



**South Shore Workforce Development Board
Board Meeting**

8:30 – 10:00 a.m. on June 22, 2017

**Quincy Career Center
152 Parkingway
Quincy, MA 02169**

MINUTES

SSWIB Members Present:

William Brennan, Timothy Cahill, Kun Chang, Justin Desmond, Ronald Iacobucci, John Iredale, David Manning, Kevin Parham, Julie Proud-Ray, Beth Ann Strollo, Peter Tsaffaras, Donald Uvanitte

SSWIB Members Absent:

James Connor, Laurie Fadden*, Brilene Faherty, Peter Forman*, John Graves*, Kevin O’Reilly*, Dede Riendeau, Cynthia Sierra*, Keelas Small*, Dr. Charles Wall*

SSWDB Staff Present:

Dean Rizzo, Lynne Courtney, Sue Whitaker, Regina Zahran

Guests:

Kate Lopci

**Excused Absence*

Meeting Start: 8:40 am – Meeting End: 10:10 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 Quincy Career Center. Don welcomed new board member: Tim Cahill. A quorum of attendance was reached.
Topic:	II. Vote on Minutes from April 13 and May 18, 2017 Board Meetings: Donald Uvanitte, Chair
Points of Discussion:	Don Uvanitte asked for comments, additions and/or corrections to the April 13 and May 18, 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.
Topic:	III. Financial Update: Celeste Natalie, SSCDA Fiscal Officer
Points of Discussion:	The Financial update was provided by Celeste Natalie in the absence of Treasurer Brilene Faherty. The allocations for our WIOA funding were delivered last week. Adult, Youth, & Dislocated Worker were cut approximately \$280,000 in the aggregate. Adult was cut \$46,000 (6.6%), Dislocated Worker was cut \$117,000 (13.6%) and Youth was cut \$119K (16.3%). Celeste is working on the FY18 budget; however, they are still awaiting several allocations from the state in order to finalize the budget. Celeste have been aggressive in trying to put SCCDA in a good position for this upcoming fiscal year by cutting costs where necessary since we were anticipating additional reductions to FY18 allocations. SCCDA will continue to review areas of potential costs savings going into this fiscal year. We expect to receive the responses to the RFP regarding new office space and anticipate a significant cost savings to our space costs. The Integrated Budget will be due before the next board meeting in September; a completed final version of the integrated

Points of Discussion: (cont.)	budget will be presented to the Executive Committee and presented to the full board in September. 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.
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Topic:	IV. SSWDB Policies and Agreements: Dean Rizzo, Executive Director
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Points of Discussion:	<p>A. New SSWDB “Public Board” Bylaws</p> <p>Dean Rizzo reviewed the Bylaws for the public board that are included in the meeting package. These have been drafted similar to other Massachusetts WIBs. We are in the process of creating a new set of bylaws and articles of organization for the Non-Profit which are being reviewed by Warren Baker, Esq. The SSWDB will be submitting this draft copy to the state as required by 6/30/17. We will continue discussion and updates and bring a new set for the next SSWDB Board meeting. Dave Manning asked that the firewalls are present between the SSWDB and the City of Quincy. Beth Ann Strollo questioned Article 8 regarding it speaking towards a private non-profit; stating that it probably should be removed. A revised draft will be sent to the full board.</p> <p>B. MOU Partner Three-Year Agreement – Vote</p> <p>Dean presented the MOU Partner Three-Year Agreement which covers the purposes, goals and mission of the South Shore region. It defines the roles and responsibilities of the SSWIB and the South Shore Career Centers.</p> <p>The Chair entertained a motion to accept the MOU Partner Three-Year Agreement: the motion was accepted, seconded and the motion was carried.</p> <p>C. SSWDB Three Year Strategic Plan Outline – Vote</p> <p>Dean presented the DRAFT Three-Year Strategic Plan outline which is to be submitted to the State for the certification. There will be an information gathering session phase where we plan to conduct focus group meetings with stakeholders consisting of public officials, community leaders, business representatives, partnering agencies and job seekers. Undertake a data collection process to identify the strengths, weaknesses and needs of the South Shore Service Delivery Area. Research will be conducted to determine best practices from other Workforce Development Boards across the Commonwealth.</p> <p>The Chair entertained a motion to accept the DRAFT Three-Year Agreement: the motion was accepted, seconded and the motion was carried.</p>
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Topic:	V. SSWDB and SCCDA Program of Work and General Updates: Dean Rizzo and Ron Iacobucci
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Points of Discussion:	<p>Dean and Ron Iacobucci reviewed the following documents. Ron updated the board about the RFP for new space for the Quincy and Plymouth career centers; the RFPs are due tomorrow, June 23, 2017.</p> <ul style="list-style-type: none"> A. 2017/2018 Annual Plan and associated WIOA Certification Documents B. Career Centers and SSWDB Office Space Procurement C. SSWDB 501(c)(3) Non-profit and federal filing D. Career Center Standard Operations Procedures E. New SSWDB Website and Marketing Materials F. New SSCC Logo, Website and Marketing Materials
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Topic:	VI. SSWDB Committee / Initiatives Update
Points of Discussion:	<p>A. SPNEG Grant: <i>Sue Whitaker</i></p> <p>Sue offered an update on the Manufacturing Forum events. While we had a limited response, the quality of discussion was good. There was representation of the South Shore Vocational Technical High School (Superintendent Tom Hickey was at every meeting) and Quincy College was present at most of the meetings. The manufacturers were pleased to have a voice and that we were taking an interest in the industry as a whole. They were specifically interested in how we can best help them directly. All the meetings were successful and participants were glad they attended. We are planning to take the data from the survey along with the information gleaned from the meetings and labor market information and package it in a report that we will have prepared by the end of June and present it to the Board when completed.</p> <p>B. YouthWorks Summer Program: <i>Lynne Courtney</i></p> <p>Summer YouthWorks programs have started with orientation this week. There are substantial waiting lists. We want to be able to supplement the funds and tap into local business to see if they are interested in sponsoring a kid for \$1,500 to work for the summer. There are significant barriers and some youth with additional barriers; there are a significant amount of these youth who are homeless. The available slots are decreased by 14-15 individuals this year; we are down from last summer 117 so roughly 10%. We receive directives from the Youth Counselor who receives referrals from courts Counselors and try to prioritize accordingly.</p> <p>The Youth Review Team Recommendations for the WIOA Youth Programming put together a table that describes the five proposals we received. The vendors that we opted to recommend to receive funding are the same vendors currently in place; however, this was not by design. The shift of how the funds will be spent was reviewed by the final budget as well. Celeste offered that Lynne and Celeste worked together and reviewed the budget and this is the first time that the fiscal team collaborated on together. Celeste explained the fixed costs of the budget.</p> <p>C. Regional Workforce Skills Cabinet Initiative: <i>Dean Rizzo</i></p> <p>Dean reviewed Regional Workforce Skills Cabinet Initiative.</p>

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

SSWIB Board Package Materials:

Agenda

Minutes: April 13 and May 18, 2017 Meetings

Allocations for FY17 and FY18

SSWDB Bylaws

SSWDB Umbrella of Memorandum of Understanding (MOU)

SSWDB Three-Year Strategic Plan Outline (Draft – June 21, 2017)

Final Branding Board for South Shore Career Centers

SMAMC Advanced Manufacturing Forum 2017

DRAFT Step Sheets for SSWDB folders