



**South Shore Workforce Development Board  
Board Meeting**

**8:30 – 10:00 a.m. on April 13, 2017**

**Quincy College: Plymouth Campus  
36 Cordage Park Circle, Room #214-B  
Hanover, MA 02360**

**MINUTES**

SSWIB Members Present:

James Connor, Patricia Daly, Justin Desmond, Brilene Faherty, Peter Forman, John Graves, Ronald Iacobucci, John Iredale, David Manning, Kevin O’Reilly, Cynthia Page, Kevin Parham, Julie Proud-Ray, Dede Riendeau, Beth Ann Strollo, Peter Tsaffaras, Donald Uvanitte

SSWIB Members Absent:

William Brennan\*, Kun Chang\*, Joan Costello\*, Laurie Fadden\*, Greg Hanley\*, Maureen Rogers\*, Cynthia Sierra\*, Keelas Small\*, Dr. Charles Wall

SSWDB Staff Present:

Lynne Courtney, Daniel Totten, Regina Zahran

SSWDB Staff Absent:

Sue Whitaker

Guests:

Robert Bostrom, Francis Grey

*\*Excused Absence*

**Meeting Start: 8:45 am – Meeting End: 10:15 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 Quincy College, Plymouth Campus and thanked Peter Tsaffaras for the hospitality. Peter Tsaffaras briefly spoke about the new additions to Quincy College and recognized the fact that they were recently accredited to a four year college. Don welcomed new board members: Ron Iacobucci, John Iredale and Kevin Parham.  A quorum of attendance was reached.
<b>Topic:</b>	<b>II. Vote on Minutes from January 19, 2017 Board Meeting: Donald Uvanitte, Chair</b>
Points of Discussion:	Don Uvanitte asked for comments, additions and/or corrections to the January 19, 2017 Board meeting minutes. 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. Vote on Treasurer’s Report: Brilene Faherty, Fiscal Committee Chair</b>
Points of Discussion:	The Treasurers Report was delivered by Brilene Faherty.  SSWDB Financial Summary of all funds of FY17: Period July 1, 2016 through December 31, 2016. There are several grants that have fiscal year ending periods other than June 30, 2017.

Points of Discussion: (cont.)	<ul style="list-style-type: none"> <li>• <b>WIOA (Workforce Innovation Opportunity Act):</b> The carry-in funds for FY16 will be fully disbursed by the end of the Fiscal Year.</li> <li>• <b>WDB:</b> The WTFP is a new grant with an end date of February 28, 2018. The YouthWorks Year Round Grant will be fully disbursed by the May 31, 2017 Grant end date.</li> <li>• <b>DCS:</b> The Trade CI funds will be disbursed in the next two quarters. The second trade grant will be carried into FY18. The RESEA Grant funds on the calendar year. DCS has given estimates for new funding.</li> </ul> <p>Don Uvanitte asked if there were any questions or comments regarding the Treasurers Report. The Chair entertained a motion to accept the Treasurers Report: the motion was accepted, seconded and the motion was carried.</p>
----------------------------------	--

<b>Topic:</b>	<b>IV. Approval and Vote: FY17 Annual Plan: Donald Uvanitte, Chair</b>
Points of Discussion:	<p>Don Uvanitte stated that for purposes of review, the FY17 Annual Plan required an approval vote. Don Uvanitte asked for comments or questions from the Board. Dave Manning, DCS, noted that the Department of Labor (DOL) recently participated in an Audit of the South Coastal Career Development Administration (SCCDA) was successful; the DOL was very impressed by the best practices that Celeste Natale, Fiscal Officer, has recently implemented. The DOL stated that these practices are to be recommended to other regions in the state to use.</p> <p>The Chair asked if there were any questions or comments regarding the FY17 Annual Plan. The Chair entertained a motion to accept the FY17 Annual Plan: the motion was accepted, seconded and the motion was carried.</p>

<b>Topic:</b>	<b>V. Approval and Vote: One-Stop Operator RFP Update: Donald Uvanitte, Chair</b>
Points of Discussion:	<p>Don Uvanitte thanked Dan Totten, Director of Operations, for his participation with the One-Stop RFP process and thanked the SSWDB Board members for their contributions. Dean Rizzo reviewed the mandated partner list which includes: MA Department of Transitional Assistance, MA Commission for the Blind, MA Rehabilitation Commission, MA Department of Unemployment Assistance, MA Department of Career Services, Plymouth Public Library, Operation ABLE of Greater Boston, Inc., Greater Boston Chinese Golden Age Center, Quincy Community Action Programs, Inc., Randolph Community Partnership, Inc., Rockland Public Schools, Training Resources of America, Inc., Coastline Elderly Services, Inc. and Citizens for Citizens, Inc.</p> <p>The Chair asked if there were any additional questions or comments regarding the One-Stop Operator RFP. The Chair entertained a motion to accept the One-Stop Operator RFP: the motion was accepted, seconded and the motion was carried.</p>

<b>Topic:</b>	<b>VI. SSWDB and SCCDA Program of Work and General Updates: Dean Rizzo and Ron Iacobucci</b>
Points of Discussion:	<p>Dean Rizzo and Ron Iacobucci reviewed the following:</p> <ul style="list-style-type: none"> <li>• Department of Labor WIOA Readiness Review (took place in March)</li> <li>• Update on WIOA Implementation</li> <li>• Organization Chart</li> <li>• Space Procurement (Quincy, Plymouth &amp; SSWDB Office)</li> <li>• Establishment of the South Shore Workforce Development Board (501c3)</li> <li>• New SSWDB Marketing: Logo, Branding and Website</li> <li>• SSWDB Committees and Board Members</li> <li>• SSWDB Strategic Planning Process – 2 Board Member Volunteers</li> <li>• April, May and June Board Meetings Schedule of Action Items</li> </ul>

<b>Topic:</b>	<b>VII. SSWDB Committee / Initiatives Update</b>
Points of Discussion:	<p data-bbox="315 191 1068 222">A. Youth Programs: <i>Lynne Courtney, Director of Youth Services</i></p> <ul data-bbox="347 243 1481 1024" style="list-style-type: none"> <li>• The MBTA, with the assistance of QARI and the SSWDB, recently started a program that offers out-of-school students’ reduced fare monthly T passes.</li> <li>• The SSWDB wrote a grant for Quincy Public Schools and QPS was awarded \$18,500 to support STEM programming for traditionally under-represented minorities.</li> <li>• The SSWDB was chosen to receive the “spotlight recognition” from the Quincy Public Schools Community Partnership Committee.</li> <li>• WIOA RFP responses are due back today. We will have a review team prepare their recommendations for the May Board Meeting. If anyone is interested in serving on the review team, please send an email.</li> <li>• The youth program at WellSpring Multi-Service Center of Hull was recognized for their “Practice of Promise” procedures during the DOL audit.</li> <li>• The 2017 Summer Youth Works programs will be able to service 113 this year; down 18 participants from last year. The cities/towns serviced this year are: Quincy, Randolph and Plymouth.</li> <li>• State wide YearRound Youth Works funds have been decreased for next year and it is now a competitive process.</li> <li>• The Youth Advisory Board is looking for a new person to lead the group; if you are interested in being part of the Advisory Board or leading the group, please send an email.</li> <li>• Connecting Activities will continue with a staffing model in Weymouth, Middleboro and Randolph. We are excited to pilot a transportation program this year at South Shore Voc Tech in Kingston, MA. This will help kids with barriers get their licenses and access to a vehicle. The low income population is lacking access to paid co-ops and they are aiming for a 100% co-op participation.</li> </ul>

**MOTION to adjourn the meeting. Motion was approved. Meeting ended at 10:15 am.**

SSWIB Board Package Materials:

Agenda

John Iredale Bio

Minutes from January 19, 2017 Board Meeting

Treasurers Report: FY17

Annual Plan FY17 Documents

One-Stop Operator RFP Update

SSWDB: New Marketing Materials Foldout

SSWDB: Manufacturing Flyer

Local Workforce Development System Organizational Chart

SSWDB: New Marketing Materials Samples (Business Card)

SSWDB: Schedule of Action Items to Review and Vote on at upcoming Board Meetings

Commonwealth of Massachusetts: Workforce Skills Cabinet

Cape & Plymouth Business: Hiring Trends for 2017 (featuring Lynne Courtney and Sue Whitaker)