



**South Shore Workforce Investment Board  
Board Meeting  
8:30 AM – 10:30 AM on January 24, 2013  
at  
Quincy Career Center  
152 Parkingway  
Quincy, MA**

**MINUTES**

**SSWIB Members Present:**

Kun Chang, Brian Cummins, Patricia Daly, Laurie Fadden, James Fatseas, Peter Forman, Greg Hanley, James Howard, Kevin Madden, David Manning, James Pinkham, Julie Proud-Ray, Dean Rizzo, Severiano Rocha, Harry Salerno, Doric Scarpelli, Stephen Shay, Gail Simms, Beth Ann Strollo, Peter Tsaffaras, Henry Tuttle, Don Uvanitte

**SSWIB Members Absent:**

William Brennan\*, Susan Fontana\*, Paul Hart\*, Alan Macdonald\*, Rosemarie McGillicuddy\*, Robert Miller\*, Dede Riendeau, Keelas Small\*, Matthew Smillie\*, Dr. Charles Wall\*

**SSWIB Staff Present:**

Audrey Boucher, Alicia LeClaire, Joyce Livramento-Young, Regina Zahran

**Guests:**

Arthur Brookfield, O Stephen Quimby

***\*Excused Absence***

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**I. Welcome and Introductions**

Don Uvanitte, Chairman, called the meeting to order at 8:40 a.m. Don introduced the new Board Members: William Brennan, Kun Chang, Brian Cummins, Julie Proud-Ray, Dede Riendeau, Severiano Rocha, Matthew Smillie and Henry Tuttle. Don announced Joyce Livramento-Young as the Executive Director effective December 27, 2012.

**II. Quorum Attendance**

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

**III. Vote on Minutes from October 25, 2012 Board Meeting**

Don Uvanitte asked for comments, additions and/or corrections to the October 25, 2012 Board meeting minutes. A motion was made to accept the minutes and the motion carried.

**IV: Treasurer's Report**

Harry Salerno, SSWIB Treasurer, offered the Treasurer's Report. The Treasurer's Report is a financial report of allocations and expenditures of various workforce programs. Harry presented status on each line item. Unspent funds may be rolled over into the next fiscal year. A motion was made to accept the Treasurers Report. The motion was accepted and carried.

Kevin Madden reported that Congress passed the EUC (Emergency Unemployment Compensation) in March 2012. As a requirement, unemployed individuals attend a Career Center Seminar to create a Career Action Plan. This is a performance based grant. The region is reimbursed \$85 per person

served. The South Shore region was projected to support about 8% of the total state population required to participate in the program; it served 10%. As a result of the Fiscal Cliff Resolution, Congress extended this program to December, 2013. The available funds are to be used to support the unemployed and the assigned staff at the Career Centers.

V: Executive Director's Update

Joyce Livramento-Young thanked everyone for attending the meeting. Joyce announced that Steve Quimby will be presenting a summary of the updated South Shore Blueprint. She thanked the Executive Committee for their time (interviewing for the Executive Director position) with a special thank you to Steve Shay for participating in the process of hiring the Youth Director as well.

Joyce announced the Charter was executed in November, 2012 and that a CEO/LWIB Agreement is in the process of being updated. She also announced that Alicia LeClaire and her plan to meet with each Board Member to discuss the region's workforce needs as part of the strategic plan. Engaged committees are important for the success of the Board. Currently the SSWIB has a Youth Council, Steve Shay, Chair (mandated committee); Career Center Committee, Jim Howard, Chair; Financial Oversight Committee, Greg Hanley, Chair; Workforce Initiatives Committee; and Planning Committee. Each Committee will be meeting to move the regional workforce system forward. Joyce went over the materials in the package.

Alicia LeClaire presented an update of the grant opportunities the SSWIB has been involved with:

- (1) Middle Skills Gap Grant; competitive state funded grant; SSWIB applied for the grant along with Brockton, Fall River and New Bedford; required to work within a specific industry - we chose healthcare. Partnering with Linden Ponds and Manet Community Health Care; required training partner is Massasoit Community College.

South Shore Community Action Council also applied for the grant. They proposed a Commercial Driving License (CDL) program with Class B with passenger endorsement. South Shore Community Action Council was successful with this program in the past; the Secretary of Transportation presented them an award for the program.

- (2) STEM Initiative (Science/Technology/Engineering/Math): the initiative funds \$4,000 for each region to identify a councilor from a career center to be trained to be the expert in the region.
- (3) Disabilities Employment Incentive Grant: the South Coastal Career Center is part of the control group for this grant.

VI: Blueprint Update

O. Steven Quimby, Ph.D., Steve Quimby Consulting, presented an updated Blueprint and the Board's responsibilities is to serve as the repository and disseminator of accurate, objective, up-to-date labor market information as written in the Workforce Investment Act (WIA). He noted that the Blueprint is based on three points:

1. Baseline understanding of labor market data and recognizing trends over time
2. It is a policy document based on decisions on objective data to plan for the future
3. Other regions have made it available for the Career Centers to utilize the information to identify priorities for the future

Steve also offered brief recommendations including a need for Workforce partnerships; manufacturing sector needs to be prioritized; and conducting a skills gap analysis.

Steve suggested next steps including: determine criteria to prioritize industries; review relative wage rates; and expansion of education providers.

## VII. New Business

A Nomination Committee had assembled and recommended a Slate of Officers: Chair, Vice-Chair and Treasurer. The Slate was distributed to Board Members and the members were asked to identify other eligible members for consideration. No additional names were submitted. The Slate of Officers presented to Board was: Don Uvanitte, Chair (incumbent); Peter Tsaffaras, Vice Chair; Harry Salerno, Treasurer (incumbent). A motion was made to approve said Officers and the motion carried.

## VIII: South Shore Career Centers

Kevin Madden: South Shore Career Centers presented the following Labor Market Data:

**South Shore Career Centers of Plymouth & Quincy  
2nd Quarter Statistics (FY'13)  
As of December 31, 2012**

- Massachusetts Unemployment rate: 6.6%; National Unemployment rate: 7.8%
- South Shore Region Unemployment rate: 6.1% (as of *December*, 2012)
  - South Shore Labor Force: 286,852
  - Employed: 269,459
  - Unemployed: 17,393
- Total Customers Served: 11,071 (86% of Annual Plan of 12,909)
- Total Businesses Served: 358 (51% of Annual Plan of 700)
- Job Order Listings: 229 (61% of Annual Plan of 375)
- Total UI Claimants Served: 7,110 (129% of Annual Plan of 5,500)
- Total Veterans Served: 840 (96% of Annual Plan of 875)
- Disabled Customers Served: 562 (65% of Annual Plan of 860)  
(*Performance stats for 2<sup>nd</sup> quarter should be 50% of plan*).

Kevin added the following updates:

- Unemployment Insurance (UI) Online is expected to be complete by June, 2013; the Quincy Career Center (QCC) is working with the state staff regarding UI needs.
- IT update: equipment has been purchased; working with the state for a contract with CENTRIX Systems; the QCC should be separated from the state system soon.
- Individual Training Accounts (ITAs): two types of training: (1) dislocated workers (unemployed workers) and (2) adult funds (for individuals who are economically disadvantaged). The state required all regions to allocate at least 30% of their funds for training. As of December 31, 2012 all funds have been spent.

## IX: Committee Updates

Steve Shay, Chair, Youth Council: Acknowledged Debbie Lipton's resignation and efforts. He recognized Audrey Boucher as the new Youth Director. Audrey was the past Associate Director and Youth Director of the SCWIB in 2000-2004 and has youth council experience from North Carolina and Brockton Area Workforce Investment Board.

Jim Howard, Chair, Career Center Committee (CCC): The CCC met immediately after the last Board meeting to finalize and approve the Charter. Jim thanked Dave Manning (DCS), Joyce Livramento-Young, Mayor Koch and Jim Fatseas for aiding in executing the document. Jim also updated the members on the Individual Training Accounts (ITAs). The CCC will reconvene about the ITAs; Phase I is finished; need to finish Phase II. In addition, Memorandum of Understanding (MOU): All MOU's between the SSWIB and Vendors were rewritten and the state accepted the updated recommendations; these have all been signed and copies distributed to all parties.

X. Old Business

None

XI: New Business:

A New Member Orientation is scheduled for February 12, 2013; location to be announced.

Jim Howard specified at the last Executive Committee meeting there was a discussion about electronic participation. Under the State Law, approval is needed by the whole board in order to partake in electronic/remote participation. Don Uvanitte noted that the Board will review electronic / remote voting at the next meeting; however, not sure this can be put into practical use as it is based on personal illness; personal disability; emergency; military service; or geographic distance. Some of these reasons are ambiguous. This was tabled until the next meeting.

Next Board Meeting dates: April 25, 2013 and June 20, 2013.

Board Members were invited to tour the Quincy Career Center facilities.

XII. Meeting adjourned at 10:30 am.

SSWIB Board Package Materials:

Agenda

Minutes from April 26 and June 28, 2012 Board Meetings

Treasurer's Report

Press Release for Executive Director and Youth Director

Contact List of Board Members

SSWIB Website Page

South Shore Career Centers Job Fairs flyers

Labor Market Blueprint Executive Summary and South Shore Labor Force Blueprint PowerPoint

Press Release for CONNECTLink