



**South Shore Workforce Investment Board
Board Meeting
8:30 AM – 10:30 AM on October 25, 2012
at
Neighborhood Club of Quincy
27 Glendale Road
Quincy, MA**

MINUTES

SSWIB Members Present:

James Fatseas, Susan Fontana, Greg Hanley, James Howard, Alan Macdonald, Kevin Madden, David Manning, Rosemarie McGillicuddy, Robert Miller, James Pinkham, Dean Rizzo, Harry Salerno, Doric Scarpelli, Beth Ann Strollo, Peter Tsaffaras, Don Uvanitte

SSWIB Members Absent:

Joan Cirillo*, Patricia Daly*, Peter Forman, Paul Hart*, Joseph MacRitchie, Jeanette Paul*, Stephen Shay*, Gail Simms*, Keelas Small*, Dr. Charles Wall

SSWIB Staff Present:

Alicia LeClaire, Joyce Livramento-Young, Deborah Lipton, Regina Zahran

Guests:

Arthur Brookfield, Laurie Fadden, Michael Jackman, Kevin Parham

****Excused Absence***

- I. Don Uvanitte, Chairman, called the meeting to order at 8:50 a.m. Don announced that Maryellen Brett has been placed on administrative leave as of September 24, 2012. Joyce Livramento-Young introduced as the Acting Executive Director effective September 24, 2012. Congratulations extended to Greg Hanley on his recent appointment to Quincy College Governing Board.
- II. Quorum Attendance – Quorum met.
- III. Don Uvanitte: asked for comments, additions or corrections to the April 26, 2012 and June 28, 2012 Board meeting minutes. A motion was made to accept the minutes. The Board approved the minutes and the motion carried.
- IV: Harry Salerno provided the SSWIB Treasurer's Report. The report lists the program, available funding and how the money has been disbursed, appropriate unspent money is rolled over into the next fiscal year. A motion was made to accept the Treasurers Report. The motion was accepted and carried.
- V. Joyce Livramento-Young, Acting-Executive Director:
 - Introduced the SSWIB staff: Alicia LeClaire, Director, Strategic Initiatives; Debbie Lipton, Youth Director, Regina Zahran, Administrative Coordinator. Joyce provided a review of accomplishments since September 24, 2012.
 - FY13 Annual Plan: Part I of the SSWIB Annual Plan was approved by DCS. The FY13 Annual Plan was separated into three parts: 1) General Documents (due 7/17/12); 2) Narrative Questions (due 9/01/12) and 3) Cost Analysis (due 11/15/12).

- Charter: The Career Center Committee will convene immediately after this meeting to discuss the Charter.
- Blue Print: The Blue Print is in the process of being updated.
- CEO-LWIB Agreement: The SSWIB is working with the CEO to execute the agreement that is mandated by the State.
- Website: The website was updated and will be an important tool going forward to enhance communication with Board and Youth Council members.
- Quincy College: Recently awarded a \$2.9 million Biotech Grant by the DOL. President Tsaffaras provided a brief summary of the award:

Quincy College was the only institution of higher education (public or private) in the Commonwealth of MA to receive a Department of Labor grant for biotechnology. This is a \$1.9 million three year grant that provides funding to hire faculty build a laboratory and training for students in Biotech Manufacturing. Faculty to start in January 2013; students to start in September 2014.

Susan Fontana: mentioned an Ernst & Young study that noted the need for trained biotech graduates in the Boston area.

- National Achievement Veteran Award: On October 2, 2012, Mike Kelly, Plymouth Veteran representative, was presented the award by Secretary Goldstein, Senate President Murray and U.S. Rep. Keating.
- Mass Jobs Summit: Joyce Livramento-Young and Joan Cirillo attended the Mass Jobs Summit. The report is posted on the SSWIB website.
- Workforce Training Fund: Funding is available for businesses to train their workforce. There will be a Workforce Training Fund Orientation at the Quincy Career Center on November 7, 2012 presented by Mike Corcoran, DCS. Rose McGillicuddy: added that the South Shore Bank has applied three times for the grant for \$105,000
- Skills Gap Conference: On October 17, 2012; hosted by New England Public Policy and the Federal Reserve Bank. A post-recession analysis of the economy of the South East workforce regions was provided. This was attended by Bob Miller, Kevin Madden and the SSWIB staff.

VI. South Shore Career Centers (SSCC) Update

Kevin Parham: Provided the performance statistics for Plymouth and Quincy.

As of September 30, 2012

Massachusetts Unemployment rate: **6.4%**; National Unemployment rate: **7.8%**

South Shore Region Unemployment rate: **5.7%** (as of August, 2012)

- South Shore Labor Force: **287,136**
- Employed: **270,887**
- Unemployed: **16,249**

Total Customers Served: **7,292** (57% of Annual Plan of 12,900)

Total Businesses Served: **221** (39% of Annual Plan of 375)

Job Order Listings: **147** (39% of Annual Plan of 375)

Total UI Claimants Served: **4,360** (79% of Annual Plan of 5,500)

Total Veterans Served: **539** (62% of Annual Plan of 875)

Disabled Customers Served: **380** (44% of Annual Plan of 860)

- SSCC worked with *The Patriot Ledger* on an insert highlighting the services of the Career Centers.
- On October 24, 2012 a Career Fair was held at the Middleborough Town Hall; attended by more than 300 job seekers; 30 businesses participated.

Kevin Madden, Executive Director, South Coastal Career Development Administration

- The lease for the Quincy Career Center (QCC) signed for the next five years
- Unemployment numbers continue to rise
- The State is moving the QCC from their IT system; this should take place by Spring 2013; upgrades have taken place at the SSCC; the SSCC will have their own networks.
- The SSCC will have job fairs in November for Veterans.
- March 2012: the Department of Labor provided specification of unemployed individuals required to attend a Career Center Seminar and to create a Career Action Plan. The region is reimbursed \$85 per person.

VII. Committee Updates

Youth Council: Stephen Shay, Youth Council Chair, Debbie Lipton reported:

YouthWorks Summer Program: The towns of Quincy, Weymouth, Randolph and Plymouth were provided funding to deliver summer jobs for a risk youth. Youth unemployment rate continues to be high.

Connecting Activities: Program places youth in youth readiness programs and places them in jobs.

Summer Work and Learning: Randolph High School directly applied for the DESE Grant 597 (academic support funds); the students worked at an internship at Milton Hospital providing landscaping skills.

Career Center Committee: Jim Howard, Chair

Jim met with three WIBs and several state officials regarding the Charter and will present the findings to the Career Center Committee. Charter expected to be executed soon.

VIII. New Business

Greg Hanley was appointed to Chair the SSWIB Financial Oversight Committee; he will also serve on the Executive Committee.

Personnel Policy: Don Uvanitte Thanked Rose McGillicuddy, Laurie Fadden and Harry Salerno for working on the SSWIB Personnel Policy. The Personnel Policy was last updated in 2005.

An Ad Hoc Committee will convene for nomination of SSWIB Slate of Officers; it will consist of the Executive Committee members. Other SSWIB members are encouraged to see the Chair after this meeting if you are interested in participating on this committee.

IX. Old Business

- Support Services: Needs Based Payment Policy
The Support Services: Needs Based Payment Policy was updated. A motion was made to accept the Policy and the motion was carried.
- Career Pathways Grant: DESE awarded additional funding to QCAP, Rockland Public Schools and Plymouth Public Schools; for GED education and job readiness support.

X. Meeting Adjournment at 9:50 am. Next meeting will be Thursday, January 24, 2013.

SSWIB Board Package Materials:

Agenda

Minutes from April 26 and June 28, 2012 Board Meetings

Treasurer's Report

FY13 Youth Programs Update

Support Services and Needs Based Payment Policy - Update

SSWIB Website Page

National Association of State Workforce Agencies Honors MA One Stop Career Center in Plymouth
Article

9/20/12 *The Patriot Ledger* Article: Quincy College gets \$2.9 M for Biotechnology Training

Contact List of Board Members

Workforce Training Fund Session Flyer: November 7, 2012