



**South Shore Workforce Development Board  
Board Meeting**

**8:30 – 10:30 a.m. on January 24, 2019**

**South Shore Technical High School  
476 Webster Street, Hanover, MA**

**MINUTES**

SSWDB Members Present:

Warren Baker, David Bassett, William Brennan, Mark Burns, Jeremy DiBona, Jim Dunphy, Laurie Fadden, Brilene Faherty, Richard Fernandez, Kathleen Gallagher, Greg Howell, Thomas Hickey, Ronald Iacobucci, John Iredale, David Manning, Michael McManama, Beth Ann Strollo, Donald Uvanitte

SSWDB Members Absent:

Laura Andrade, Mark Brewster, Tim Cahill, Jack Cocio, James Connor, Justin Desmond, Peter Forman, John Graves, Amy Naples, Sandy Perakslis, William Mitchell, Julie Proud-Ray, Kristen Reilly McHugh

SSWDB Staff Present:

Dean Rizzo, Lynne Courtney

Guests:

Francis Grey, Celeste Natale, Kevin Smith, Sheila Sullivan-Jardim, Ashley Terrill, Amy Clough

**Meeting Start: 8:35 am – Meeting End: 10:25 am**

**Discussion of Agenda Items:**

<b>Topic:</b>	<b>I. Welcome, Introductions and Quorum Attendance: Donald Uvanitte, Chair</b>
Points of Discussion:	John Iredale, Chair, welcomed the Board to the meeting and introduced new members to the Board of Directors: Jeramie DiBona and Richard Fernandez, and guests Kevin Smith, Best of Care, and Sheila Sullivan – Jardim, Brockton WB. A quorum of attendance was reached.
<b>Topic:</b>	<b>II. Overview of Meeting Minutes: Dean Rizzo, Executive Director</b>
Points of Discussion:	Dean Rizzo provided the Board with a copy of the June 28, 2018 and September 20, 2018 Board meeting minutes for review. Approval of both sets of minutes was moved by Don Uvanitte, seconded by Ron Iacobucci and voted unanimously to approve by the Board.
<b>Topic:</b>	<b>III. FY19 Integrated Budget Update: Celeste Natale</b>
Points of Discussion:	Celeste Natale thanked Brilene Faherty for her leadership and service as organization Treasurer for a number of years, and welcomed Jeremy DiBona as the new incoming Treasurer. Celeste then reviewed the Budget to Actual Report, noting that although many of the categories look like we are under spent it is important to note that we are still only half way through the fiscal year. Celeste brought to the attention to the Board the amount of money that still needs to be spent on the ITA program before June 30, 2019. Celeste noted that in the previous fiscal year the organization had about \$15,000 in unspent funds at the end of the Fiscal Year. Celeste expressed concern that at the halfway point in this Fiscal Year the organization has approximately \$160,000 that it needs to spend by June 30, 2019. Jack Coccio asked if the budget was based on a cash or accrual basis. Celeste noted that we are on an accrual basis. Warren Baker asked if there are any differences in the funding sources in this Fiscal Year, Celeste noted that there are not very many differences, and that we still remain about 90% federally funded. After further discussion John Iredale made a motion to approve the Budget to Actual Report as written, which was seconded by Don Uvanitte, and approved unanimously by the Board.

<b>Topic:</b>	<b>IV. Individual Training Account (ITA): Dean Rizzo</b>
Points of Discussion:	<p>Dean Rizzo presented to the Board a draft Individual Training Account (ITA) policy for review and discussion. Dean noted that the organization did not have a current ITA policy in which to use as a guide so he utilized templates from other Workforce areas, as well as input from staff to put together the policy presented. He noted that the policy identifies a focus on priority industries in the region, and the establishment of a MHSSWB Monitoring Review Committee to oversee the administration of the program. The policy also includes the manner in which training providers are approved in the region. Beth Ann Strollo asked if there was an available list of training providers for the region. Ron noted that there is a list located on the state website with thousands of providers that can be broken down by region. Ron also noted that we are mandated by WIOA to meet the demands of businesses, which should be reflected in the ITA's spent.</p> <p>Dave Manning noted that areas often budget 50% for Adult Title 1 and 50% for Dislocated Workers, and Celeste noted that we typically budget a little more for dislocated workers. Bill Brennan asked if there was a direct correlation to future funding in you have a high placement rate. Dave Manning noted not really, as funding is based on the unemployment rate. Kathleen Gallagher asked how clients are made aware of the ITA program. Ron noted that it is part of the Career Center orientation process and the career planning process for eligible job seekers.</p> <p>Dean thanked the Board for the healthy discussion on ITA's, and noted that he will be refining and editing the policy further. The Board is welcome to provide comments on the policy after the meeting, and that the plan is to bring a final draft policy for review and adoption to the April Board of Directors meeting.</p>
<b>Topic:</b>	<b>V. Sector Strategy Report, Advanced Manufacturing: Dean Rizzo</b>
Points of Discussion:	<p>Dean introduced Board member Mike McManama, CEO of Decas Cranberry Products who gave the Board a presentation on the state of the Cranberry Industry in the region, the Commonwealth and the US as a whole. Board members expressed their appreciation of the presentation and the industry insights they learned.</p> <p>Dean provided the Board with an update on the Manufacturing Sector Strategy, which included new marketing materials to promote the industry and the career pathway opportunities available. Dean also noted that the Advisory Group, which consists of several members of the Board, is organizing visits to high schools across the region. As of this meeting they have given presentations at thirteen schools reaching over 1,000 middle and high school students. The Advisory Group has also arranged several tours for high school students to visit area manufacturing companies.</p> <p>Dean thanked the dedicated involvement of the Advisory Group members, and noted that this successful Sector Strategy is a good template to model for other priority industries in our region such as Health Care, Finance and Insurance, Professional Services &amp; IT, Construction and more.</p> <p>John Iredale congratulated Dean and the Advisory Group on the initiative, and noted that this is exactly the type of work that the organization should be undertaking to meet the workforce demands of businesses in our region.</p>
<b>Topic:</b>	<b>VI. MHSSCC Business Services Team: Ashley Terrill and Amy Clough</b>
Points of Discussion:	<p>Dean introduced the Business Services Team (Ashley and Amy) who gave a brief overview of the variety of services and resources they provide to businesses in our region. They noted that approximately 87% of the business clients are repeat businesses and they have been in contact with 537 repeat and new businesses and posted over 250 positions in the current fiscal year to date.</p>

	<p>They referred to the new Strategic Plan and Standard Operating Procedures they are currently developing with Dean, and are excited about the new direction and restructuring of their program of work. Dean noted that Ashley and Amy are doing a great job, and that they work very hard to try and service such a large and diverse business community that resides in our region.</p> <p>John Iredale thanked Ashley and Amy for coming to the meeting, and noted that as a business owner himself, he was impressed with the array of services and resources they are able to provide.</p>
<b>Topic:</b>	<b>VII. Monitoring and Certification Update: Dean Rizzo and Ron Iacobucci</b>
Points of Discussion:	<p>Dean provided the Board with a brief update on the progress that the Career Center has made in addressing the Action Items identified in the July 18, 2019 Monitoring and Certification Report. He noted that the Career Center is behind in their responses, however he has been informed that information will be provided in the coming days. He referred to a letter he received from Ron Iacobucci yesterday regarding this matter.</p> <p>Ron noted to the Board that this has been a challenging year of transition for the Career Center, and that he has identified a process in which to have all of the items completed by May 20, 2019 of this year. He also noted that the plan to actual numbers for the organization show that they are right on target to meet their projections regarding the number of people serviced by the Career Center staff.</p> <p>Dean followed up to note that the MHSSWB Monitoring Committee is scheduled to meet in mid-February to review items provided by the MHSSCC Team, and will continue to work with them and representatives from the MassHire Department of Career Services in addressing all of the items in a timely and efficient manner.</p>
<b>Topic:</b>	<b>VIII. Youth Programming Update: Lynne Courtney</b>
Points of Discussion:	<p>Lynne provided the Board with a brief update on the Youth programs and initiatives underway. It is anticipated that her department will have 116 Youthworks Summer jobs to fill this year, and will be reaching out to Board members for placement opportunities. 12 youth are registered in an occupational training program in Randolph and will be completing the program soon. We have 6 students participating in the Southeastern MA Cybersecurity Training initiative, and they will be looking to place them in paid Summer internships as part of the program. Dean noted that Lynne does a great job with limited resources, and that Youth are a very important component of the program of work for the organization.</p>
<b>Topic:</b>	<b>X: Meeting Adjournment</b>
Points of Discussion:	<p>The next meeting will be held on April 25, 2019 – location to be determined. Ron Iacobucci made a motion to adjourn, which was seconded by John Iredale and approved unanimously by the Board.</p>

SSWDB Board Package Materials: