



**South Shore Workforce Investment Board
Board Meeting
8:30 AM – 10:30 AM on April 25, 2013
at
South Shore Country Club
274 South Street
Hingham, MA 02043**

MINUTES

SSWIB Members Present:

Kun Chang, Brian Cummins, Laurie Fadden, James Fatseas, Susan Fontana, Greg Hanley, James Howard, Alan Macdonald, Kevin Madden, David Manning, Rosemarie McGillicuddy, Robert Miller, James Pinkham, Dede Riendeau, Harry Salerno, Doric Scarpelli, Peter Tsaffaras, Don Uvanitte, Dr. Charles Wall

SSWIB Members Absent:

William Brennan*, Patricia Daly*, Peter Forman*, Paul Hart, Julie Proud-Ray*, Dean Rizzo*, Severiano Rocha*, Stephen Shay*, Gail Simms*, Keelas Small*, Matthew Smillie*, Beth Ann Strollo*, Henry Tuttle*

SSWIB Staff Present:

Alicia LeClaire, Joyce Livramento-Young, Regina Zahran

Guests:

Arthur Brookfield

**Excused Absence*

I. Welcome and Introductions

Don Uvanitte, Chairman, called the meeting to order at 8:45 am. Don introduced the new Board Member: Dede Riendeau. A moment of silence was held for Audrey Boucher, past Youth Director.

II. Quorum Attendance

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

III. Vote on Minutes from January 24, 2013 Board Meeting

Don Uvanitte asked for comments, additions and/or corrections to the January 24, 2013 Board meeting minutes. A motion was made to accept the minutes and the motion carried.

IV: Treasurer's Report

Harry Salerno, SSWIB Treasurer, presented the Treasurer's Report. Harry reviewed the status on each line item. Carry over 100% spent; unspent funds may be rolled over into the next fiscal year. Connecting Activities will not fully expended; it has a different fiscal year. A motion was made to accept the Treasurers Report. The motion was accepted and carried.

V: Executive Director's Update

Joyce Livramento-Young informed the board that three members would present a brief description of their business and what they would like to get out of their experience of being on the SSWIB: Susan Fontana, Manpower; Laurie Fadden, Sullivan Tire; and Alan Macdonald, South Shore

Hospital. Joyce and Alicia LeClaire visited most Board Members in the past three months and shared some of the comments they heard: accountability and better planning; mobilization of committees; complete the Blueprint; continue to work on the Strategic Plan; need for transparency; the board members don't want to be reported to; the board members want to be active. The SSWIB recently created a marketing brochure, a copy is included in the meeting package. Also included is a list of the South Shore Legislators: one of the Board's responsibilities is to communicate with the legislators to identify the needs of the South Shore Region.

VI: SSWIB Business Member Presentations

Susan Fontana: Manpower Staffing has locations in 80 countries. Manpower has reached out the Massachusetts Manufacturing Extension Partnership (MassMEP); we need skilled and educated workers; the soft skills are missing (Europe provides this training to their high school students); Manpower partnered with Towers Watson; the South Shore region heavy in life sciences; Manpower recruiters see around 125 people a week. Susan will work with Kevin Parham (Career Center Director, South Shore Career Centers (SSCC)) and the Career Center Business Service Representatives to better serve businesses in the region.

Alan Macdonald: South Shore Hospital is the largest employer on the South Shore with 3,800 employees; it is a full service hospital with home care and increasing outpatient care unit; hire around 300-500 per year, conducts a new employment orientation each Monday; Alan does not feel that South Shore Hospital has a strong sense of relationships with workforce/state infrastructure; the South Shore Hospital has applied for grants and but has been unsuccessful; they feel that the requirements are very restrictive.

Laurie Fadden: Sullivan Tire & Auto has businesses from Maine to Connecticut with around 1,100 employees. Their needs are mostly: mechanical aptitude and soft skills for their tires and auto repair and road service needs. They added 14 locations in the past two years; they have hired Youth Works individuals for summer employment in the past. Sullivan Tire participated in the recent Plymouth Career Center Job Fair. They have great internal training programs. Sullivan Tire has successfully participated in Workforce Training Grants in the past.

VII: SSWIB Committee Updates

South Shore Career Centers Committee: *Jim Howard, Chair*

Thank you extended to Bob Miller and Susan Fontana for their contributions at the past meetings; Susan has offered to assist the SSCC Business Service Representatives; the committee will continue to review the South Coastal Career Development Administration (SCCDA) Business Plan; the SCCDA will provide monthly numbers to the committee; Bob Miller will assist with a Marketing Plan; the committee has planned monthly meetings; Mayor Koch hosted a legislative breakfasts at the Quincy and Plymouth Career Centers that were well attended.

Action Item: Motion to accept the Individual Training Account Policy (ITA); a motion was made to accept the ITA Policy and the motion carried.

Financial Oversight Committee: *Greg Hanley, Chair*

The Financial Oversight Committee meet in early April; the meeting was to evaluate the mission of the committee; review the impact of sequestration; regarding the Budget, there is a 19.8% cut of WIA funds and a 5.6% cut of Wagner Peyser funds; there was a review of personnel, training and facilities/premises. Next steps will be to review the FY14 Budget and Annual Plan; there will also be an RFP going out regarding the SSWIB premises/lease of space.

Workforce Initiatives/Issues Committee, *Pat Daly, Chair (Alicia LeClaire)*

The committee met April 4, 2013. There was a review of the purpose/responsibilities of the committee; review the progress of the Blueprint; review Individual Training Accounts (ITAs), review of job vacancies throughout the South Shore. The committee planned to meet before the next Board Meeting.

Youth Council, *Steve Shay, Chair (Joyce Livramento-Young)*

We are interviewing for the Youth Director position. The Connecting Activities (CA) Program will conclude in June, 2013; the CA contractors meet at the Hagashi School in Randolph; also the CA contractors will continue to connect with the school guidance counselors and students to help find employment and provide necessary soft skill training. A new RFP will be sent out for the Youth Programs. The summer YouthWorks program is scheduled to take place; the amount to be funded has not been identified yet.

Planning Committee, *Keelas Small, Chair (Joyce Livramento-Young)*

The Planning Committee is scheduled to have their first meeting on May 9, 2013.

VII. Old Business

None

VIII: New Business

Sullivan and Cogliano: one of the ITA vendors', is currently under indictment; the Attorney General's Office is involved with this process; we will keep you posted as to the outcome.

Senator Therese Murray attended the legislative breakfast in Plymouth; she is very familiar with the Board and plans to become more engaged.

XII. Meeting adjourned at 10:30 am.

SSWIB Board Package Materials:

Agenda

Minutes from January 24, 2013 Board Meetings

Treasurer's Report

SSWIB Marketing Brochure

SSWIB Individual Training Account Policy Number 13-01

SSWIB Committee: Brief Descriptions

South Shore Workforce Region: List of Representatives

South Shore Career Centers of Plymouth and Quincy: 3rd Quarter Statistics (FY13)

Connecting Activities Handout: Learn About Entering The Workforce