



**South Shore Workforce Development Board
Board Meeting**

8:30 – 10:00 a.m. on June 28, 2018

**Quincy College at Plymouth
36 Cordage Park Circle, Library
Plymouth, MA 02360**

MINUTES

SSWDB Members Present:

Warren Baker, David Bassett, William Brennan, Mark Burns, Jack Cocio, James Connor, Justin Desmond, James Dunphy, Laurie Fadden, Kathleen Gallagher, Greg Howell Ronald Iacobucci, John Iredale, Kristen Reilly McHugh, Sandy Perakslis, Laura Sears, Beth Ann Strollo, Donald Uvanitte

SSWDB Members Absent:

Mark Brewster, Timothy Cahill, Brilene Faherty, Peter Forman, John Graves, Thomas Hickey, David Manning, Michael McManama, William Mitchell, Amy Naples, Kevin Parham, Julie Proud-Ray

SSWDB Staff Present:

Dean Rizzo, Lynne Courtney, Regina Zahran

Guests:

Edward Bartkiewicz, Mary Burke, Francis Grey, Celeste Natale, Careen Reinhold

Meeting Start: 8:40 am – Meeting End: 10:35 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 Quincy College at Plymouth and introduced new Board Member: Sandy Perakslis as well as guests Edward Bartkiewicz, Mary Burke and Careen Reinhold. A quorum of attendance was reached.
Topic:	II. Vote on Minutes from April 26, 2018 Board Meetings: Donald Uvanitte, Chair
Points of Discussion:	Don Uvanitte asked for comments, additions and/or corrections to the minutes of the April 26, 2018 Board meeting as submitted. John Iredale seconded the motion. There was no discussion. The motion was carried.
Topic:	III. Treasurers Report: Celeste Natale, Fiscal Officer and Brilene Faherty, Treasurer
Points of Discussion:	The Treasurers Report consisted of a brief discussion of the formation of the Annual Budget for the FY2019, which begins on July 1, 2018. Celeste Natale presented the Board with an overview of the anticipated reduction in WIOA funding. It is anticipated that the organization will be impacted by an approximately 13% funding reduction in the amount of \$267,805. Celeste further noted that this is the third year in a row in which the organization has received a +/- 10% reduction in WIOA funding, Brilene Faherty noted that the Financial Oversight Committee and the Executive Committee will be reviewing the final budget numbers as they come together in July to determine the severity and nature of the budget cuts that will need to take place. The relocation of the Quincy Career facility in the current fiscal year provided a savings for the organization, and a similar consideration is likely to be undertaken for the Plymouth facility. Ron Iacobucci commented that the Management Team will work closely with the two committees to prepare budget options and will keep the Board informed throughout the process.

<p>Topic:</p> <p>-----</p> <p>Points of Discussion:</p>	<p>IV Vice-Chair Nomination: Don Uvanitte</p> <p>-----</p> <p>Don Uvanitte informed the Board that at the recent meeting of the Executive Committee the Committee voted to nominate John Iredale from The Karsten Company to fill the vacant Vice-Chair position. A motion by Bill Brennan was made to support this appointment, which was supported unanimously by the Board.</p>
<p>Topic:</p> <p>Points of Discussion:</p>	<p>V. By-Laws Amendment: Don Uvanitte and Dean Rizzo</p> <p>Don Uvanitte asked the Board to ratify the vote taken at the April 26, 2018 to remove the South Shore Workforce Development Board (SSWDB) “Clerk” Representation from Executive Committee and insert “Member of the Local Board”.</p> <p>Don Uvanitte asked if there were any Board members in opposition of the by-law amendment and with no objections the motion carried unanimously.</p>
<p>Topic:</p> <p>Points of Discussion:</p>	<p>VI. SSCC Monitoring and Certification Report: Dean Rizzo</p> <p>Dean Rizzo provided the Board with an overview of the Monitoring and Certification process which took place in May and June. Dean acknowledged and thanked the work of the Monitoring and Certification Committee which included Board members Laura Sears and David Bassett, consultant Dennis Rogers, Lynne Courtney and himself. A DCS Representative also provided assistance during the process. The work entailed file reviews, program observations and staff and customer interviews.</p> <p>Dean presented the Board with the draft report, which entailed a detailed overview of the process, findings and observations. He noted that it was a very strong report, and had many critical elements associated with the management of the Career Center operations. The report also included a recommended time-line to address the various findings. The Certification component of the report resulted in a score that was lower than the required Certification standards, and as such the Career Center was not certified at this time.</p> <p>Edward Bartkiewicz from DCS noted that he has reviewed the draft report and commented that it was very thorough and provided great detail and insight. He informed the Board that DCS will work closely with the Career Center and the Board to address the identified concerns and findings, and will share Best Practices from other regions to model after.</p> <p>Sandy Perakslis noted the severity of some of the statements on the management team with specific emphasis Concern #2 on page 7. She wondered if existing management can actually fix the problems identified. Ron Iacobucci responded by agreeing that the report was very thorough, and that he has confidence in the existing management team that they can work through the very items and turn the organization around. Dean noted that the action items included a recommendation for staff and management trainings, which will help with the overall communication and collaboration challenges noted in the report. Ron further noted that they will provide a monthly update to the Board to keep them informed on the progress being made to address the issues identified.</p> <p>Bill Brennan thanked the committee members for their hard work, and expressed his willingness as a member of the Board to help the Career Center team through the challenges ahead. Celeste Natale expressed her belief that members of the Board have a lot of great experience and expertise, and it is important that the management team takes advantage of their offers to help.</p> <p>Don Uvanitte thanked the Committee for their hard work and noted that he looks forward to receiving updates on a regular basis to ensure the Career Center addresses the findings and concerns identified in the report in a timely and efficient manner.</p>

Topic:	VII. Youth Programming Update: Lynne Courtney
Points of Discussion:	<p>Lynne Courtney provided the Board with an update on the upcoming Summer YouthWorks program, and noted that 115 youth are currently working in various businesses and public entities in Quincy, Plymouth and Randolph.</p> <p>Lynne presented the Board with the Youth Advisory Councils recommendation for FY19 WIOA Youth Contracts. The proposed awards are less than the previous FY and include the following: Quincy Asian Resources: \$25,000 Quincy Evening High School: \$32,500 Wellspring: \$99,500 Training Resources of America: \$73,500</p> <p>Don Uvanitte asked if there were any objections to the funding recommendations by the Youth Advisory Council, hearing none the recommendation was approved unanimously.</p> <p>Lynne also informed the Board of an Externship Grant the organization received to place three high school teachers in STEM related business over the Summer. 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>
Topic:	VIII. SSCC Update: Kevin Parham
Points of Discussion:	<p>Kevin Parham acknowledged that the Career Centers have much work to do to address the various findings noted in the Monitoring and Certification report, and emphasized his commitment to work with fellow management and staff to move the organization forward.</p> <p>Kevin also provided the Board with an update on the Career Center Performance measures as of May 31, 2018. He noted that the Career Center is at 92% of many of its critical goals and objectives and expects to meet or exceed all goals once the FY year-end numbers are available.</p>
Topic:	IX. SSWDB Policies and Procedures: Dean Rizzo
Points of Discussion:	<p>Dean Rizzo provided the Board with a general update on the following:</p> <p>Local MOU Agreement: A draft Local MOU Agreement Modification was provided to Board members for their review. The Modification is required by WIOA, and will be submitted to DCS in the coming days. He noted that the report includes accomplishments completed in the previous year and the addition of a two new partners.</p> <p>Local Workforce Board Certification: A copy of the SSWDB Certification requirements and documents was shared with the Board. The package included a variety of policy and procedure items including written responses to a number of questions by DCS in reference to the Program of Work of the organization and the alignment with WIOA guidelines. The Board received its Two-year Certification by DCS.</p>

	<p>Manufacturing Advisory Group: Dean noted that the Advisory Group is working diligently on a new initiative to promote the career pathway opportunities in manufacturing and develop new marketing materials to change the perception many have on this industry sector.</p> <p>.</p>
Topic:	X. MassHire Branding: Dean Rizzo
Points of Discussion:	<p>Dean Rizzo showed the Board a video created by DCS to describe and promote the new MassHire name to be incorporated by all Workforce Boards and Career Centers across the Commonwealth.</p> <p>Dean noted that all existing marketing materials and brochures for both the Workforce Board and Career Centers will have to be changed to match the new colors and the new names respectfully:</p> <p>MassHire South Shore Workforce Board MassHire South Shore Career Center</p> <p>In addition to the print materials both organizations will have two new web sites to conform with the new MassHire brand standards. The region is schedule to make the official name change for both organizations on September 20, 2018 which will coincide with the next Board of Directors meeting.</p>
Topic:	XI: Meeting Adjournment
Points of Discussion:	<p>The next meeting will be held on September 20, 2018 and will be held at the new Quincy Career Center location at 1515 Hancock Street. The meeting will include a Ribbon Cutting celebration of the new facility and the official unveiling of the new MassHire brand. A motion was made by Ron Iacobucci to adjourn, seconded by John Iredale and supported unanimously by the Board</p>

SSWDB Board Package Materials:

- Agenda
- Minutes: April 26, 2018 Meeting
- Budget Update
- Draft SSCC Monitoring and Certification Report
- Draft Local MOU Partner Agreement update
- FY19 WIOA Youth Grant Award Recommendations
- SSCC Performance Numbers Update
- SSWDB Local Board Certification Documents
- New Non-Profit Fundraising Brochure