members Absent:

Kate Ayson
Harry J. Brett

Martha Sue Harris
Joseph MacRitchie

Keith P. Segalla

WIB Staff Present:

Maryellen Brett
Margaret Gilligan
Alicia LeClaire

Deborah Lipton
Joyce Livramento-Young
Regina Zahran

Guests:

Arthur Brookfield

Unable to Attend:

Kevin Parham

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1. Don Uvanitte, Chairman: called the meeting to order at 8:20 a.m. Don welcomed all the Board members and asked everyone to introduce themselves as there are new members on the Board.
 2. Motion was made to accept the minutes of the February 12, 2009 meeting: the motion was seconded and carried.
 3. Harry Salerno presented the financial report.
 - Review of Percent of allocation column in report.
 - Noted that the WIA programs appear to be on target for the year.

4. Arthur Brookfield presented the budget for the American Recovery and Reinvestment Act (ARRA). He noted:
 - Total ARRA Funding of \$2.9 Million.
 - The funding categories for the three fiscal years (FY09-11): Adult & Dislocated Worker and Youth.
 - The ARRA funding will run concurrently with the annual WIA allocation.
 - Administration: 10%
 - Personnel: hired three new staff
 - Support services: travel (30¢ a mile)
 - Training: ITAs for Adult & Dislocated Workers
 - 60% of program funds for Adult & Dislocated Workers should be spent on training.
 - Wagner-Peyser (90%): these are program costs associated with activities and services offered at Career Centers. DCS will be hiring two new personnel effective 7/01/09.
 - Reemployment Services: DCS will be hiring five new personnel for a one-year period with a target date of 7/01/09.
 - Youth: largest grant (\$1,055,446); broken down to Summer and Year Round. 60% of the funds should be spent through September 30, 2009 and 75% through to April, 2010.
 - Target is 257 Participants for Summer ARRA program.
 - \$280,000 to be spent on summer employment experiences (\$8.25 per hour).
 - Negotiating with seven youth vendors.
5. A motion was made to accept the Treasurer report: the motion was seconded and carried.
6. Maryellen Brett provided the Executive Director's Report: American Recovery and Reinvestment Act (ARRA) Plan.
 - ARRA became law in February, 2009.
 - Will provide an additional \$2.9 Million in the region.
 - Was distributed via the traditional way: formula funding method.
 - Challenges to be expected: Federal requirements regarding eligibility and performance outcomes have not changed (Adult & Dislocated Worker).

Joyce Livramento-Young reported an in-depth explanation of the ARRA Plan:

- Part A: General Strategies and Services for WIA Title I Adult and Dislocated Workers and Wagner-Peyser Programs.
- Part B: Re-employment Services Program.
- Part C: Youth Program.

Maryellen reported on the status of Workforce related State budget items – FY10 – Budget process is ongoing:

- Workforce Competitiveness Trust Fund - training program for either new workers or incumbent workers; it was established two years ago. Funding appears doubtful at this point in the general fund. There may be funding through State set aside WIA dollars. It doesn't appear as though it will be funded until next year.
- Workforce Training Fund - employer funded incumbent worker training program; previously funded at \$21 Million; last year it was funded at only \$10 million; we are hopeful that it will be level funded.
- One-Stop Career Center - it appears that this will be funded at \$5 million or slightly less.
- YouthWorks - a State subsidized summer employment program for disadvantaged youth; offered locally in Quincy, Randolph and Weymouth. Anticipate funding for this program but at a decreased amount.

- Connecting Activities - an in-school program connecting youth with work experience; we are waiting to hear if this program is going to be refunded.

Alicia LeClaire provided details on a recent grant – SkillWorks.

- SkillWorks is a planning grant to train residents in public housing developments about weatherization.
- Anticipate applying for a larger grant of \$200,000
- Current grant total is \$20,000; may include CAP agencies as partners.

8. Mamie O'Connor reported on the Quincy Career Center.
 - The Career Centers are still very busy.
 - There has been a slight drop in the walk ins for unemployment claims which may be due to the improvements made by the Division of Unemployment to their phone system.
 - Career Center Seminars sessions have been increased to accommodate the increase of participants.
 - ARRA Plan will allow the Career Center(s) to increase the number of staff. We are currently providing services to more customers with the same amount of staff.
 - Re-employment service meetings have been held to educate the staff to better serve the customers that come to the Career Center.
9. Debbie Lipton provided a Youth Council update:
 - Youth Council is working on the P-21 Strategic Plan and it is almost complete.
 - FY10 WIA Programs: currently have 5 vendors; recently sent out a Request for Proposal (RFP); received seven responses; expect to fund five or six of the respondents. Review Committee has met and is in contract negotiations with potential vendors.
 - YouthWorks: is funded through the State; (separate from ARRA funding); the FY09 program increased from 51 to 60 youth.
10. Alicia LeClaire reported on the ARRA Summer Youth-links: a program to help local youth gain work experience through a summer work experience.
 - The RFP was issued in April and there were eight responses; seven will likely be presented for Board approval.
 - Participants must be between the ages of 14-24.
 - Qualifications: low income, \$16,879 for a single parent participant, among other eligibility requirements.
 - Looking for qualified participants, please call if you know of any.
11. Don Uvanitte presented the New Business from the Agenda -- Motions to be considered and voted on:
 - A. CEO/WIB agreement as part of the WIB recertification, this document needs to be updated reflecting the new CEO as Mayor Koch, no other substantive changes were made to the document at this time

Don Uvanitte: Asked for a motion to accept a new LWIB Agreement: the Board unanimously voted approval.
 - B. Support Service Policy for WIA Title I Adult Dislocated Worker and Out of School Youth: presented by Joyce Livramento-Young: the Support Services Policy is for participants in WIA training programs and would apply to additional aspects of training including:
 - Uniforms

- Tools and equipment
- Mileage
- Eye care and glasses
- Additional \$10 a day to help certain individuals that are deemed necessary

Peter Forman questioned the policy of the WIB, stating he has always understood the WIB to be is an employer focused workforce developed mission to help train youth who may not be the ideal employees. Is the WIB going to start providing social services for people who are in job training? Do we need to stop and consider whether we are being distracted from the mission by providing these support services?

Don explained that we need to train the participants to assist them in getting some type of employment; however, Don noted that did not disagree with Peter.

Joe Notini reported that a Support Services Policy is a requirement and that it needs to be in place in order to receive ARRA funds. A lot of areas have a policy but only spend around \$5,000, which is a small amount. Also, the Act that created the Workforce Investment Boards gives preferential treatment to economically disadvantaged people. This has always been a requirement. The concept is that WIBs are supposed to bring in other funding so that a wider workforce can be trained. Funds can come from foundations or grant money.

Maryellen noted that the Boards private sector employees help with informing, influencing and educating on issues of economic development. She added that proper documentation is required to be eligible to receive the support services.

Joan Cirillo stated that this is a very creative way to provide support services. Anything can derail an applicant and to offer these services will help the participants achieve the goal of employment.

Ed Lofgren noted these are wonderful programs and much needed. He has always wondered about the connection between these programs, the businesses that help support them and the business community as a whole. This brings up the larger question about the coordination of these programs with the business community; with what Denis Hanks does with the Plymouth Area Chamber and Peter Forman does with the South Shore Chamber. What Peter was trying to say is that we need to be more of a vital part of this. The WIB has to pay more attention to differences. Right now, small businesses are hurting – the marine industry has more than 50% unemployment because many of the manufacturers have gone out of business. Someone has got to pay attention to that in coordination with all of the programs. He doesn't know how to do this, but it seems that like Peter, Denis and the rest of the Board that are in business here, and together they should be able to figure out some ways of taking a marvelous program like this with a support services policy and all the training that is done for the disadvantaged adults and for youth programs and coordinate it better with the business efforts here on the south shore. He noted his concern about the lack of that coordination.

Maryellen thanked Ed for his comments and agreed that we can work together for better coordination and outreach. She also noted that the acute economic down turn and the ARRA funding presents new opportunities and challenges.

Denis Hanks spoke about how in the past, the unemployed people were being turned away and all you could find were these individuals that were unemployable for those certain

reasons. The Plymouth Chamber did a lot of survey work and employers were asking “Where do I find my employees?” These are the individuals they were turning away for those very reasons. They would come to a job interview unprepared; they didn’t have the basic job skills necessary to fill a lot of the retail and hospitality jobs that we find are necessary. This Support Services Policy will help these individuals to fill that need. They are probably not going to be the candidate that will be hired today when there are so many in the workforce pool, but when the economy gets better, these individuals are going to play a big role in the workforce system once they are back into those positions.

Don Uvanitte: Asked for a motion to accept the Support Service Policy: the Board unanimously voted approval.

C. Additional WIA Title I Adult and Youth Barriers Policy:

Don Uvanitte: Asked for a motion to accept the WIA Title I Adult and Youth Barriers Policy: the Board unanimously voted approval.

D. Motion to collect required signatures for ARRA Plan:

Don Uvanitte: Asked for a motion to accept signatures for the ARRA Plan: the Board unanimously voted approval.

E. Proposed Bylaw modifications:

I. **Background:**

A review of the South Coastal Workforce Investment Board’s Bylaws has been conducted. As a result, the modifications are recommended for Board consideration and approval:

▪ **Article I A. NAME:**

Change name of this Organization from South Coastal Private Industry Council, Incorporated to South Shore Workforce Investment Board (SSWIB). Change all references of SCWIB to SSWIB in the Bylaws and other documents.

▪ **Article I B. LOCATION:**

Change location of organization from 152 Parkingway, Quincy, MA 02169 to 15 Cottage Avenue, Suite 302, Quincy MA 02169

▪ **Article II B1. PURPOSE:**

The Quincy Area Office of the Department of Transitional Assistance has been closed. Therefore the following language change is to be adopted: “Provide policy and program guidance to the four DTA offices servicing area of the Welfare to Work Program”. This change reflects the current DTA region dimensions.

▪ **Article II B3B. PURPOSE:**

Due to change in title from the from Department of Employment and Training (DET) to The Division of Career Services (DCS), change to the languages as follows: “Monitor the operation of employment activities conducted by the DCS Area Offices with regard to the compliance of the Annual Plan”.

Joe Notini: The State does not operate any Area Office, they are located in the Career Centers. This is not needed because it is a legislative requirement for the WIB to do this

already. It is a technicality, DCS does not have Area Offices, and they are part of the Career Centers. I bring this up because this is a big push on behalf of the feds, to recognize that they are Career Centers and they are not separate entities nationwide.

Don Uvanitte: Remove Area Offices from the motion. So noted.

▪ **Article IVD. CLERK:**

Change title of Clerk to Secretary. The following language change is to be adopted: The Secretary shall serve as an Ex-Officio member of the SCWIB and shall not have voting authority.

Motion to change Clerk to Secretary was removed from these motions.

▪ **Article IVE: OTHER OFFICERS AND COMMITTEES:**

Change to “All Committee Chairs must be a member of the Board”. Permanent officers (Chairperson, Vice Chairperson, and Treasurer), Chairpersons of standing committees and the CEO or his/her designee shall comprise the Executive Committee that shall maintain a private sector majority and whose actions shall be subject to ratification by a majority vote of the Board. The standing committees shall be for Financial Oversight, Planning, Workforce Initiative, Performance and Youth Council. The Chairperson from time to time shall appoint AD-HOC Committees to provide expertise in specialized areas.

▪ **Article VA: FREQUENCY:**

The South Coastal WIB shall hold at minimum bi-monthly meetings that are to occur September through June and an annual meeting. Meetings shall be called by the Chairperson or his/her designee.

Annual Meeting

There shall be an annual meeting of the SCWIB no later than ninety (90) days after the close of the fiscal year (June 30) at a time and place to be specified. The Chairperson shall specify the purposes for which the annual meeting is to be held, in addition to those prescribed by law, by the Articles of Organization, or by these Bylaws.

Regular Board Meetings

The Board shall meet as it deems necessary but not less than four (4) times each year, one of which may be the annual meeting. Notice of these meetings and all relevant materials shall be given to each member at least five (5) working days prior to the scheduled meeting date.

The Executive Committee shall meet bi-monthly from September to June. Notice of these meetings and all relevant materials shall be given to each member at least five (5) working days prior to the scheduled meeting date.

Special Board Meetings

A. Special meetings of the Board shall be called by the Chairperson or in the case of death, absence, incapacity, or refusal of the Chairperson, by any other officer, upon written application of five (5) or more members entitled to vote at such meeting.

- B. Notice of a special meeting requires a three (3) day advance notice either by telephone, mail or e-mail to each member personally. Such notice shall include: (1) the time, (2) the place, and (3) the purpose of the meeting.

Agenda

The responsibility of the establishment of an agenda will be that of the Chairperson and Executive Director. Any Board member may submit to the Chairperson or Executive Director any agenda items.

▪ **Article VB. NOTICE OF MEETINGS:**

A written or notice of each meetings of members, stating the place, date, time and the purposes of the meetings, shall be at least five (5) working days prior to the scheduled meeting date to each member entitled to vote thereat and to each other member who, by law, by the articles of organization or by these bylaws, is entitled to notice, by leaving such notice with him or at his usual place of business, electronic address or by mailing it, postage prepaid, addressed to such a member at the business address as it appears in the records of the corporation.

▪ **Article VC. QUORUM:**

The simple majority of the total Board is to be present at duly constituted meeting to be considered a quorum to conduct a vote of the South Coastal WIB.

▪ **Article VD. VOTING AND PRIVILEGES:**

Each member shall have one (1) vote. Members may vote either in person or in writing by mail. A written vote must be delivered prior to the adjournment of the Board meeting except in the absence of a quorum as stipulated in Article V.C.

DISCUSSION:

Dr. Charles Wall stated that regarding Article V.C. QUORUM: that the word "total" needs to be added so that it would read: A simple majority of the total Board is to be present at duly constituted meeting are to be considered a quorum to conduct a vote of the South Coastal WIB.

Kevin Madden noted regarding Article V.D. VOTING AND PRIVILEGES, that these are subject to the open meeting law, you can not vote electronically; a Board member needs to be present in order to vote. This applies to proxy voting as well.

II. **Additional Motions to the Bylaws:**

Background:

The Executive Committee of the SCWIB recommends non voting ex-officio status of the Executive Director as a member of the Board.

Motion:

Move to vote Executive Director of the SCWIB to become an ex-officio member of the SCWIB Board.

Background:

The Executive Committee of the SCWIB recommends the Executive Director obtain, manage a credit card for proper expenditures of SCWIB business.

Motion:

Move to vote that the Executive Director obtain, manage a credit card for proper expenditures of SCWIB business.

DISCUSSION:

With regard to a credit card, Mamie O'Connor, as Fiscal agent, requested the vote on this be postponed to further examine the issues of cost categories and controls. Joe Notini advised again the use of a credit card, noting other WIBs experience difficulties in the past. Joan Cirillo stated she recognized and understood the need for a credit card as head of a non-profit agency herself.

Don Uvanitte agreed to postpone a vote on this issue until further review.

Don summarized the discussion and asked for a vote to approve the bylaw modifications as presented but with the following adjustments:

- 1 The language for the quorum as requested by Dr. Charles Wall.
- 2 The voting and privileges as stated by Kevin Madden shall not be done electronically;
- 3 The WIB credit card discussion is withdrawn upon further examination.

A motion was addressed to accept action items:

In light of open meeting laws requirements and best practices that schedule of meetings will require a 14 day advance notice and 7 day distribution of relevant materials with the exception of a special meeting as noted under Article 5A.

- 12: Don Uvanitte: Asked for a motion to accept the Bylaw modifications: the motion was seconded and carried.
13. Old Business: There was none.

Bill Harris asked if the Executive Committee meets monthly and if there are any notes of these meetings?

Maryellen Brett responded that the Executive Committee currently meets as needed and that notes are taken.

14. Adjournment: A motion was made to adjourn the meeting, which was seconded and carried. Meeting closed at 9:25 am.