



**South Coastal Workforce Investment Board  
Quarterly Meeting  
8:30 AM – 11:00AM on September 10, 2008 at  
Plymouth Career Center  
36 Cordage Park Circle, Suite 200  
Plymouth, MA 02360**

Attending: Harry J. Brett, Denis Hanks, Martha Sue Harris, James Howard, Stephen Howard, Edwin Lofgren, Linda M. Lawrie-Pfeil, Joseph MacRitchie, Maralin Manning, Mary Mahon McCauley, Edward Mello, Joseph Notini, Mamie O'Connor, James Pinkham, Harry Salerno, Don Uvanitte.

, , Kevin Madden,

Absences: Russell Aversa, David Cesario, Joan Circillo, Patricia Daly, Geraldine Dussault, Peter Forman, Matthew Glynn, William Harris, Paul Hart, Lucila Kelesoglu, Linda McAlduff, Rosemarie McGillicuddy, Michael Pignatello, Peter Racicot, David Ryan, Doric Scarpelli, Keith Segalla, Charles Wall, Ralph Yohe

Staff: Maryellen Brett, Alicia LeClaire, Deborah Lipton, Joyce Livramento-Young, Regina Zahran

Guest(s): Arthur Brookfield, Kevin Parham

Proxy: Nichole Thompson (Michael Pignatello); Albert Asiaf (Charles Wall)

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1. Don Uvanitte, Chairman: called the meeting to order at 8:45 a.m. Welcomed all the Board members and asked Geri Dussault, Executive Director of the River Bay Club, to provide some information on the facility. River Bay Club was opened in 1991 as an Independent Living/Retirement Community. The building was originally designed as condominiums so it now has full size apartments making it a comfortable place for couples. Geri has been the manager for eight years of this vibrant community. Guests were introduced to the Board.
  2. A motion was made to accept the minutes of the May 21, 2008 meeting: the motion was seconded and carried.
  3. Maryellen Brett, Executive Director: announced that the purpose of today's meeting is to review and approve the Annual Plan that must be submitted to the State. Copies of the Plan were distributed to members. There are three main sections to the Plan:

- Narrative Folder - This section was eliminated this year so that WIBs can proceed with their strategic planning initiatives.
  - Performance Folder – This section includes program summaries for job seekers and business customer. It includes: the number of job seekers to be served, number of special populations to be served and the number of employers to be served.
  - Budget Folder – This includes the Integrated Budget summary and the Budget Narrative.
4. Mamie O’Connor, Executive Director, South Coastal Career Development Administration: Mamie provided a detailed explanation of each of the Charts included in the Performance Folder. Chart 1 includes CORE services (Labor Exchange Services): Career Centers served 10,008 (between 7/01/07 – 3/31/08) the actual number of people who have been served by the Career Center to date in FY08 has been 11,191. Chart 2 covers projections for Adult and Dislocated Workers who will receive intensive services and/or training funds through ITA’s. Approximately \$6,000 was spent per person on training in FY08. Chart 3 shows the programs for the Youth. The projected performance numbers for Youth have improved this past year and additional funding will enable expansion to include drop-out prevention programs for in-school youth. Chart 4 shows outcome goals for all WIA Title I programs that are served via the Career Centers.

It was noted that the Plan will be posted on the SCWIB web-site for a 30-day period for public comment and review.

**Question:** How is the data collected?

*Mamie O’Connor: Everyone who walks in the door and attends the basic Career Center Seminar, where the available services are explained, is then tracked by the MOSES data management system. If customers received training funds they must obtain a credential at the end of the training in order to be counted in the statistics. Anyone who obtains a job is tracked through the Department of Revenue. The Career Centers staff follow-up with people who receive intensive services. All Career Centers across the state are measured on the same data.*

**Question:** Does planning for a higher number of customers correspond with more state funding?

*Mamie O’Connor: No. The number of customers served depends on who walks in the door at the Career Centers. The Career Centers do outreach to employers and Veterans so there is some flexibility in increasing those numbers.*

**Question:** When customers are placed in a job how is retention measured? Do they have to be in the same job?

*Mamie O’Connor: No, they just need to be employed and showing wages. For example if a youth loses their job we call them back and help them get a new job.*

Arthur Brookfield, Fiscal Agent, South Coastal Career Development Administration: Arthur provided an overview of the FY ’09 Integrated Budget. He gave the following highlights:

- WIA funding has increased by \$730,475 for FY '09
- Wagner Peyser funds remained essentially level for FY '09
- Youth Training funding has increased by \$190,000
- Overall funding has increased by 12.09 % for FY '09

**Mamie O'Connor:** The increase in funding is due to changing conditions in the region. There is a greater need.

**Question:** Is there a lag in funding? And has there been a spike in customers?

**Mamie O'Connor:** Yes; Yes and it is taking longer to help people get a job.

Arthur also pointed out that there is a 20% carry over if all of these funds are not spent. Arthur further invited members to e-mail or call him if they had any questions upon further review of the budget.

5. Don Uvanitte: Asked if there was a motion to accept the Plan and the Budget. A motion was made, seconded and carried.

Maryellen Brett: Noted that all required signatures will be obtained, after which the Plan will be sent to the State (MA Division of Career Services).

Maryellen Brett shared recent newspaper articles: recognition was given to Harry Salerno and Mary Mahon McCauley who were recently featured in the *Patriot Ledger* newspaper. The *Patriot Ledger* also ran a feature story on how difficult it is for today's youth to find summer jobs: one article stated that this is the worst labor market for young people since 1948. The SCWIB will lead a Summer Jobs Program (YouthWorks) that will put 51 youth to work this summer in Quincy, Weymouth and Randolph.

Geoff Beane: Guest speaker from Amory Street Associates, was introduced to repeat his presentation on the Workforce Development System for those Board members who were not able to attend the May 2008 meeting. Before leaving Harry Salerno and Mary Mahon McCauley voiced their very positive opinion of the presentation and encouraged members to participate. Geoff provided an overview of the Workforce Development System and Policy. Geoff's presentation included funding streams, the service delivery systems; the roles of community based organizations (CBO's) and State agencies in the delivery of services. This presentation provided the foundation for a better understanding of the Workforce Development system.

Geoff provided three handouts:

1. A map of the workforce Development Service Delivery System;
2. A chart showing the policy flow and the funding flow set by Federal/State/Local government;
3. Working to Succeed – Individuals, the Commonwealth and Community Based Organizations

6. New Business – none.
7. Old Business – none.
8. A motion was made to adjourn the meeting, which was seconded and carried.

Meeting Adjourned.