



**South Shore Workforce Development Board
Board Meeting**

8:30 – 10:00 a.m. on September 20, 2018

**South Shore Career Center - Quincy
1515 Hancock Street, Suite 100
Quincy, MA 02169**

MINUTES

SSWDB Members Present:

Warren Baker, David Bassett, William Brennan, Timothy Cahill, James Connor, Laurie Fadden, Brilene Faherty, Kathleen Gallagher, Greg Howell, Thomas Hickey, Ronald Iacobucci, John Iredale, David Manning, Amy Naples, Kristen Reilly McHugh, Sandy Perakslis, Laura Andrade, Beth Ann Strollo, Donald Uvanitte

SSWDB Members Absent:

Mark Brewster, Mark Burns, Jack Cocio, Peter Forman, John Graves, Thomas Hickey, Michael McManama, William Mitchell, Julie Proud-Ray

SSWDB Staff Present:

Dean Rizzo, Lynne Courtney

Guests:

Dennis Rogers, Denise Perrault, Francis Grey, Celeste Natale, Deb LaFavre, Richard Fernandez, Mayor Tom Koch, Secretary Rosalin Acosta

Meeting Start: 8:40 am – Meeting End: 10:25 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 new South Shore Career Center facility in Quincy. Don noted that today is a big day as we celebrate the opening of this new facility with a Ribbon Cutting Ceremony at 10:30, and the official unveiling of the new MassHire brand for the region. A quorum of attendance was reached.
Topic:	II. Overview of new MassHire Brand: Dean Rizzo, Executive Director
Points of Discussion:	Dean Rizzo provided the Board with a new packet of marketing materials for the organization which reflects the new MassHire brand. He also noted the new signage and painting of the career center to match the MassHire colors and brand tag lines.
Topic:	III. Annual Plan Submission: Celeste Natale, Brilene Faherty and Ron Iacobucci
Points of Discussion:	Celeste Natale presented the Board with the Integrated Budget for the FY 19 Fiscal Year, and the Budget to Actual for the 2018 Fiscal Year which closed on June 30, 2018. The overview included a description of the different funding sources and how the money flows through the City of Quincy. There are three primary sections of the budget: State, Career Center and Workforce Board. Brilene noted that she will provide a general overview, which included her report that WIOA funds for the fiscal year were reduced by \$270,000 from last year - an over \$1.1 million reduction in total for the past three fiscal years. Ron Iacobucci commented that the resulting budget reduction required the downsizing of the Plymouth Career Center to an Access Point and the reduction of 8 staff positions last month. Celeste noted that because of these cuts and savings in Career Center facilities she feels we are in

<p>Points of Discussion:</p>	<p>much better place to meet current budget projections.</p> <p>Bill Brennan asked if the budget reductions were consistent with other Workforce operations across the State. Dave Manning from DCS said that four other areas had to lay off staff, and that many other areas have faced WIOA funding reductions as well.</p> <p>Beth Ann Strolla asked if the organization was putting the same percentage of set asides for the ITA funding. Celeste noted that we are staying with the 30% set a side, which will provide about \$332,000 in ITA funds for the region in FY19. Ron noted that we did not spend all of the ITA money last year, and that we need to train our counselors on the industry demands of the region.</p> <p>Ron presented the Board with the Performance Numbers to be submitted with the Annual Plan. He noted that the numbers were those primarily recommended by the State with a few adjustments to better reflect the expected activity in the new facilities. The numbers proposed are also a little more aggressive than previous years, but are more realistic to what the organization should strive to achieve.</p> <p>Don asked if there were any other questions on the Annual Plan submission, and seeing none asked for a motion to approve the Annual Plan Submission which was so moved by Beth Ann Strolla and voted unanimously by the Board.</p>
<p>Topic:</p>	<p>V. Monitoring and Certification Report: Dean Rizzo</p>
<p>Points of Discussion:</p>	<p>Dean Rizzo noted that the Career Center is working on addressing the Action Items identified in the report. Ron Iacobucci commented that they are about 30 days behind the Time line schedule, however they are moving aggressively on staff re-alignments, restructuring, and establishing new operations and procedures. The process will not happen overnight, but it is important to note that they are working and listening.</p> <p>Don Uvanitte asked if it was his intent to update the Board every 30 days. Ron agreed that this was his intent and will follow all of the timelines and benchmarks established in the report.</p> <p>Laura Andrade noted that there were a lot of human resource issues noted in the report and asked if Ron had an update to the process to address these. Ron informed the Board that he has assigned Cathy Folan to create a new Employee Handbook. Cathy is working with the City of Quincy HR Department in the development of these policies and procedures.</p> <p>Beth Ann Strolla asked how the new Plymouth Access point was doing. Ron said that it has been going smoothly so far, and that the new location should be very convenient for people to find (on Obery Street)</p>
<p>Topic:</p>	<p>VI. Youth Team Update: Lynne Courtney, Denise Perrault, Deb Lafavre</p>
<p>Points of Discussion:</p>	<p>Lynne Courtney introduced the Youth Team and gave a brief update on the Connecting Activities and WIOA youthworks programs. She noted that 117 received subsidized employment this summer through the Summer YouthWorks program.</p> <p>Lynne then turned the presentation over to Denise and Deb who gave the board a power point presentation highlighting the various youth programs conducted throughout the year, which included spotlights and stories of some of the youth that have benefited from the programs.</p> <p>Board members appreciated the presentation and noted that it gave them a much better sense of how the dollars and programs really do make a positive impact on the lives of young people in the region.</p>

Topic:	VII. New Board Chair and Vice Chair Nominations: Don Uvanitte
Points of Discussion:	<p>Don Uvanitte informed the Board that at the recent Executive committee meeting he expressed that it was time that the Board has a new Chair. The organization is in a good position, and the time is right for me to step down after 16 years as Chair. The Executive Committee has nominated John Iredale to be the next Chair and Laurie Fadden as the new Vice-Chair. Don asked if there was a motion from the floor to accept this recommendation from the Executive Committee and Beth Ann Strollo made the motion noting that she has been on the Board as long as Don, and that it has been a pleasure to work with him – thanking him for his years of dedication and involvement. The motion was seconded by Brilene Faherty who also thanked Don for his service. The Board voted unanimously to accept the recommendation from the Executive committee.</p> <p>Ron Iacobucci thanked Don for his steady years of service and presented him with an engraved gavel to acknowledge his time and service to the organization.</p>
Topic:	VIII. Welcome Mayor Tom Koch and Secretary Rosalin Acosta
Points of Discussion:	<p>Mayor Koch thanked Don for his years of service to the organization, and the steady leadership he has provided over the years. The Board has undertaken a lot of transition in recent years and thanked Don for playing a major part in it.</p> <p>The Mayor gave the Board an update on the Quincy Center redevelopment efforts, and noted that there are soon going to be many opportunities for new jobs in the downtown commercial district as new buildings begin occupancy. He noted his appreciation of the great work of the Board members, and acknowledge that it is important for the entire region to do well, and he supports the work of the Board in providing a skilled workforce to support the region.</p> <p>The Mayor introduced Secretary Acosta as a great partner in our region, and a great proponent for workforce development initiatives across the State. The Secretary thanked the Mayor for his kind words and for his leadership in the City of Quincy, and the Commonwealth as a whole.</p> <p>The Secretary thanked the board members for their involvement and noted that she was once on the Merrimack Valley Workforce Board when she was in the private sector. She was in banking for 32 years and understands the training gaps that exists, and is a strong proponent of continuous training for individuals to continue to enhance their skill sets. Automation is here to stay and it is important that people have the training to adapt to these changes. We are in a land of lifelong learning. People have to understand that what got them here is not necessarily how they are going to get there.</p> <p>Dave basset noted that these comments are very important for the out of work clients we help at Operation Able – serving middle aged workers. They need consistent re-training to maintain sustainable employment.</p> <p>The Secretary appreciated the invitation to the Career Center ribbon cutting and unveiling of the new MassHire Brand for the region.</p>
Topic:	IX. Manufacturing Initiative Update: Dean Rizzo
Points of Discussion:	<p>Dean Rizzo provided the Board with a brief update on the Manufacturing Initiative, noting the various school events planned for October which is the nationwide “Celebrate Manufacturing Month”. The school presentations will include a new promotional video, print marketing materials and presentations by local manufacturers on the career path opportunities available for all skill levels and abilities.</p>

Topic:	X: Meeting Adjournment
Points of Discussion:	The next meeting will be held on January 24, 2019 – location to be determined. Ron Iacobucci made a motion to adjourn, which was seconded by John Iredale and approved unanimously by the Board.

SSWDB Board Package Materials:

Agenda

Minutes: July 28, 2018 Meeting

Integrated Budget and Annual Plan

MassHire Marketing Materials

Manufacturing documents Update