



## Quarterly Member Meeting

October 16, 2019

8:30am - 10:30am

186 Alewife Brook Parkway, Suite 216, Cambridge, MA

**Present:** Valerie Sutton (Chair), Carson Burrington (Vice Chair), Rosemary Alexander, Reed Brockman, Michael Cosgrove, Josh Eichen, Danny LeBlanc, Russette Lyons, Kambiz Maali, Rafael Mares, Colleen Moran, Alice Murillo, Brian Murray, Lisa Amaya Price, Sandra Smith, Steven Sullivan, Sue Walsh

**Absent:** Allen Boyer, Nancy Conti, James Donovan, Maria Kefallinou, Debra Jacobson, Karen Sampson-Johnson, Rick Laferriere, Colin Smith, Melissa Weldon, Michael LaMonica

**MNWB Staff:** Chris Albrizio-Lee, Richard Dalton, Tom Hanna, Melora Rush, Lorraine Rivera, Trey Walsh, Penny Hasseli, Heather Derby, Brian Nunez, Stephanie Sakelarakis

### MINUTES

Agenda Topics	Major Discussion Points	Next Steps (Who, what, by when)
	<ul style="list-style-type: none"> <li>Valerie Sutton, Chair, called the meeting to order at 8:35am.</li> </ul>	
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>The Chair welcomed Members and guests to the MassHire Metro North Workforce Board's Quarterly meeting.</li> <li>The Chair welcomed two new Board Members: Raphael Mares from The Neighborhood Developers and Michael LaMonica from JP Fuji Group. The Raphael Mares introduced himself to the Board. Michael LaMonica was not present.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Review and Approval of June 4, 2019 Meeting Minutes</b>	<ul style="list-style-type: none"> <li>The Chair stated that the minutes from the June 4, 2019 MNWB meeting were sent out last week (October 11, 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 June 4, 2019 MNWB Quarterly Meeting were unanimously approved as presented.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>FY20 WIOA Local Plan</b>	<ul style="list-style-type: none"> <li>The Chair stated that a copy of the FY20 WIOA Local Plan performance goals is the meeting packet. The local plan is our annual submission to the MassHire Dept. of Career Services (DCS) that outlines how we will implement our workforce services this year and our performance goals. The Chair asked Penny Hasseli to walk through the Local Plan documents in the meeting packet.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

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	<ul style="list-style-type: none"> <li>○ Annual submission to DCS –</li> <li>○ Penny explained statewide goals, which we accepted and our local goals.</li> <li>○ Questions came up on ages of youth, what metrics are based on percentages</li> <li>● The Chair asked for questions and after discussion informed the Members that the Board is required to approve the plan and called for a vote to approve the Local Plan. <ul style="list-style-type: none"> <li>○ Upon motion duly made and seconded, the FY20 WIOA Local Plan was unanimously approved as presented.</li> </ul> </li> </ul>	
<b>WIOA Career Center Procurement Cycle</b>	<ul style="list-style-type: none"> <li>● The Chair informed the members that Under WIOA regulations, local workforce boards must competitively procure their career center operator at minimum every four years. We are currently in the 3rd year of the 4-year cycle.</li> <li>● Under the current 4-year cycle, we would have to run a procurement next year in preparation for the start of FY22 in order to stay in compliance with WIOA regulations.</li> <li>● Local boards have the ability to procure their career center operator as often as they wish. Each year, this Board needs to decide whether to renew the contract or put it out to bid.</li> <li>● The Workforce Systems Committee and Board of Directors are recommending that the career center operator contract be put out to bid this year in preparation for the start of FY21. This would get us “off-cycle,” as next year all 16 regions in Massachusetts would have to bid their career center operator, and this aligns with the development of our next strategic plan.</li> <li>● Danny, on behalf of the Workforce Systems Committee, spoke to the pros and cons of going out this year: <ul style="list-style-type: none"> <li>○ WIOA regulations are clearer</li> <li>○ Advantage to going out alone this year, hopefully giving us a more competitive bidding process, more robust choice</li> <li>○ Requires 180-day notice to The WorkPlace , we are within that time.</li> <li>○ From a procedural standpoint, we will have DCS support without competing with other regions.</li> <li>○ Are there any questions? <ul style="list-style-type: none"> <li>▪ 4-year charter, with one year at a time contract.</li> <li>▪ Cancellation of the Charter requires 180-day notice from either side.</li> <li>▪ Will providers look at this as “extra work” to go off cycle?</li> <li>▪ Is there a Plan B if we do not get any bids? Workforce Systems Committee Members replied that there are multiple plans and this would be a potential issue next year as well.</li> <li>▪ Goal is a stable Career Center.</li> </ul> </li> </ul> </li> <li>● Can we move to approve the Workforce Systems Committee and Board of Directors recommendation? <ul style="list-style-type: none"> <li>○ Upon motion duly made and seconded, the members unanimously voted to approve the Workforce Systems Committee and Board of Directors recommendation</li> </ul> </li> <li>● Volunteers were called for Procurement Committee: Danny LeBlanc, Colleen Moran, Steve Sullivan, Kam Maali, Lisa Amaya Price</li> </ul>	
<b>Update from the CEO Search Committee</b>	<ul style="list-style-type: none"> <li>● The Chair gave a brief update of the status of the CEO Search Committee’s work to date: <ul style="list-style-type: none"> <li>○ Approximately 20 candidates, 7 were phone screened by Egmont and then the committee recommended for in person interviews by Egmont. Next meeting is today. Candidates come</li> </ul> </li> </ul>	

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	<p>from interesting, relevant backgrounds. Interview is under open meeting law and will take place on 10/30/19. All will be that day – 3-4 candidates will come in for the final interview.</p>	
<p><b>Formation of Membership Committee</b></p>	<ul style="list-style-type: none"> <li>• The Chair stated that the Board of Directors has been looking at the issue of diversity and inclusion on our Board. We have also been discussing a pipeline for new members and how that might be formed. To achieve these goals, the Board of Directors has decided to form a Membership Committee. Would anyone like to be a part of this important effort to build our Board in a thoughtful and intentional manner? <ul style="list-style-type: none"> <li>○ Goals are to create a Diversity statement and think about how members are recruited in the future</li> <li>○ Volunteers for committee: Josh Eichen, Valerie Sutton, Carson Burrington, Brian Murray, Reed Brockman</li> </ul> </li> </ul>	
<p><b>Strategic Planning Task Force Update and Small Group Discussion</b></p>	<ul style="list-style-type: none"> <li>• The Chair stated that we are currently in the last year of our 4-year strategic plan. A strategic planning task force has been formed and held its first meeting in September. The Chair asked Chris to give a brief update: <ul style="list-style-type: none"> <li>○ First meeting in September</li> <li>○ Conversation led us to feel a need to go deeper into mission, vision, goals and structure of plan</li> <li>○ Will take effect July 1, 2020</li> </ul> </li> <li>• We want to engage all of you in a discussion about our next strategic plan. We’re going to break into 4 small groups for discussion. You have discussion prompts as well as notes from our last discussion back at June’s quarterly meeting to refresh your memories.</li> <li>• Break into small groups to discuss <ul style="list-style-type: none"> <li>○ Development Committee work update was provided – how does our work feed into our strategic plan <ul style="list-style-type: none"> <li>▪ Work to Thrive idea was explained as a way to differentiate us from MassHire</li> <li>▪ Melora has been shepherding this branding work and we have engaged a graphic design student from Bunker Hill on logo.</li> <li>▪ Sage left us with a launch plan, and we are drafting a timeline.</li> <li>▪ Careful about the word Thrive since often used in healthcare industry.</li> </ul> </li> </ul> </li> <li>• Post breakout feedback: <ul style="list-style-type: none"> <li>○ How to get local citizens into ___ and reduce the number of priority industries</li> <li>○ Cori and recovery populations</li> <li>○ Centering issues of equity in the document – looking at structure of plan</li> <li>○ Tackle disconnect between high growth industries and jobs available to more vulnerable populations.</li> <li>○ Look at which priority industries are most important – perhaps more priority to construction and property management</li> <li>○ Increase ESOL focus</li> <li>○ Training programs focusing on IT</li> </ul> </li> </ul>	

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<b>MNWB Major Activities Report</b>  <b>Grants Report</b>	<ul style="list-style-type: none"> <li>• The MNWB Major Activities Report, Grants Update and Committee Reports are in you packet.</li> <li>• Ask Chris to present highlights of the Board’s activities from the last quarter. <ul style="list-style-type: none"> <li>○ Promotions Brian (WIOA) and Heather (Connecting Activities)</li> <li>○ Walmart grant to expand incumbent worker training with focus on workers with ESOL or ABE needs, I-Best Model. On site at employers</li> <li>○ Mass Gaming Grant – focus is to help local residents into pipeline to Encore and other hospitality employers</li> <li>○ Small grants from YouthWorks</li> <li>○ Seven schools for Connecting Activities</li> <li>○ Youth Forum was described.</li> <li>○ STEM week is next week. <ul style="list-style-type: none"> <li>▪ Salesforce connection has been established.</li> </ul> </li> <li>○ NAMC: \$638,000 grant for this year – half dozen training partners will run courses in machining, electronics and welding.</li> </ul> </li> </ul>	Trey will report out on what he learned from STEM Week at next board meeting
<b>Career Center Update</b>	<ul style="list-style-type: none"> <li>• Sue Walsh, co-chair of the Workforce Systems Committee, and LeeAnn Johnson, career center Systems Director, provided an update on our career centers. <ul style="list-style-type: none"> <li>○ Lee-Ann reported on first quarter performance. Most are at or above 25% goal for first quarter. <ul style="list-style-type: none"> <li>▪ Now have four Business Services Reps instead of three. Managers have all attended business services training. Focused on partnerships and outreach.</li> <li>▪ Adult enrollment is still behind and is a focus – part of issue is data entry and increased training which is happening now. Have increased targeted outreach to Housing Development Agencies and CBOs.</li> </ul> </li> <li>○ Funding was decreased and despite best efforts of Career Center and Board, four individuals were laid off. <ul style="list-style-type: none"> <li>▪ Complaint was filed by anonymous CC staff – how layoffs were handled, cleanliness at center, broken lift in Woburn.</li> <li>▪ Alice Sweeney came out to talk to CC staff.</li> <li>▪ We are taking all of the issues seriously.</li> <li>▪ DOL will close the complaint and will let State handle all of the issues.</li> </ul> </li> </ul> </li> </ul>	
<b>Member Share Out</b>	<ul style="list-style-type: none"> <li>• This is our second time to have an opportunity for a Member Share Out as part of our quarterly meetings to help our board get to know each other a bit more. Ask members if they would like to share news from their companies/lives – either about their own work or relevant happenings in the community you’d like other members to know about. <ul style="list-style-type: none"> <li>○ Reed – Future City and Model Bridge competition needs volunteers</li> <li>○ Alice completed training grant EMT and CNA and IT – 20 out of 24 completed the program. Hoping to continue next year. CC have been critical to recruitment</li> <li>○ Josh – Community health needs assessments by hospitals – economic mobility is critical to health. Many hospitals are now exploring how to explore this and are now getting into workforce development. Small funding opportunity in January, more to come.</li> <li>○ Reed – World Unity Inc. Diversity Gala is coming up in November.</li> </ul> </li> </ul>	

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<b>Upcoming Meetings</b>	<ul style="list-style-type: none"> <li>• The remaining Quarterly and Annual meetings for FY2020 are as follows:  <b>Wednesday, January 29, 2019</b>  <b>Wednesday, April 15, 2020</b>  <b>Wednesday, June 17, 2020 (Annual Meeting)</b></li> </ul>	
<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 10:27a.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 Bios – Rafael Mares and Michael LaMonica</li> <li>• June 2019 Meeting Minutes</li> <li>• Annual Plan</li> <li>• CC Performance Metrics</li> <li>• Major Activities Report/Grant Update</li> <li>• Committee Reports</li> <li>• Discussion Prompts and Notes from June 2019 Strategic Planning Breakout Session</li> <li>• Comparative Statement of Operations Forecast for the year ended June 30, 2020 as amended October 2019</li> <li>• Current Board Member Contact List</li> </ul> </li> </ul>	