



## Annual/Quarterly Member Meeting

June 4, 2019

8:30am - 10:30am

186 Alewife Brook Parkway, Suite 216, Cambridge, MA

**Present:** Valerie Sutton (Vice Chair), Reed Brockman, Carson Burrington, Michael Cosgrove, Debra Jacobson, Maria Kefallinou, Danny LeBlanc, Lisa Amaya Price, Karen Sampson-Johnson, Sue Walsh, Steven Sullivan, Brian Murray, Nancy Conti, Melissa Weldon, Russette Lyons, Alice Murillo, Colin Smith, Rick Laferriere, Josh Eichen

**Absent:** Sandra Smith (Chair), Kambiz Maali, Jennie Peterson, Rosemary Alexander, Allen Boyer, James Donovan

**MNWB Staff:** Sunny Schwartz, Richard Dalton, Chris Albrizio-Lee, Yuqing Lu, Dwayne Hull, Melora Rush, Lorraine Rivera, Trey Walsh, Penny Hasseli, Heather Derby, Brian Nunez, Stephanie Sakelarakis

**Guest:** Colleen Moran

### MINUTES

Agenda Topics	Major Discussion Points	Next Steps (Who, what, by when)
	<ul style="list-style-type: none"> <li>Valerie Sutton, Vice Chair, called the meeting to order at 8:30am.</li> </ul>	
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>The Vice Chair welcomed Members and guests to the MassHire Metro North Workforce Board's annual meeting. She informed the Members that the Chair, Sandra Smith, is out of the state.</li> <li>The Vice Chair welcomed Colleen Moran who will be joining the Board on July 1, 2019. Colleen is the Director of Workforce Programs at the Spaulding Rehabilitation Network / Partners Healthcare.</li> <li>The Vice Chair informed members that Sunny Schwartz is leaving MNWB to be the Executive Director of MassBioEd and that we would look forward to partnering in the future!</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

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	<ul style="list-style-type: none"> <li>The Board has formed a Search Committee to hire a new CEO. A professional consulting firm will be engaged to assist the Search Committee. An RFP for proposals from Search Consultants has been released and the Search Committee is reviewing the proposals and will meet later this week to select the firm.</li> <li>The Board of Directors appointed Chris Albrizio-Lee to be MNWB's Interim President and CEO while the search is being conducted.</li> </ul>	
<b>Review and Approval of March 14, 2019 Meeting Minutes</b>	<ul style="list-style-type: none"> <li>The Vice Chair stated that the minutes from the March 14, 2019 MNWB meeting were sent out on May 29, 2019 and are in the meeting packet. The Chair asked for any questions or comments regarding the minutes. There being no questions or comments, she requested a motion to approve the minutes.</li> <li>Upon motion duly made and seconded, the minutes of the March 14, 2019 MNWB Quarterly Meeting were unanimously approved as presented.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>MNWB Membership Update and Vote on Officers and Board of Directors</b>	<ul style="list-style-type: none"> <li>Today is our Annual Meeting. The Members will be voting for the Board's Chair and Vice Chair.</li> <li>The Vice Chair gave the following updates: <ul style="list-style-type: none"> <li>Sandra Smith is stepping down as Chair but will remain as a Member of the Board. We would like to thank Sandra for her leadership and all her hard work on behalf of MassHire Metro North Workforce Board!</li> <li>Rick Laferriere is also stepping down from the Board of Directors but will remain on the full Board and the Development Task Force.</li> <li>The following Board members will be renewing their memberships for a 3-year term: Michael Cosgrove, Brian Murray, Carson Burrington, Maria Kefallinou, Sue Walsh, Alice Murillo, Danny LeBlanc, and Rick Laferriere.</li> </ul> </li> <li>Sue Walsh presented the slate of Officers and Board of Directors and stated that today Members will be voting on Board officers for a new two-year term which will run through the end of FY'21 (June 30, 2021). Members will also vote on our Board of Directors for the same two-year period. <ul style="list-style-type: none"> <li>The Chair has appointed Lisa Amaya Price to be Treasurer pursuant to provisions in the MNWB bylaws. Lisa began as Treasurer in May.</li> <li>The Board's bylaws state the nominations for officers shall be solicited before the Annual Meeting. At the March Board meeting, Members were asked for nominations, and an e-mail went out to the Members on March 28, 2019 again asking for nominations. <ul style="list-style-type: none"> <li>Valerie Sutton was nominated for Chair</li> <li>Carson Burrington was nominated for Vice Chair</li> </ul> </li> <li>The Board's bylaws also call for a Board of Directors with at least 7 members who are to be nominated by the Executive Committee and voted in by the full Board. At the May 10<sup>th</sup> Board of Directors meeting, the Directors nominated the follow individuals to serve on the Board of Directors in addition to the Chair and Vice Chair, and they have accepted: <ul style="list-style-type: none"> <li>Sue Walsh, Reed Brockman, Danny LeBlanc and Russ Lyons have agreed to remain on the Board of Directors and Lisa Amaya Price and Steve Sullivan have agreed to join the Board of Directors.</li> </ul> </li> </ul> </li> <li>There being no questions, the Vice Chair asked for a motion to vote on the full slate of the Board of Directors: Valerie Sutton as Chair, Carson Burrington as Vice Chair, Susan Walsh, Reed Brockman, Danny</li> </ul>	

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	<p>LeBlanc, Lisa Amaya Price, Steven Sullivan, and Russ Lyons. The Executive Committee will consist of the 4 officers: Chair, Vice Chair, Clerk, and Treasurer.</p> <ul style="list-style-type: none"> <li>○ Upon Motion duly made and seconded, the Slate was unanimously approved as presented.</li> <li>• Sue thanked all Members and congratulated the new Officers and Board of Directors!</li> </ul>	
<b>Career Center Update</b>	<ul style="list-style-type: none"> <li>• Sue Walsh presented the following update on the Career Centers: <ul style="list-style-type: none"> <li>○ Staffing <ul style="list-style-type: none"> <li>• Career Centers are currently hiring for four positions: <ul style="list-style-type: none"> <li>○ BSR in Cambridge/Chelsea</li> <li>○ Intake/Eligibility Specialist in Woburn</li> <li>○ Intake/Eligibility Specialist in Cambridge</li> <li>○ Community Engagement Coordinator for the whole region</li> <li>○ New recent hires include an Assistant Manager in Chelsea, Receptionist in Chelsea, Intake/Eligibility Specialist in Chelsea, and BSR for Cambridge.</li> </ul> </li> </ul> </li> <li>○ Everett Access Point <ul style="list-style-type: none"> <li>• The Career Centers opened an Access Point in Everett, funded by an earmark in the state budget. The full-service satellite MassHire center opened on April 1, 2019 and it will be open until the end of the fiscal year. MassHire staff are collaborating with a community-based organization, La Comunidad, to provide basic job services to customers. Over 100 customers have been served since the April 1st opening.</li> </ul> </li> <li>○ Performance <ul style="list-style-type: none"> <li>• The FY19 Q3 Career Center Performance Metrics are in the Member packet under TAB 4.</li> <li>• The Career Centers continue to excel in serving WIOA Dislocated Workers, Veterans, and Adults over the age of 55. The Career Centers struggle with serving repeat employers, customers entering employment, and WIOA Adult enrollments.</li> <li>• The Workforce Systems Committee continues to monitor the Career Center performance.</li> </ul> </li> <li>○ FY19 Monitoring <ul style="list-style-type: none"> <li>• The Board has completed its annual monitoring of the career centers. Overall, it went well. While there are a few issues to be addressed, there were no major findings this year. A monitoring report will be issued in mid-June.</li> <li>• Sue thanked Penny Hasseli and all the Board members and staff who participated in monitoring this year!</li> </ul> </li> <li>○ FY18 Monitoring <ul style="list-style-type: none"> <li>• A hearing was held on May 13th to hear TWP's appeal of the Board's determination to disallow the training costs for 10 customers. The Board is awaiting the hearing officer's recommended decision. Either party may appeal the decision to DCS.</li> </ul> </li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ April 23rd Meeting with TWP               <ul style="list-style-type: none"> <li>● On April 23rd, the Workforce Systems Committee and Board of Directors held a meeting with TWP management to discuss challenges and opportunities since TWP became the career center operator.</li> </ul> </li> <li>○ Procurement               <ul style="list-style-type: none"> <li>● The Board must lead a procurement for a new operator every four years. Thus, the Board will need to lead a procurement for FY2021. The Board of Directors and the Workforce Systems Committee are in discussion about whether to lead a procurement for FY2020. The results of those discussions will be reported at the next full Member meeting in October. A decision on a 2020 procurement would be made in the fall.</li> </ul> </li> </ul>	
<b>MNWB Major Activities Report</b>  <b>Grants Report</b>	<ul style="list-style-type: none"> <li>● After giving Members time to review the Major Activities Report, Sunny Schwartz asked the Members if they had any questions or comments. She presented the following highlights:               <ul style="list-style-type: none"> <li>○ Most committees met this Quarter and meeting notes are summarized in your packet.</li> <li>○ Staff reassignments and promotions were described.</li> <li>○ Awarded grants:                   <ul style="list-style-type: none"> <li>▪ Youthworks Grant over \$800,000 to serve 353 youth in our 6 partner cities;</li> <li>▪ 2 pilot grants: \$35,000 to connect summer Youthworks in 3 partner cities to Connecting Activities and \$30,000 for a project-based summer experience (video project) for twenty 14-15 year olds in Malden;</li> <li>▪ NAMC has a new \$10,000 planning grant from the GE Foundation.</li> </ul> </li> <li>○ Submitted grants:                   <ul style="list-style-type: none"> <li>▪ Skillworks Next Gen Sector Partnership grant for \$100,000 has been submitted.</li> <li>▪ Workforce Competitiveness Trust Fund grant for \$350,000 has been submitted.</li> <li>▪ \$300,000 Mass Gaming Commission grant application has been submitted and results are pending.</li> </ul> </li> <li>○ NAMC successes were presented:                   <ul style="list-style-type: none"> <li>▪ 5-year renewal for funding</li> <li>▪ Nancy Conti noted that the work is geared to career changers, people with formalized skill set</li> <li>▪ NAMC hosted strategic leadership forum in April</li> </ul> </li> <li>○ Mass Gaming Commission Grant work this year was described, along with hiring metrics.                   <ul style="list-style-type: none"> <li>▪ Special thanks were given to Lorraine Rivera for her work on making the local hiring and minority hiring successful.</li> </ul> </li> <li>○ Youth team is “knocking Connecting Activities out of the ballpark”.                   <ul style="list-style-type: none"> <li>▪ Resilient Coders success was described, and photos were shown.</li> <li>▪ Youth were impressive in both Signal Success and Coding activities.                       <ul style="list-style-type: none"> <li>● Placements at Broad Institute and Google. Other internships applications are in.</li> <li>● Young people are paid a \$11/hour stipend. Diversity was awesome.</li> </ul> </li> </ul> </li> </ul> </li> </ul>	

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<b>Development Committee Update</b>	<ul style="list-style-type: none"> <li>The Development Task Force presented a brief update on their work.               <ul style="list-style-type: none"> <li>The Members were given a draft of MNWB's revised case statement which contains proposals to raise funds for scholarships and a Mobile Career Center.</li> <li>Members discussed scholarship needs for youth and individuals with disabilities.</li> <li>A suggestion was made to raise funds to educate employers on hiring with diversity in mind.</li> <li>The proposed Mobile Career Center was described: workstations and consultations on site, onsite studio with additional virtual instruction.</li> </ul> </li> </ul>	
<b>Member Share Out</b>	<ul style="list-style-type: none"> <li>Members were given the opportunity to share information about their work and projects:               <ul style="list-style-type: none"> <li>Reed Brockman has successfully brought high school interns into his company each year.</li> <li>Lisa Amaya Price brought in a high school grad as a lab assistant for the summer.</li> <li>Colin Smith noted that he has high schoolers working as engineering interns.</li> <li>Nancy Conti has placed 6-8 interns from Wentworth. Some were hired right after graduation.</li> <li>Deb Jacobson has year-round high school students who are employed.</li> <li>Rick Laferriere noted that the MA House is convening Workability Committee to see how MA can be a leader in disability employment.</li> <li>Sue Walsh asked if there is a concerted effort to bring in young people of color?</li> </ul> </li> </ul>	
<b>Presentation of Strategic Plan Benchmarking Chart</b>	<ul style="list-style-type: none"> <li>Chris updated Members on the status of the current Strategic Plan Benchmarking Chart:               <ul style="list-style-type: none"> <li>MNWB is entering the last year of its Strategic Plan and is in the process of forming a new Strategic Planning Task Force which will begin meeting in the Fall.</li> <li>Highlights on progress in region's Priority Industries:                   <ul style="list-style-type: none"> <li>Great work in Advanced Manufacturing;</li> <li>Healthcare and IT – want to do more in final year</li> <li>Hospitality and Retail – we had grants in both these areas and feel we have done a lot of good work. Walmart Foundation, Casino Grant.</li> <li>STEM – most of stem work comes through youth dept – internships, Stem Week.</li> <li>Healthcare and Life Sciences – want to do more work in this final year.</li> <li>Construction -                       <ul style="list-style-type: none"> <li>Steve noted pre-apprenticeship programs are very beneficial as a lead to apprenticeships and company connections.</li> <li>Reed would like to see a return of Construction Job Fairs.</li> </ul> </li> <li>Youth – doing a good job but wanting to do more.</li> <li>Individuals with Disabilities. In final year of the Strategic Plan we want to look at how our work with Individuals with Disabilities melds with the work of the Career Pathways Committee.</li> </ul> </li> <li>Sunny emphasized the importance of the Board's role in strategic planning and described it as a great learning opportunity.</li> <li>Sue Walsh, Josh Eichen, Steve Sullivan, Reed Brockman, Lisa Amaya Price, Colleen Moran, Melissa Weldon and Carson Burrington volunteered to be on the Strategic Planning Task Force. Monthly meetings will be held.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Melora Rush</b> will assist in scheduling meetings</li> </ul>

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<b>The year behind, the year ahead – MNWB strategic planning</b>	<ul style="list-style-type: none"> <li>The Members broke into four groups to discuss the following categories of the Strategic Plan: Industries, Target Populations, Partnerships/Funding, Accountability/Visibility.</li> <li>Notes from the group discussions will be prepared following the meeting.</li> </ul>	
<b>Upcoming Meetings</b>	<ul style="list-style-type: none"> <li>The Quarterly and Annual meetings for FY2020 are as follows:  <b>Wednesday, October 19, 2019</b>  <b>Wednesday, January 29, 2019</b>  <b>Wednesday, April 15, 2020</b>  <b>Wednesday, June 17, 2020 (Annual Meeting)</b> </li> <li>Melora Rush will send outlook invitations for the above dates to all Members following the meeting.</li> </ul>	<b>Melora Rush</b> will send outlook invitations
<b>Other business as may come before the Annual MNWB Meeting</b>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Adjourn</b>	<ul style="list-style-type: none"> <li>The meeting was adjourned at 10:30a.m.</li> </ul>	
	<ul style="list-style-type: none"> <li>Documents used at June 4, 2019 MNWB Quarterly Meeting: <ul style="list-style-type: none"> <li>Agenda and FY20 MNWB Meeting Dates</li> <li>New Member Bio – Colleen Moran</li> <li>March 2019 Meeting Minutes</li> <li>Slate for Officers and Board of Directors</li> <li>FY19 Q3 Career Center Performance Metrics</li> <li>MNWB Major Activities Report</li> <li>MNWB Organization Chart</li> <li>Grants List</li> <li>MNWB Committee Updates</li> <li>Benchmarking Chart</li> <li>Discussion Prompts</li> <li>PowerPoint Presentation by Development Task Force</li> <li>Encore Hiring Update</li> </ul> </li> </ul>	