



**South Shore Workforce Development Board
Board Meeting**

8:30 – 10:00 a.m. on April 26, 2018

**Brewster Ambulance Headquarters
25 Main Street
Weymouth, MA 02188**

MINUTES

SSWDB Members Present:

Warren Baker, David Bassett, William Brennan, Mark Brewster, Mark Burns, Jack Cocio, James Connor, Justin Desmond, James Dunphy, Laurie Fadden, Brilene Faherty, Peter Forman, Kathleen Gallagher, Thomas Hickey, Ronald Iacobucci, John Iredale, David Manning, Kristen Reilly McHugh, Michael McManama, William Mitchell, Amy Naples, Kevin Parham, Julie Proud-Ray, Laura Sears, Beth Ann Strollo, Peter Tsaffaras, Donald Uvanitte

SSWDB Members Absent:

Timothy Cahill, John Graves, Greg Howell

SSWDB Staff Present:

Dean Rizzo, Lynne Courtney, Regina Zahran

Guests:

Francis Grey, Celeste Natale, Sandy Perakslis, Wayne Stockbridge

Meeting Start: 8:40 am – Meeting End: 10:40 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 Brewster Ambulance Company and introduced new Board Members: Mark Burns, William Mitchell, James Dunphy, Greg Howell, Kristen Reilly McHugh, Amy Naples and Laura Sears as well as guests Sandra Perakslis and Wayne Stockbridge. A quorum of attendance was reached.
Topic:	II. Vote on Minutes from January 18, 2018 Board Meetings: Donald Uvanitte, Chair
Points of Discussion:	Don Uvanitte asked for comments, additions and/or corrections to the minutes of the January 18, 2018 Board meeting as submitted. Kathleen Gallagher seconded the motion. There was not discussion. The motion was carried.
Topic:	III. Treasurers Report: Celeste Natale, Fiscal Officer and Brilene Faherty, Treasurer
Points of Discussion:	Budget to Actual Report through March 31, 2018. The Treasurers Report was presented in the new format and provided by Brilene Faherty. The format shown in columns: Actual Expenses, Budgeted Five Months Through 3/31/18, Variance, Approved FY18 Budget, Budget Balance Remaining and % Budget Balance Remaining. It was reported that the budget is on target for Fiscal Year 2018. The focus of the report is based on the variance as this displays Actual Expenses versus what was Budgeted through the first nine months. Fringe Benefits are immaterial based on the changes due to projected employee health care plan selections which recently took place. Premises are showing a lag, the rent was not paid before April 1, 2018; this will be reflected in the next budget regarding Quincy Career Center's relocation. IT is favorable: we have been employing the IT consultant less than in the prior years; this also takes into consideration recent computer upgrades. Supplies are over budget; however, \$7,700 was for computers and supplies for the move. Management

<p>Points of Discussion: (cont.)</p>	<p>consented to invest in approximately \$6,000 in designing and printing new brochures, pamphlets and pocket folders (samples of which are included in your meeting packet). This investment was necessary and needed given the recent address change. Employee Training is over budget; management consented to employee software training due to savings on the IT line item. Travel and Meetings/Conferences year-to-date have a savings of over \$10,000; management anticipates this line item to be underspent by year end. Equipment has a budget savings of approximately \$4,700; management does not anticipate purchasing the equipment before the end of the fiscal year. Consulting shows an unfavorable variance of approximately (\$7,256) due to a FY17 open encumbrance of design and upgrade of the South Shore Career Centers Brand, Logo and website. Regarding the relocation, not all costs have been incurred for the move to day; the final move will be completed by the end of this month and we will see some expenses for this in the next report at the next Board meeting. Accounting & Auditing: this includes the portion of the City of Quincy Audit which will be billed by the end of the fiscal year. Marketing expenses were for the South Shore Career Center’s business cards, letterhead and logo. For the two items below the Subtotal: the ITA’s (Individual Training Accounts) appear to be underspent; however, this is what has been paid; we have obligated approximately 90% of the ITA budget, therefore, this should be spent before the end of the fiscal year.</p> <p>Don Uvanitte asked if there were any questions; hearing none, a motion was made to accept the Treasurers Report as submitted, motion was seconded and the motion was carried.</p>
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Topic:	IV. By-Laws Amendment: Dean Rizzo
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<p>Points of Discussion:</p>	<p>Removal of South Shore Workforce Development Board (SSWDB) “Clerk” Representation from Executive Committee and insert “Member of the Local Board”. Dean Rizzo clarified the two facets of this update: (1) to update the bylaws or (2) to make an amendment to the By-Laws. The SSWDB adopted new By-Laws for the organization at the January, 2018 meeting. When the SSWDB reconstituted the Executive Committee of the organization, it was revealed that one of the members of the Executive Committee is the ‘Clerk of the Board of Directions’ and, that currently is the Executive Director. The Executive Committee has the authority of hiring, firing and managing the Executive Director; therefore, it does not make sense to have the Executive Director as a voting member of the Executive Committee. The goal for the Executive Committee is to acquire additional Board members to become involved in the Executive Committee; to create a stream of new hierarchy in the organization through the different officers that we are currently available: Chair, Vice-Chair and Treasurer. Our current Chair, Don Uvanitte, has been Chair for the past 18 years; however, he feels it is time to become the Chair Emeritus of the Executive Committee. Therefore, the SSWDB Executive Committee is recommending a change to the By-Laws to remove the Clerk and give the Executive Committee the authority to appoint another member of the Board to serve on the Executive Committee. The current authority allows the Executive Committee to appoint one additional member of the Board. Two sheets included in your meeting package: (1) the Amendment and the (2) is the List of Current Executive Committee Members. The current By-Laws, state that the SSWDB Executive Committee provide any amendments to the Board prior to the next Board Meeting, which would have taken place at the January meeting. The SSWDB Executive Committee is recommending an amendment to the By-Laws of this change. SSWDB Executive Committee is recommending a “Waiver of Notice” be signed today by all present Board Members. The SSWDB Executive Committee is asking for a motion from a Board Member to “waive notice” of this By-Law Amendment as the Board wasn’t notified at the previous meeting, and if the Board accepts the motion at this meeting then the Board can take up the By-Law Amendment and discuss this subject at this meeting and vote “in favor” or “not in favor” of this Amendment.</p> <p>Warren Baker recommended in this case, it would be in the Board’s favor, to “waive” this notice and vote on it at this meeting. Warren also recommended that the Board ratify this vote at the next meeting, verifying that there is no question that notice was provided on this day and that action was taken. All Board Members were asked to sign the “Waiver Notice” if they were “in favor” of this</p>
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<p>Points of Discussion: (cont.)</p>	<p>and submit to the Board Clerk or to decline signing the waiver if they are “not in favor”.</p> <p>Don Uvanitte asked Board members to raise their hand if they were not in favor of this Amendment Waiver; there were no hands raised, the motion was carried.</p> <p>Dean noted the new language for the By-Laws in 6.01. Membership to read as:</p> <p style="padding-left: 40px;">The composition of the Executive Committee shall consist of a minimum of the Chair, Vice-Chair, Treasurer and the Mayor or his/her designee. In addition to these elected officers, the Executive Committee shall include the immediate Past Chair of the Local Board and at least one member of the Local Board. The sitting members of the Executive Committee shall have the right to appoint one additional member of the Local Board to the Executive Committee. At all times, a majority of the membership of the Executive Committee shall consist of Members from the private sector, and shall remain in compliance with the requirements of the Workforce Innovation and Opportunity Act of 2014 as amended.</p> <p>Don Uvanitte asked if there were any Board members to raise their hand if they were not in favor of this language to reflect the updated Amendment; there were no hands raised, the motion was carried.</p>
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<p>Topic:</p>	<p>V. SSWDB Committee’s: Dean Rizzo</p>
<p>Points of Discussion:</p>	<p>SSWDB Executive Committee Membership:</p> <p>The Executive Committee met on Tuesday, April 24, 2018. As a way to reconstitute the Executive Committee, the SSWDB operated with an ad-hoc Planning Committee as we restructured the Board. Included in your meeting package is a sheet which outlines the formation of the Executive Committee. The Executive Committee decided to expand the committee; there is currently one vacant seat of a member-at-large and the Executive Committee would like to add another member-at-large in expectation that the Board vote to open up this seat. It is required that this position be a Private Sector Board Member. As required by the Federal Workforce Innovation Opportunity Act (WIOA), the Board is required to be 51% Private Sector; this is also true for the Executive Committee. Therefore, it is a requirement that the two Board members are from the private sector. The Executive Committee voted to appoint John Iredale, Principal, The Karsten Company and Laurie Fadden, Human Resource Director, Sullivan Tire and Auto Services, Inc. John has been on the Board for over a year and Laurie has been a Board Member for seven years. They graciously accepted. We welcome John and Laurie. There are now six Executive Committee members. There is one open seat which will be for the immediate past Chair. For new Board members, as you learn about the Board and what the mission and goals are, you can inform the Executive Director if you are interested in joining the Executive Committee.</p> <p>The formation of a SSWDB Financial Oversight Committee was also discussed at the April 24, 2018 meeting. The SSWDB organization did have Finance Oversight Committee in the past; however, it has not been active for a year or so. The Executive Committee feels this is a valuable committee to have in the organization. This committee would review the financials of the organization such as the Annual Budget which is due each year to the State by July 1. Also, the Committee would review items that may need an adjustment in the Budget. As you are aware, regarding the recent move of the Career Center, there are expenses associated that can fluctuate. This proposal for the Financial Oversight Committee also requires a vote of the Board of Directors. It was recommended by the Executive Committee to create this Committee and it is also recommended to have these current members be part of the Committee: Celeste Natale, South Coastal Career Development Administration, Fiscal Officer; Brilene Faherty, SSWDB Treasurer; Chair of the SSWDB, who is currently Don Uvanitte; and the Mayor’s designee, who is currently Ron Iacobucci. There is space for an additional member of the Board who wishes to be part of this Committee. It would be helpful if this individual were to have a financial background in business.</p> <p>Don Uvanitte asked if there were any questions to regarding the formation of the new Executive</p>

	<p>Committee and the Financial Oversight Committee Memberships; hearing that there were no changes or updates, a motion was made to accept the Committees. A motion was made by Beth Ann Strollo and seconded by Peter Tsaffaras and the motion was carried.</p> <p>Dean asked if there was anyone who would be interested in joining the Financial Oversight Committee to see him after the meeting.</p>
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Topic:	VI. Youth Programming Update: Lynne Courtney
Points of Discussion:	<p>This is the busy time of year for youth programming. We have had several exciting events happen recently which are included in the meeting packets and recently announced in the SSWDB eNewsletter.</p> <p>STEM Roundtable Event: Secretary of Education, Jim Peyser spoke with STEM employers and educators of our region to discuss placements in high school students into STEM related internships in the region. It was good opportunity for Secretary Peyser to hear directly from the employers brainstorm how to increase these placements. This event was attended by several people who are currently in the room.</p> <p>The year round YouthWorks program is going smoothly. YouthWorks is a state funded subsidized employment program for our youth. The current program we are running is a pilot program. This is the first time the State has put funds towards an occupational training program. The SSWDB was one of five (out of twenty-four applicants) programs who received funding. We are running an Occupational skills training program specializing in the culinary industry in Quincy at the Germantown YMCA location using their new kitchen. Participants are thriving and growing and it has been fun to watch them.</p> <p>We are now getting ready for the Summer YouthWorks programming. We have funds for 112 positions for the whole region; the programs will be run in Quincy, Plymouth and Randolph this year. This program includes 15 hours of work-place readiness training for youth to learn how to act professional at the job site and gain workplace skills. They will be placed into a summer job with local business or municipal offices. If anyone here is interested in serving as a host for a young person, at your place of business over the summer, let me know. Or if you are not able to do that, you could sponsor a position for a youth in our region. We would like to see more than 112 youth in our entire region be served; we would like to increase this number. The focus is in on low income youth who have barriers to employment. We have had many participants in the past offered full-time or part-time permanent jobs after they participate in this program. Students are paid \$11 (minimum wage) per hour for 150 hours of work which is about 20-25 hours a week. Ages are 14-20; the 14-15 year olds are a harder group to serve.</p> <p>The RFP for the WIOA (Workforce Innovation and Opportunity Act) Youth Services Program is ready. These are federal funds which support programs for young people who are in-school and or out-of-school who are trying to get GED/HiSET and/or who require assistance entering the workforce. The RFP is currently on the City of Quincy Purchasing Department website for those who wish to read it.</p> <p>The Department of Education is sponsoring several Summer Teacher Externships. The idea is to pay a teacher for a summer work experience. They will be matched with an employer in our region so that they can work on a project, get real world experience and then bring this experience back to the classroom to teach the students and develop new curriculum. The stipend is \$7,000 and there are three openings available. In our region, we are looking for: Healthcare, Manufacturing and/or Financial Services industries. This will run July through August.</p> <p>The Youth Advisory Council, Chaired by Justin Desmond, met in February and will meet again in May.</p>

Topic:	VII. SSCC Update: Kevin Parham
Points of Discussion:	<p>To accommodate the implementation of the WIOA legislation passed by Congress and signed into law by President Obama on July 22, 2014, the Quincy (QCC) and Plymouth Career Centers (PCC) reconfigured their service delivery models.</p> <p>This action has accomplished several objectives</p> <ol style="list-style-type: none"> 1. The career centers have integrated a number of staff responsibilities which has eliminated silos and increased efficiencies across many functional areas. 2. This allows the career centers to work collaboratively with mandated Partner agencies such as the Dept. of Transitional Assistance, (DTA), Mass Rehab Commission (MRC), and Massachusetts Commission for the Blind (MCB), and other non-mandated agencies. 3. The career centers have strengthened their relationship with Quincy College and other organizations with a common goal of providing customers with viable career pathways that will lead to gainful employment and self-sufficiency. <p>Currently, South Shore Career Centers (SSCCs) are participating in several initiatives</p> <ul style="list-style-type: none"> • Providing services to DTA clients at the Career Centers (priority customers with significant barriers to employment). • Providing Services to Veteran’s (priority customers with barriers to employment) • Puerto Rico Response Initiative (Reaching out to displaced individuals from PR now residing in our area). • Registry of Motor Vehicles statewide hiring project (seeking to fill 70 Customer Service positions). • Working with Norfolk County Sheriff’s Office to provide pre-release services (Life-Skills) to those about to be released from incarceration. • Our Business Services Team continues to expand upon the menu of services for business customers. <p>Performance Measurements</p> <ul style="list-style-type: none"> • The career centers are on track to exceed the performance measurements set forth in the Annual Plan by an average of 10%. • As of March 31, 2018, over 1,000 job seeker customers have secure employment through the SSCCs, which is a 27% increase over last year at this time. Average wage is \$27/hour, 10% above last year. • This fall, the SSCC management team will produce a comprehensive annual report that will highlight this year’s performance statistics, successes and challenges, new initiatives, as well as their Strategic Plan for next the Fiscal Year. <p>During the course of this year, the SSCCs have had to navigate through an excess of operational and logistical challenges (WIOA implementation, the relocation of QCC and downsizing of PCC). It is important to note that the management team and staff have been more than up to the challenge. And, as a result, they are confident that they will be positioned to better serve their customers in the South Shore region.</p>
Topic:	VIII. SSWDB Policies and Procedures: Dean Rizzo
Points of Discussion:	<p>The SSWDB recently worked with the Career Centers Veterans representatives to create a new tri-fold brochure to match the set of brochures currently in place; a copy is included in your meeting package. The final brochure to be designed will be for the Business Services Representative team. We have started the delivery of an eNewsletters with up-to-date of news of the SSWDB, promoting the organization and supporting our members/partners. One was sent earlier this week. Please let us know if you did not receive this and we will add your email to the list. Lynne</p>

<p>Points of Discussion: (Cont.)</p>	<p>Courtney mentioned recent articles that were included about the youth programs and events: the STEM event with Secretary Peyser, Summer YouthWorks, WIOA Youth Services RFP and a recap on the Year-Round YouthWorks program. Kevin Parham also spoke about the collaboration with Quincy College, South Shore Career Centers and Best of Care Inc. Partners which is a medical facility in Quincy. Quincy College and Best of Care partnered together to train 12 students who graduated in April. This training was paid with ITA funds.</p> <p>Peter Tsaffaras, President of Quincy College, added that Quincy College recently received word for the Department of Public Health authorizing them to extend their CNA Program from Plymouth to Quincy; as well as adding HHA, CNA, Health Care and RN to a bachelor's degree in Nursing. This will help individuals as they gain skills and knowledge.</p> <p>Included in the meeting packets in a new infographic of the "Pathways to Success" distributed to customers when entering the Career Centers. This is another effort used to improve our marketing and communications so customers know who we are, understand what we do and how we can assist them.</p> <p>A. Strategic Plan</p> <p>The SSWDB Certification must be submitted by June 30, 2018. This includes the completion of a 4-year Strategic Plan. Last year we submitted a 1-year plan and need to submit a 3-year plan segment. The Strategic Plan is show how we are will be an effective organization in our region, working with our partners including various State and Federal agencies. Many thanks to those who were able to participate in the Strategic Planning sessions that were held to share your thoughts, visions for the organization, recognizing the work we do and need to do in our region. This should be a realistic and active Strategic Plan that is aligned with the region and is adaptable to the changing needs of the region. Greg Howell, Flexo Concepts recently went through this with his organization and we will be sharing ideas. Please get in touch with us if you would like to participate in a conference call to review the Mission/Vision Statement for the SSWDB. These documents are always changing and need to be reviewed often.</p> <p>A reviewed of the South Shore Workforce Organization Structure charts took place; these better defines the flow from the US Department of Labor through to the SSWDB and Career Centers which is the Collaborative Model. Celeste Natale added that this mirrors the flow of how funds are distributed. Wagner Pyser funds are used to support the State employees, the Career Center and infrastructure; the City of Quincy and the State share costs to run the Career Center.</p> <p>The SSWDB Governance Organization chart display the structure including the SSWBD, the Executive Committee, the four staff positions that we have currently identified within the organization. The Director of Operation position has been vacant since May, 2017 and the Director of Business Services position was recently vacated in March, 2018. At the present time we are not looking to fill the Director of Business Services; it is important that as we go through the Strategic Planning process as an organization to understand what our goals and objectives moving forward have been identified.</p> <p>Chart number three is the SSWDB Organization Partners: Youth services, Business services, Community-Local MOU Partners and Additional state/Federal-Public Sector Partners.</p> <p>There are many roles of the SSWDB in the creation of a high quality and collaborative workforce development system. The SSWDB comprises of being a: convener; assessor, providing advocacy, oversight, communication and policy development. We are trying to development a data system to collect data so we can keep track of the customers; have they found a job; have the received training; who assisted them in this process. The State is aware that there isn't a master collector of this information and that it is important to have this data available.</p>
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<p>Points of Discussion: (cont.)</p>	<p>B. Monitoring, Certification and Reporting Requirements: SSWDB and SSCCs</p> <p>The SSWDB must be recertified each year. There are several documents that need to be updated and submitted by June 30, 2018. The complete Strategic Plan; updated By-Laws (which were done at the last Board meeting); restructuring/identifying the Board of Directors; identifying Policies; requires an active Memorandum of Understanding (MOU) with our community partners; updated Organizational Charts. The Career Centers also need to be recertified, the entity that we hire to do the program work. The SSWDB is the “Policy Setting” body; the Career Centers are the ones who are actually doing the work. We will be undertaking a monitoring session of their services in May. The State was responsible for doing this in the past; however, under the new WIOA guidelines, this will now be prepared by the Local Workforce Development Boards. This will take place from May 21 – 24, 2018. David Bassett, Operation A.B.L.E., has offered to assist with this process as he has assisted in this in the past. We welcome any other Board members who would also like to participate. The MOU will also be updated at this time. The FY19 Annual Plan is usually due by July 1 of the next fiscal year; we have not received guidance on this yet.</p> <p>Beth Ann Strollo questioned the monitoring of these entities and the conflict of interest this poses. There doesn't seem to be good firewalls in place. Don Uvanitte agreed.</p> <p>Dave Manning stated that this was Federally mandated, not by the State. The Feds informed the State that the Workforce Development Boards had to review the fiscal monitoring of the Career Centers, as Department of Career Services met with the Directors of the Regional and mentioned that there was no way the board could take on this responsibility, the State decided that they would do the Fiscal side but the Federal government held that the Workforce Development Boards would be responsible for the reviewing the programming side. Department of Career Services will also provide assistance.</p> <p>Several Board members discussed the conflict of interest: how do you monitor yourself and certify yourself?</p> <p>Department of Career Services will also provide assistance to the SSWDB. It was suggested that if there was funding available in our Region, we could hire an independent entity to do this and it would be more transparent. However, there wasn't enough time to get this in place. So this year this is how it will be done.</p> <p>Kathleen Gallagher asked who will be reading the final documents that are compiled after the review. Dean Rizzo responded that this will be sent to the Department of Career Services. Dave Manning stated that they will review the documents and report back to the Executive Director of the Board and Career Centers if there are any unresolved documents or issues.</p>
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<p>Topic:</p>	<p>IX. SSWBD, SSCC and SCCDA Program of Work and General Updates Dean Rizzo and Ron Iacobucci</p>
<p>Points of Discussion:</p>	<p>Ron Iacobucci stated we have three goals: (1) to change the culture; (2) to improve the technology and (3) review everything we do and to try to do it better. We currently have a better career center location; a better and stronger Board; improved customer flow; updated policies and procedures; enhanced staffing structure. These are important things we have been working on. We have a strong management team with Kevin Parham, Fran Grey, Dean Rizzo and Celeste Natale. We have a complicated system full of conflicts and including some dysfunction but we are all working together to try to make a difference and to make positive things happen. We welcome the wisdom of the Board members, the leadership and input you are providing, and the tough questions that you are asking and will ask. This is what we are here for. The new Career Center is scheduled to open in Quincy on Monday. There is less space but we are up to the challenge. We will keep you informed as to when the grand opening will be.</p>

Topic:	XI: Meeting Adjournment
Points of Discussion:	The next meeting will be held on June 28, 2018 and will be held at the Quincy College Plymouth location at Cordage Park. We will do some polls to see if there is a better day during the week that works for everyone. A motion to adjourn the meeting and the motion was accepted; the meeting adjourned at 10:40 am.

SSWDB Board Package Materials:

- Agenda
- Minutes: January 18, 2018 Meeting
- Welcome New Board of Directors Bios
- Budget to Actual through March 31, 2018
- SSWDB Board of Directors Waiver of Notice
- New Appointments to the SSWDB Executive Committee
- Financial Oversight Committee Recommendation
- Summer Teacher Externship Information
- SSCC Veteran Services Brochure
- SSWDB April 2018 eNewsletter
- SSCC Pathways to Success Flow Chart
- SSWDB March 2018 eNewsletter
- SSWDB Draft: Vision Statement, Mission Statement and Purpose
- SSWDB Organization Structure
- SSWDB Governance Organization Chart
- SSWDB Organization Partners
- Roles of the SSWDB
- SSWDB Program of Work
- SSWDB: Monitoring, Certification and Reporting Requirements
- 3-07-18 SSWDB Data Collection and Sharing