



**South Shore Workforce Development Board
Board Meeting**

8:30 – 10:30 a.m. on April 25, 2019

**John Scott House Rehabilitation and Nursing Center
233 Middle Street, Braintree, MA**

MINUTES

MHSSWB Members Present:

Warren Baker, William Brennan, Tim Cahill, Jack Cocio, James Connor, Justin Desmond, Jeremy DiBona, James Dunphy, Kristen Reilly McHugh, Thomas Hickey, Ronald Iacobucci, John Iredale, Julie Proud-Ray, Beth Ann Strollo

MHSSWB Members Absent:

Laura Andrade, David Bassett, Mark Brewster, Mark Burns, Tim Cahill, Jack Cocio, James Connor, Laurie Fadden, Brilene Faherty, Richard Fernandez, Peter Forman, Kathleen Gallagher, John Graves, Greg Howell, Amy Naples, Sandy Perakslis, William Mitchell, David Manning, Michael McManama.

MHSSWB Staff Present:

Dean Rizzo, Lynne Courtney, Celeste Natale

Guests:

Tonja Mettlach, Executive Director, Massachusetts Workforce Association

Meeting Start: 8:40 am – Meeting End: 10:35 am

Discussion of Agenda Items:

Topic:	I. Welcome, Introductions and Quorum Attendance: John Iredale, Chair
Points of Discussion:	John Iredale, Chair, welcomed the Board to the meeting and Tonja Mettlach, Executive Director, Massachusetts Workforce Association. John thanks Kristen Reilly McHugh for hosting the meeting. Kristen welcomed everyone and noted that BaneCare has six locations in the South Shore region, and the Braintree facility has 138 skilled units, 101 long term units and 36 memory care units. John then introduced Tonja who gave a brief overview of the new Massachusetts Workforce Association. The primary roles of the new organization is to speak as one voice for all workforce development organizations in the Commonwealth; provide advocacy on a local, state and federal level; provide job training associated with workforce development; and help develop creative initiatives within the workforce system to help businesses obtain the talent they need.
Topic:	II. Overview of Meeting Minutes: Dean Rizzo, Executive Director
Points of Discussion:	Dean Rizzo provided the Board with a copy of the January 24, 2019 Board meeting minutes for review. Approval of the minutes was moved by Ron Iacobucci, seconded by Justin Desmond and voted unanimously to approve by the Board.
Topic:	III. FY19 Integrated Budget Update: Celeste Natale
Points of Discussion:	Celeste Natale reviewed the Budget to Actual Report, noting that some of the categories are under spent and the organization may end up with a surplus at the end of the year. The staff has brought in some grants that were not anticipated and the Workforce Board did not fill a staff position that was budgeted for in the second half of the 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

	<p>end of the Fiscal Year. Celeste expressed concern that we are three quarters of the way into this Fiscal Year and the organization has approximately \$150,000 that it needs to spend by June 30, 2019. Jack Coccio asked if the money had to be spent or obligated. Celeste noted that it has to be obligated by June 30th, and that we are required to spend at least 80% of the funds. Ron Iacobucci noted that the Career Center staff are aggressively promoting the ITA program to job seekers and he is confident that they will spend the funds down by the end of the Fiscal Year. Justin Desmond asked if the ITA's can be used for staff training, however Celeste noted that they cannot. Beth Ann noted that she hopes that the dollars will be spent and she noted that her staff has been a little frustrated trying to access information on the funds for their clients to utilize. Ron said to reach out to him and he will make sure they obtain the assistance they need.</p> <p>After a little more discussion John Iredale made a motion to approve the Budget to Actual Report as written, which was seconded by Ron Iacobucci, and approved unanimously by the Board.</p>
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Topic:	IV. Individual Training Account (ITA): Dean Rizzo
Points of Discussion:	<p>Dean Rizzo presented to the Board a final draft of the Individual Training Account (ITA) policy and Supportive Services Policy for review and discussion. Dean noted that both policies have been developed through staff input and MDCS Issuances and Federal Technical Guidance Issuances that provide the policy parameters associated with each program. Dean noted that one important change in the policy from the previous draft given to the Board at the January meeting was an increase of \$10,000 per ITA if the ITA generates a college credit certificate program.</p> <p>Beth Ann noted that policies were well written and that it should be noted that they will be reviewed and approved in a timely manner. Justin made a motion to approve the ITA policy, which was seconded by Beth Ann and approved unanimously by the Board. Jim Connors made a motion to approve the Supportive Services Policy, which was seconded by Justin Desmond and approved unanimously by the Board.</p>

Topic:	V. Career Center Monitoring: Dean Rizzo
Points of Discussion:	<p>Dean provided the Board with an update on the Career Center Monitoring and Certification process, noting that the Executive Committee authorized the Board to spend up to \$20,000 on consultant services to help the Career Center staff complete the Outstanding Action Items from the July 18, 2019 Monitoring and Certification Report. Dean, Ron and Celeste interviewed candidates and agreed to hire two firms that began work in the beginning of April. John Iredale noted a significant turning point in the process once the consultants were on board and that there has been a tremendous amount of activity in the past month. I am confident that the Career Center will have almost everything in order by our next meeting on June 20, 2019. Ron agreed, and noted that the staff is working very hard with the consultants to get things back on track. Ron also noted that he is stepping aside from his role as Interim Director and has appointed Cathy Folan (current Program Manager) as the new Interim Director of the Career Center. Dean noted that the goal is to post the position soon and that it is likely that funding established for a new Workforce Board staff position will likely go to this position. Greg Howell asked if the position will be filled by before the end of the Fiscal Year. Ron noted that it is unlikely, but the appointment of a new Interim Director does satisfy the MDCS requirement. Beth Ann acknowledged that much work has been completed and that it is important to all involved that the Management of the Career Center is strong moving forward.</p>

Topic:	VI. MHSSWB Strategic Plan and Four Year Work Plan
Points of Discussion:	<p>Dean provided the Board a copy of the the Goals and Objectives outlined in the full strategic plan document, which he noted was given to the Board in advance of the meeting and has been posted on the organizations website. Dean also provided the Board a draft Executive Summary of the Strategic Plan, which hi-lights the important elements of the 110 page document. After a brief</p>

	review by Dean, John Iredale noted that the Executive Committee has reviewed the document and is in support of the goals and objectives. He congratulated Dean and the team for the amount of work that went into completing the document. John asked for a motion to approve the Strategic Plan and Four-Year Work Plan, which was moved by Justin Desmond, seconded by Beth Ann Strollo, and approved unanimously by the Board. Dean thanked everyone for their support.
Topic:	VII. Staff Training
Points of Discussion:	Dean noted that the organization has retained the services of Thomas Consulting to provide staff training session on such topics as Collaboration, Good Listening, Team Building, Open Communication, etc. in an effort to enhance the culture and collaborative work environment of the organization. Thomas Consulting has scheduled six half-day and two full day sessions for all staff and management to participate in during the months of May and June.
Topic:	VIII. Youth Programming Update:
Points of Discussion:	Dean provided the Board with a brief update on the Youth programs and initiatives underway. It is anticipated that the department will have 116 Youthworks Summer jobs to fill this year. The Youth department is also investing in new marketing and communication materials including brochures, a video and the creation of a Social Media Platform that will support the Workforce Board and Career Center as well. The program also has 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.
Topic:	X: Meeting Adjournment
Points of Discussion:	The next meeting will be held on June 20, 2019 – location to be determined. Ron Iacobucci made a motion to adjourn, which was seconded by John Iredale and approved unanimously by the Board.

MHSSWB Board Package Materials: