



**South Shore Workforce Investment Board  
Board Meeting**

**8:30 – 10:00 a.m. on January 19, 2016**

**Rockland Trust Corporate Headquarters  
2036 Washington Street  
Hanover, MA 02339**

**MINUTES**

**SSWIB Members Present:**

William Brennan, Kun Chang, Patricia Daly, Justin Desmond, Laurie Fadden, Kevin Madden, Kevin Malone, David Manning, Cynthia Page, Maureen Rogers, Keelas Small, Beth Ann Strollo, Peter Tsaffaras, Donald Uvanitte, Dr. Charles Wall

**SSWIB Members Absent:**

Joan Costello\*, James Connor\*, Brilene Faherty\*, Peter Forman\*, John Graves, Greg Hanley\*, Kevin O’Reilly\*, Julie Proud-Ray\*, Dede Riendeau, Cynthia Sierra\*

**SSWIB Staff Present:**

Lynne Courtney, Daniel Totten, Sue Whitaker, Regina Zahran

**Guests:**

Ronald Iacobucci, Kevin Parham

*\*Excused Absence*

**Meeting Start: 8:35 am – Meeting End: 9:55 am**

**Discussion of Agenda Items:**

<b>Topic:</b>	<b>I. Welcome, Introductions and Quorum Attendance: Donald Uvanitte, Chair</b>
Points of Discussion:	Don Uvanitte, Chair, welcomed the Board to the Rockland Trust Corporate Headquarters. Recognition was given to Pat Daly, who recently informed the Chair that she would be retiring in April; Cindy Page announced to the board that she had separated from Milton-BIDMC Hosp.; Maureen Rogers celebrated her one-year anniversary as Executive Director of the Quincy Chamber of Commerce; Kevin Madden, South Coastal Career Development Administration (SCCDA) also informed the Chair that he would be retiring in February; congratulations were extended to Quincy College and Peter Tsaffaras, President, for the recent signature of legislation by Gov. Baker allowing the college to grant four-year degrees; and Dean Rizzo was introduced as the new SSWIB Executive Director.  A quorum of attendance was reached.
<b>Topic:</b>	<b>II. Vote on Minutes from April 28, 2016 Board Meeting</b>
Points of Discussion:	Don Uvanitte asked for comments, additions and/or corrections to the April 28, 2016 Board meeting minutes. The minutes July 13, 2016 meeting are included for informational purposes as there was not a quorum at the meeting. Hearing no changes / updates to the minutes, a motion was made to accept the minutes, motion was seconded and the motion was carried.

<b>Topic:</b>	<b>III. SSWIB Committee Updates</b>
Points of Discussion:	<p data-bbox="367 243 1260 277">A. Youth Advisory Committee: <i>Lynne Courtney, Director of Youth Services</i></p> <p data-bbox="367 302 1403 403">Deborah LaFavre, Youth Employment Specialist at the Quincy Career Center is doing a great job. She has taken on many extra duties since Jack O'Donnell retired. His position has not been filled.</p> <p data-bbox="367 428 1442 562">WIOA programming has been challenging since in the new model youth are not considered a positive attainment unless they have an educational attainment <b>and</b> are employed. The bar for success is now much higher. The programs are working towards these new goals and we are providing technical assistance with the data capture as well.</p> <p data-bbox="367 588 1429 751">YouthWorks, our subsidized employment program, was very successful last summer, with 131 youth enrolled. We currently have 20 youth enrolled in a year-round program in Randolph. We received unofficial word that there will be a statewide reduction in funding for the 2017 summer, largely due to the increase in the minimum wage. We are likely looking at only 115-120 slots for the upcoming summer as a result.</p> <p data-bbox="367 777 1435 911">Connecting Activities, our In-School Career Readiness Program is moving right along. We recently partnered with Quincy High School on an additional STEM based grant which was submitted to DESE This would be an additional \$15,000 -\$25,000 over the allotted Connecting Activities Funds.</p> <p data-bbox="367 936 1432 1100">Through the MBTA, we have an opportunity to offer out of school youth and young adults who live in Quincy a reduced fare Youth Pass. In-School youth already receive a reduced rate for transportation, but out of school have not been able to participate, so this is exciting. This should be implemented in late February or early March and will be widely publicized to local agencies.</p> <p data-bbox="367 1125 1442 1260">The Youth Council, as it was structured previously, was disbanded over the summer. With WIOA, the Youth Council format is not required. We could go without having a Youth Council but we prefer not to do that and we are in the process of creating a Youth Advisory Standing Committee.</p> <p data-bbox="367 1285 1435 1654">Beth Ann Strollo inquired about the timing of the summer YouthWorks Program. Lynne responded that that Commonwealth Corporation will send out guidance as to what cities/towns will be included for the YouthWorks. At that time (likely in March) we will look at how many spots will be allotted to which cities/towns. We will have vendors in place to run these or we will have someone in-house to run the program. We do not do RFPs for the YouthWorks Program; we do send out RFPs for the WIOA Programs. In response to a concern expressed regarding communication with worksites, Lynne noted that they are looking for an earlier start to the eligibility process this year. This process can take longer because potential participants often have a difficult time obtaining the correct paperwork. An earlier start will free up time to focus on quality placements and better communication with worksites.</p> <p data-bbox="367 1680 1422 1747">Kevin Madden noted that there will be a new WIOA Youth RFP coming up for next year; the current one expires in June 2017.</p>

<p>Points of Discussion (cont.):</p>	<p>B. : <i>Ronald Iacobucci &amp; Kevin Parham</i></p> <p>Ron Iacobucci provided an update on the WIOA transition. He noted that this transition has been their priority for the past six months and has given them an opportunity to review what they do daily at both the Quincy and Plymouth Career Centers. Management has fully engaged the staff in this process as they focus on customer flow: beginning with what happens when the customer first enters the Career Center until they exit. The managers of South Shore Career Centers (SSCC) (Kevin Madden, Fran Grey, Kevin Parham and myself) have been meeting once a week working with our designated coordinator with the State to assist us with the WIOA transition. We plan to have a soft launch by March 1, 2017 and be fully integrated and implemented by July 1, 2017 to meet the deadline of the Commonwealth as well as the Federal Government.</p> <p>Kevin Parham noted that the Career Centers are scheduled to be monitored by the Federal Government Department of Labor (DOL) in early March to see how far along we are in implementing WIOA. This is the reason we are working with the State technical advisor. Kevin noted that the SSCCs are on target to meet the performance measures set in the Annual Plan. The full WIOA process has mandated that they review their entire structure, to service more customers and to provide individualized services that were not provided in the past. The staff is fully engaged and they have been included in all of our process decisions. We have asked for the staff's feedback to ensure the best process for the customers. We now have mandated partners to work with: Mass Rehabilitation Commission, Mass Commission for the Blind, Department of Education, etc. We need to do a better job with businesses; to create a demand-driven model where the businesses tell the career center what they need as opposed to the career center telling them who we have to fill jobs. This is different model than we had in the past. If this is going as is planned, we will see significant changes in what our job seekers are looking for and for what business require in order to prosper and grow. The Quincy Career Center continues to be one of the top three centers that provide UI services to customers with the Hurley building receiving the most. The Quincy Career Center receives many customers from out of their area such as Brockton, Boston, etc. given the access to the MBTA and available parking. FYI: Individual Training Accounts (ITAs) are provided to customers who within the specific region of the Career Center. SSCC recently participated in a state-wide partner convening meeting to ensure that silos no longer exist, indicating to us that all roads will now lead to Career Centers and the mandated partners.</p> <p>Kevin Madden noted that the Department of Career Services (DCS)/State is currently conducting a fiscal monitoring of the SCCDA Fiscal Department which is why Celeste Natale, Fiscal Officer is not present. This audit is being conducted to prepare for the upcoming audit of the DOL. The SSCC was chosen from this region by the DOL (Region 1 Massachusetts), which covers SCCDA/Quincy, in New England. The audit is scheduled for March 6-10, 2017.</p>
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<b>Topic:</b>	<b>IV. Approval and Vote: FY17 Annual Plan</b>
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Points of Discussion:	The Board decided to abstain from the vote until all members received a copy of the full FY17 Annual Plan. The vote will take place at the next meeting.
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<b>Topic:</b>	<b>V. One-Stop Operator RFP Update: Don Uvanitte</b>
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Points of Discussion:	Don Uvanitte thanked Dan Totten, Director of Operations, for his effort on the One-Stop Operation RFP process. Don also thanked many participants who consisted of: Dave
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	<p>Manning and Alice Sweeney from Department of Career Services for their guidance and instruction; Kathryn Hobin, Procurement Officer Agent for the City of Quincy; Steve Durkin, Esq., Assistant Solicitor for the City of Quincy; subcommittee SSWDB members: Joan Costello, Patricia Daly, Cindy Page and Beth Ann Strollo; and SSWDB Staff members: Dean Rizzo and Dan Totten.</p> <p>Don informed the Board that two bids were submitted: (1) South Coastal Career Development Administration (SCCDA) (the incumbent) and (2) ResCare Workforce Services, Inc. (ResCare) from Louisville, Kentucky. Don noted that this was a transparent and collaborative process with the partners and subcommittee members. Each of the RFP responses were examined first by the Chief Procurement Office of the City of Quincy and all procurement procedures were followed. ResCare is new to the New England area and currently does not have any representation here; their RFP was very professionally prepared and they are a respectable organization.</p> <p>The subcommittee members received the responses more than a week prior to the Subcommittee meeting; the Subcommittee met for final discussion on Friday, January 13, 2017. The Subcommittee reviewed the responses and after much discussion and due diligence, the Subcommittee decided to award the bid to SCCDA. The subcommittee reviewed all aspects of the RFP's and discussed the pros and cons of both responses. Don noted that SCCDA submitted a respectable bid.</p> <p>Don Uvanitte, SSWIB Chair, will contact the Chief Elected Official, Mayor Koch, to consult with him about the decision to award SCCDA as the One-Stop Operator.</p> <p>Cindy Page noted that there were many good discussions about the two proposals and that there were both strengths and weaknesses with the proposals; Cindy also noted that the Board would like to entertain further discussion with SCCDA on how to address the noted weaknesses in the proposal. Beth Ann Strollo agreed that these discussions need to take place.</p> <p>The SSWIB Board took a vote of permitted members. Cindy Page made a motion to accept the recommendation from the subcommittee to award the RFP bid to SCCDA; the motion was seconded with a roll call of Board members and with 15 Board members present of a total of 25 and with 4 abstaining, the motion was carried.</p>
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<b>Topic:</b>	<b>VI. SSWDB Program of Work</b>
Points of Discussion:	Dean Rizzo reviewed the PowerPoint presentation included in the meeting materials noting the Goals and Objectives of the SSWDB. How the SSWDB can actively support the regional economy and job growth; enhancing operations and effectiveness of the SSWDB; looking at alternative financial resources to support and expand the SSWDB; identified some action items January-March; and April-June action items.

**MOTION to adjourn the meeting. Motion was approved. Meeting ended at 9:55 am.**

SSWIB Board Package Materials:

Agenda

Minutes from April 28, 2016 and July 13, 2016 Board Meetings

SSWDB: Goals and Objectives PowerPoint