



**South Shore Workforce Development Board
Board Meeting**

8:30 – 10:00 a.m. on January 18, 2018

**South Shore VoTech High School
476 Webster Street
Hanover, MA 02339**

MINUTES

SSWDB Members Present:

Warren Baker, William Brennan, Mark Brewster, Kun Chang, Jack Cocio, James Connor, Justin Desmond, Laurie Fadden, Brilene Faherty, Peter Forman, Kathleen Gallagher, Thomas Hickey, Ronald Iacobucci, John Iredale, David Manning, Michael McManama, Kevin Parham, Julie Proud-Ray, Beth Ann Strollo, Donald Uvanitte

SSWDB Members Absent:

David Bassett, Timothy Cahill, John Graves, William Mitchell, Amy Naples, Peter Tsaffaras,

SSWDB Staff Present:

Dean Rizzo, Lynne Courtney, Sue Whitaker, Regina Zahran

Guests:

David Francis, Celeste Natale

Meeting Start: 8:50 am – Meeting End: 10:30 am

Discussion of Agenda Items:

Topic:	I. Welcome, Introductions and Quorum Attendance: Donald Uvanitte, Chair
Points of Discussion:	Don Uvanitte, Chair, welcomed the Board to the South Shore VoTech High School and announced the new Board Members: Warren Baker, Mark Brewster, Kathleen Gallagher, Michael McManama and David Francis, Autocam Medical, who attended as a guest. A quorum of attendance was reached.
Topic:	II. Vote on Minutes from September 21, 2017 Board Meetings: Donald Uvanitte, Chair
Points of Discussion:	Don Uvanitte asked for comments, additions and/or corrections to the September 21, 2017 Board meeting minutes. Hearing no changes or updates to the minutes, a motion was made to accept the minutes, motion was seconded by Beth Ann Strollo and the motion was carried.
Topic:	III. Treasurers Report: Celeste Natalie, Fiscal Officer and Brilene Faherty, Treasurer
Points of Discussion:	Budget to Actual Through November, 2017. This Treasurers Report was presented in a new format and explained by Celeste Natale. The report information is through November 30, 2017: the first column displays the Actual Expenses; second column displays what was budgeted for the first five months; and the third column displays what the budgeted by-line items for the entire agency. The budget is on target thus far. The agencies are under budget for the following: Personnel, Premises and IT. For supplies, there are several obligations that were carried over to this year that were paid during this year which makes it appear as though it is over budget, however, these are obligations from last year which provided this number. We are keeping within the budget for Transportation/Travel. There are some expense categories that are paid annually (i.e.: membership fees). There is a variance on the Consulting line item; this is an obligation that is paid throughout the entire year. The Quincy Career Center relocation expenses were budgeted for \$60,000 and there have been some expenses budgeted for the Plymouth Career Center which was reduced to half the size (now 4,000 square feet) and some moving costs were incurred to relocate the electrical/IT closet. This category is being watched closely as the move continues with the

	<p>final move to take place in March. The ITA’s (training funds) are currently at \$22,772; however, there are some obligations that have not been approved for payment. At this time, the ITAs are currently 75% paid. Thirty percent of the budget is dedicated to ITA Training. Overall, in every category, the budget is on target. The management team has been working together to keep a stable budget. It is our hope that the Board is able to understand this budget format in order for it to be less confusing to see where we are financially.</p> <p>Brilene and Celeste spoke about presenting updates on a bi-annual or annual basis regarding the status of grants.</p> <p>Beth Ann Stollo offered that it would be helpful to the Board to understand if any revenue areas that fluctuate that are not cost reimbursement or the Board should be aware of any concerns about revenue coming in.</p> <p>Brilene asked the Board if they would prefer to see this on a bi-annual or annual basis? Don Uvanitte, Chair, suggested that this be added as separate document on a bi-annual basis.</p>
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Topic:	IV. Youth Programming Update: Lynne Courtney
Points of Discussion:	<p>Justin Desmond has agreed to Chair the newly formed Youth Advisory Council. Don Uvanitte made a motion to approve Justin Desmond as the Chair of the Youth Advisory Council; the motion was seconded by Beth Ann Stollo and the motion was carried.</p> <p>Youth Programs Overview:</p> <p>YouthWorks is a state subsidized employment program which matches young people with a work experience. Youth are paid a salary from funds that are provided through the grant funds.</p> <p>Due to budget cuts, this is the first time that year-round funds were dispersed through a competitive process. The SSWDB was one of the five (out of twenty-four) programs who receive funding and we were very pleased about this. We will be running an Occupational skills training program specializing in the culinary industry in Quincy at the Germantown YMCA location using their new kitchen. The YMCA will integrate the participants into some of their programming including their largest fundraiser “A Taste of the South Shore” and we will be matching participants with some of the restaurants. We will be able to roll some of the participants into our summer programming and match them to a restaurant job. Deb LaFavre, Youth Employment Specialist from the Quincy Career Center is spearheading the recruitment efforts. There is a document included in the meeting packets which shows that last summer we hit the required targets regarding the demographics of the group of young people that we enrolled in YouthWorks, the number of hours worked, along with and other measures. We are in the midst of planning for the coming summer program.</p> <p>Connecting Activities, a program funded through the MA Department of Education, allows us to have staff in local schools to do career education and job search assistance. They have hired a new consultant at the state level, specifically to help regions address STEM employment. Along with our peers in other regions we haven’t had a lot of successes in matching young adults to work experience in STEM fields. A conference call is scheduled to address this.</p> <p>WIOA Youth Programming uses federal funds to support GED/HiSET programs and workplace readiness programming. In terms of enrollment, we are on target and what we are looking at now is the accomplishments within the program. We have concentrated on communication with the Career Centers and our vendors and we are making progress. A WIOA participant recently achieved a perfect score on the HiSET and she will possibly be attending some very competitive colleges; her first choice is MIT. This shows the variety of participants that we work with.</p>

Topic:	V. SSWDB Draft Bylaws Review: Dean Rizzo
Points of Discussion:	<p>This Bylaws document is the same that was reviewed at the September 21, 2017 meeting with the exception of two minor changes made yesterday, January 17, 2018 as a result of some input from Don Uvanitte and a meeting with Warren Baker. These changes are: (1) changing the verbiage that the Board could have an office outside of Massachusetts; there would never be a need to have an office outside of Massachusetts so this was removed; and (2) there was discussion at prior meetings regarding reaching a quorum and the opportunity for Board members to participate remotely at these meetings (via conference call or skype); however, due to Massachusetts State guidelines, if you participate remotely, you are not allowed to vote on a motion. The Board member can participate, however, if the members need to vote, the members present are the only one who can vote at the time of the meeting. The verbiage regarding this was removed. This shouldn't discourage people from participating in the meeting via conference call. Warren Baker noted that the Board is subject to the Open Meeting law requirements. Warren stated that one of the requirements of maintaining a position on the board is participation; so if you miss an excused number of meetings, the commitment is questionable about being on the Board, there is a commitment to make at least three of the four scheduled meetings during the year. Warren asked a question regarding remote participation; would that count as participating in the meeting/issue? Don Uvanitte responded this would not count as participation; a member should be present to be part of the quorum.</p> <p>Don Uvanitte made a motion to accept the Bylaws with the corrections that were presented; the motion was seconded by Bill Brennan and the motion was carried.</p>
Topic:	VI. MA Department of Career Services Update: David Manning, Director, DCS
Points of Discussion:	<p>Dave Manning reviewed the Workforce Innovation and Opportunity Act & Combined Plan At-A-Glance PowerPoint presentation included in the meeting materials. The plan was implemented in July, 2014. The required partners all signed the Umbrella MOU that focused on WIOA priority populations. There are new data metric and data sharing agreements to evaluate employment and wage impacts across the WIOA partners. Also, new pilots and integrated services with UI, Career Centers, SCEP, adult education, TANF/SNAP and Vocational Rehabilitation for adults and youth.</p> <p>One of the MOU Partners is DTA, who are not a mandated partner; however, the DTA Commissioner is very committed to the program and the department has added significant resources toward this initiative. In the beginning, the provided \$500,000 state-wide for the first half year and this year they are planning to submit \$1,000,000 and possibly more in the future.</p> <p>One of the major State-wide problems with these programs is the issue with "Branding". Most of the Career Centers have different names and this causes confusion throughout the State. There is a new state-wide Branding Initiative that Dean will speak about. State Secretary of Economic Affairs is on board with initiative this as well.</p>
Topic:	VII. SSWDB, SSCC and SCCDA Program of Work and General Updates: Dean Rizzo and Ron Iacobucci
Points of Discussion:	<p>A. Career Center Leases and Quincy Location Change</p> <p>Ron Iacobucci reviewed space and the upcoming Career Center move. In an effort to save funds and to work within our allocations, the issue of space was addressed. The Career Center issued two RFPs and made two awards: the Plymouth Career Center will remain where it currently is until the end of this fiscal year, however, the office space has been reduced to half the size but still allows us to provide the services and programs that we are accustomed to delivering without any interruption. In Quincy, it was decided to move to a new location, reducing the square footage from 15,000 to 10,000. This move will make the office more efficient and save a great deal of funds. The new location will be at 1515 Hancock Street, Quincy. The building permit has been issued and the necessary steps are being taken to move.</p>

We hope to be in the location by the end of March. This will allow us to provide the same level of services and programs that we are currently providing in our current location. These two efforts have substantially reduced the amount of money that are currently being spent on space and are allowing us to stay within our budget. We hope to have a grand opening with the Secretary of Labor being present and possibly the Governor. The Career Center will now have updated technology which is greatly needed; it will have an open floor plan, will be more welcoming to the customers and employees and will be more productive. The location will also be close to the Department of Transitional Assistance Quincy location and the Quincy Community Action Program (QCAP) office. There will be Parking in the back lot; we are aware that there will be an issue with parking during the current construction but we are doing the best we can.

B. SSWDB Board of Directors Recruitment

Dean stated we are grateful for having five new board members joining us today. The list of Board Members included in the meeting packets lists the requirements that each member fills with WIOA Federal Legislation and includes the term dates for each Board Member. You may note there are some that have a term date of 2/18 and those will be receiving a letter from Mayor Koch with a request to renew. We are now at 25 members and we need to add six additional Private Sector Board members so that we reach the 51% majority Business Representatives at the required. There are names on the second list that include some contacts that have made and invited to be part of the Board. Some of you may know individuals on this list and may want to reach out to them and invite them to become a member. If you think of other industries or companies that you think would be a good fit on the Board, please let us know. In order for the Board to work efficiently and successfully, we want to have representation from the 22 cities and town that are part of the SSWDB service area. We are looking for quality people and industries that have the time and want to participate and help with the Policy making body of the organization.

C. SSWDB and SSCC Marketing (websites and print materials)

The SSWDB and the SSCC recently updated their marketing materials. Enclosed is the final presentation package with descriptive step sheets for the following: Community Engagement Services, Youth Services and Business Services. Also included are new tri-fold brochures for both the SSWDB and SSCC. The Career Center website recently went live. The logos and messaging have recently been mirrored so eliminate any confusion and absent messaging that was there in the past. When you get a chance, take some time to visit the new website of the Career Center: <http://www.sscareercenters.org/> This is a new fresh look for the Career Centers. Both websites were done by Donna Mavromattes of MavroCreative.

The State has also undergone new Branding and Marketing Initiative. There are 16 Workforce Development Board across the Commonwealth and 29 Career Centers. Currently, they all have a different logo and different name yet they are all providing the same services; however, you wouldn't know that they are connected. Therefore, the State recently took an initiative to Brand everything under one name: MassHire. It hasn't been voted on yet but this will need to be incorporated into our new marketing materials. There are some Boards that are embracing this and some that are not. We will keep you posted as to the further developments. This is supposed to take place in October 2019. There will be funding from the State to implement these changes; however, the amount has not been determined yet. If a Board adopts this soon, they would get more funding.

D. SSWDB Three Year Strategic Plan

We have been working on the Strategic Plan and are in the process of moving on to Element 2: Information Gathering and Strategic Plan Development. This phase will include: Administration and Governance; Marketing and Branding; Policies and Planning Documents;

	<p>LMI Data Collection; Workforce Development Team Programs and Services; Education and Training; Regional Planning and Integration and a new Non-Profit 501(c)(3). This will be followed by Element 3: Implementation, Evaluation and Monitoring. The document included in the meeting materials explains this in greater detail. We will be having a few focus groups and we will be asking for your participation in the near future so that we will have this Strategic Plan in place by July 1, 2018.</p> <p>E. MOU Partner Update – Sub-Committee Formation</p> <p>The document included in the meeting packets includes the members of the two sub-committees of the MOU Partners. Many of you are members and some are partners of the services providers in the SSWDB region. The state did a review of the MOU Partners document that was submitted and we received correspondence that there were some areas needed to be revised. We reviewed the comments to each section and addressed the State’s concerns.</p> <p>F. SSWDB Monitoring of SSCC</p> <p>Under WIOA, this is the first time that the SSWDB will be responsible for monitoring of the South Shore Career Centers. This will take place in late May.</p> <p>G. Adult & Community Learning Services Grant Review Process</p> <p>The SSWDB is a facilitator of Community and Adult Learning Grants that are given to our partners in the SSWDB service area to help with adult education providers. In the past, the funds would flow through the SSWDB; however, there process now will go directly through DESE. We are in the process of funding of the next funding of programs. The SSWDB will still be playing an important role in this process.</p> <p>H. Grant Applications submitted by the SSWDB</p> <p>As a Non-Profit 501(c)(3), this will allow us to apply for grants to help with the funds for the region.</p> <p>I. SSWDB 501(c)(3) Update</p> <p>We are in the process of creating Non-Profit 501(c)(3). Enclosed is a draft of the marketing brochure. Take a closer look at it and let me know your thoughts.</p>
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Topic:	VIII. SSWDB Committee / Initiatives Update
Points of Discussion:	<p>A. South Shore Manufacturing Report: <i>Sue Whitaker</i></p> <p>On November 7, 2017, the SSWDB in partnership with Symmons Industries, Inc. hosted Celebrating Manufacturing on the South Shore event at their Braintree location. We formally presented our Manufacturing on the South Shore of Massachusetts Report and celebrated the continued transformation and expansion of Symmons. We had an impressive line of speakers including: Dean Rizzo; Mayor of Braintree, Joe Sullivan; Mayor of Quincy, Thomas Koch, who is also the Chief Elected Official of the SSWDB; Timothy O’Keefe, CEO of Symmons Industries; Farhad Vazehgoo, Sr. Manager, Advanced Technology Programs, MassTech Collaborative and Mike Tomasi, CEO AccuRounds and Co-Chair (AMC) Advanced Manufacturing Collaborative.</p> <p>Each speaker spoke briefly about the importance of the role of manufacturing within our local economy and the value that a career in the field can bring an individual and the community as a whole.</p> <p>Our Keynote Speaker, Rosalin Acosta, Secretary of Labor and Workforce Development,</p>

	<p>Shared her parent’s story of immigration from Cuba and the need to return to school “re-train” to become licensed teachers in the United States. Many of these challenges are experienced by people employed within the manufacturing industry. She emphasized the importance of manufacturing on the local economy and the value of “livable wage jobs” it provides.</p> <p>There was an overwhelming response with well over 100 guests in attendance including several State and local dignitaries. After we heard from the speakers, there was an opportunity for folks to network and take a tour of Symmons new manufacturing facilities.</p> <p>The SSWDB wants to take a give special thanks to all of you for your assistance and persistence with “getting the word out” about our event; John Graves – his team at Symmons for hosting the event, putting on a such a great “spread”, providing such a wonderful ”launch pad” for our new brand; Peter Tsfarras & Bill Brennan, and their Workforce team at Quincy College & Tom Hickey, South Shore Voc. Tech for their help developing the report and for attending the event; all our Board members who were able to attend, we are also grateful for your support; the South Shore Career Center Business Services Team for their help with promoting and attending the event and the SSWDB Team. The SSWDB plans to create similar reports for the other industry sectors in our service area.</p>
Topic:	IX: Meeting Adjournment
Points of Discussion:	Meeting adjourned at 10:30 am.

MOTION to adjourn the meeting. Motion was approved. Meeting ended at 10:10 am.

SSWDB Board Package Materials:

- Agenda
- Minutes: September 21, 2017 Meeting
- Welcome New Board of Directors Bios
- Budget to Actual through November, 2017
- Youth Programming Overview, January 2018
- Youth Program Handout: Restaurant Services
- SSWDB Bylaws: Draft: June 9, 2017; Revised: July 3, 2017; Final: January 17, 2018
- Attachment A: Individual WIOA Partner ISAs Summaries
- Commonwealth of MA: WIOA Act and Combined Plan At-A-Glance
- SSWDB “Public” Local Board Membership
- Commonwealth of MA: Branding the Workforce System, November 29, 2017
- SSWDB Three-Year Strategic Plan Outline (July 1, 2017 – June 30, 2020)
- MOU Partner Sub-Committees
- November 3, 2017 Letter from Gov. Baker: WIOA Partners
- ESE/ACLS RFP for Adult Education FY19 Funding Projections
- SSWDB Manufacturing on the South Shore Event, Brochure, Materials