



## Quarterly Member Meeting

September 9, 2020

8:30am - 10:30am

Via Zoom due to Covid-19 Crisis

**Present:** Valerie Sutton (Chair), Carson Burrington (Vice Chair), Rosemary Alexander, Nancy Conti, Michael Cosgrove, James Donovan, Josh Eichen, Maria Kefallinou, Rick Laferriere, Rafael Mares, Brian Murray, Alice Murillo, Sandra Smith, Steven Sullivan, Sue Walsh

**Absent:** Allen Boyer, Reed Brockman, Debra Jacobson, Michael LaMonica, Kambiz Maali, Colleen Moran, Karen Sampson-Johnson, Colin Smith, Melissa Weldon

**MNWB Staff:** Chris Albrizio-Lee, Cyndy Chapin, Richard Dalton, Heather Derby, Maisa Ferreira, Tom Hanna, Penny Hasseli, Dwayne Hull, Lauren McCann, Lorraine Rivera, Melora Rush, Stephanie Sakelarakis, Dani Smejkal, Trey Walsh, Li Xu

**Guests:**

## 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</b>	<ul style="list-style-type: none"> <li>The Chair welcomed Members and guests to the MassHire Metro North Workforce Board's Quarterly meeting. The meeting was held via Zoom due to the Covid-19 pandemic.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Review and Approval of June 2020 Meeting Minutes</b>	<ul style="list-style-type: none"> <li>The Chair stated that the minutes from the June 17, 2020 MassHire Metro North Workforce Board (MNWB) meeting were sent out earlier in the week in the meeting packet. The Chair asked for any questions or comments regarding the minutes.               <ul style="list-style-type: none"> <li>There being no questions or comments, the Chair requested a motion to approve the minutes. Carson Burrington made the motion to approve the minutes and Sue Walsh seconded the motion.</li> <li>Upon motion duly made and seconded, the minutes of the June 17, 2020 MNWB Annual Meeting were approved as presented by roll call vote of all Members present:</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Agenda Topics	Major Discussion Points	Next Steps (Who, what, by when)
	<ul style="list-style-type: none"> <li>▪ <b>Yes:</b> Valerie Sutton (Chair), Carson Burrington (Vice Chair), Rosemary Alexander, Nancy Conti, Michael Cosgrove, James Donovan, Maria Kefallinou, Rick Laferriere, Rafael Mares, Brian Murray, Alice Murillo, Sandra Smith, Steven Sullivan, Sue Walsh</li> <li>▪ <b>No:</b> ---</li> <li>▪ <b>Abstain:</b> Josh Eichen</li> </ul>	
<b>Approval of FY2021 Local Operating Plan (Vote, Roll Call)</b>	<ul style="list-style-type: none"> <li>• Penny Hasseli introduced the goals of the Plan and guided the Members through the Plan. Buckets of funding streams are presented. Many factors, including Covid and going virtual impact the goals. The Plan can be modified throughout the year. <ul style="list-style-type: none"> <li>○ Q: Josh Eichen asked about the total number of jobseekers served with far higher unemployment rate. Ratio of 9,600 job seekers/500 employers served to total number of job seekers. A: Numbers are based on demand, but also on available resources and staffing of the career centers. Dani Smejkal stated that, on the employer side, the status of the employers in region factored into the numbers.</li> <li>○ Q: As the unemployment rate changes, when does the state reevaluate funding going to the career centers? A: Major allocations are complete for the fiscal year and are unfortunately based on data pre Covid. There is hope, but not optimism, for additional funding.</li> <li>○ Should the board be making a public statement on the lack of funding? A: Most of funding is federal, so that is where most of the advocacy is occurring. There is a good statewide advocacy group that works in partnership with other states and within the state. <ul style="list-style-type: none"> <li>▪ Rosemary Alexander stated that the National Association of Workforce Agencies is working relentlessly to advocate for more funding.</li> </ul> </li> <li>○ Josh asked if there is private sector led advocacy work? A: Not to our knowledge. Valerie will bring this up at state workforce meeting.</li> <li>○ Steve Sullivan noted that putting into place Work to THRIVE – will help fill in the gaps. Private sector can support work with jobs, job shadows, etc.</li> <li>○ The Local Operating Plan can be reviewed quarterly.</li> </ul> </li> <li>• After opportunity for discussion, and there being no further questions, the Chair asked for a motion to vote to approve the FY2021 Local Operating Plan. <ul style="list-style-type: none"> <li>○ Upon motion duly made and seconded, the FY2020 Local Operating Plan was unanimously approved as presented by roll call vote of all Members present. <ul style="list-style-type: none"> <li>▪ <b>Yes:</b> Valerie Sutton (Chair), Carson Burrington (Vice Chair), Rosemary Alexander, Nancy Conti, Michael Cosgrove, James Donovan, Josh Eichen, Maria Kefallinou,</li> </ul> </li> </ul> </li> </ul>	

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	<p>Rick Laferriere, Rafael Mares, Brian Murray, Alice Murillo, Sandra Smith, Steven Sullivan, Sue Walsh</p> <ul style="list-style-type: none"> <li>▪ <b>No:</b> ---</li> <li>▪ <b>Abstain:</b> ---</li> </ul>	
<p><b>MNWB Major Activities Report</b></p> <p><b>Grants Report</b></p>	<ul style="list-style-type: none"> <li>• The Chair noted that the MNWB Major Activities Report, Grants Update and Committee Reports were emailed to Members and asked Chris Albrizio-Lee to present highlights of the Board’s activities from the last quarter.</li> <li>• Chris highlighted the following: <ul style="list-style-type: none"> <li>○ Staffing updates: Brian Nunez has left MNWB to work for a workforce board in California. Stefanie was promoted to fill his position as WIOA Youth point person. Dwayne is moving to Dallas, however he will be working on a remote basis.</li> <li>○ We recently wrapped up the Summer YouthWorks program, mostly virtual. Served over 400 young people.</li> <li>○ STEM – planning for annual STEM Week activities – working with schools and business partners to take part in virtual activities.</li> <li>○ We are planning a regional, 2<sup>nd</sup> Annual Youth Employment Forum focused on STEM. Members are encouraged to get in touch with Chris, Trey or Heather to learn more.</li> <li>○ Awarded new projects: <ul style="list-style-type: none"> <li>▪ Workforce Competitiveness Trust Fund from Comm Corp – pre-apprenticeship training focused on Construction Trades and Facilities Maintenance in partnership Associated Builders and Contractors of Massachusetts (ABCMA), Winn Companies, International Institute of New England (IINE), CONNECT, MassHire Metro North Career Centers, and Medford Vocational Technical High School. If in person, training will be at Medford Technical High School. The program will launch early 2021</li> <li>▪ Community Development Block Grant (CDBG) to Burlington and Bedford with MNWB as a major partner. There will be about 30 additional job training slots in life sciences and healthcare occupations.</li> <li>▪ Cambridge Covid-19 Response Fund – we received a small grant to fund a digital literacy program for Cambridge families. The Grant will provide Chromebooks and Mobile Hotspots/Internet to about 20 families. Will likely partner with the Cambridge Community Learning Center to reach families in need.</li> <li>▪ Development Initiative – branded as Work to THRIVE – funding will supplement our work. Priority areas: Digital literacy and Scholarships. More will be presented in December.</li> </ul> </li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>• In the meantime, we are looking at funding opportunities – applied to Cummings Foundation for digital literacy.               <ul style="list-style-type: none"> <li>○ MNWB was very active in grant writing this summer. Chris referred Members to the grant sheet. Some grants have been awarded and some pending.</li> </ul> </li> </ul>	
<b>Career Center/Operator Update</b>	<ul style="list-style-type: none"> <li>• Sue Walsh, co-chair of the Workforce Systems Committee, Penny Hasseli and Dani Smejkal provided an update on our career centers:               <ul style="list-style-type: none"> <li>○ ABCD, our new operator has hit the ground running and is performing well. We are at 2 months, almost through the first quarter.                   <ul style="list-style-type: none"> <li>▪ Centers closed for about a week to allow for transition, and then they have been moving forward with virtual services.</li> <li>▪ Performance chart shows impressive numbers for the first month. New local goals for priority communities have been met. Tightening virtual processes on ITAs. The Career Centers have a popular YouTube channel.</li> </ul> </li> <li>○ Dani reported that Lee-Ann Johnson says that since work has become virtual, our Centers have been able to pool resources and that has benefited the centers.</li> <li>○ Rosemary noted that Lee-Ann’s updates to partners are comprehensive, informative and attractive.</li> <li>○ The Career Centers are about to launch a customer need survey post-Covid.</li> <li>○ Sue thanked the staff for hard work under challenging conditions.</li> </ul> </li> </ul>	
<b>Membership Committee Update and Forms</b>	<ul style="list-style-type: none"> <li>• The new Membership Committee was formed to look at our Member nomination process, onboarding, training and recruitment.</li> <li>• A Membership Guide was developed that can be provided to new members, and was sent to members as part of their meeting packet.</li> <li>• In looking at who we recruit and target, we are looking at regional demographics and seek to prioritize missing areas.               <ul style="list-style-type: none"> <li>○ DEI metrics will be included.</li> <li>○ We have never collected demographic data for our current membership so have no baseline data.                   <ul style="list-style-type: none"> <li>▪ We have created an application form for prospective members, which we are asking all current members to complete to gather data.</li> </ul> </li> <li>○ We are looking for someone to fill the Treasurer role, someone with legal background, someone from priority industries.</li> <li>○ Different ways to get involved in our work, e.g., Committees</li> </ul> </li> </ul>	Members were asked to send application form back to Melora

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<b>DEI Discussion and Inclusion Boston Introduction</b>	<ul style="list-style-type: none"> <li>• In June, we discussed our Statement of Solidarity, our anti-racism work and DEI</li> <li>• We have created a staff DEI Committee <ul style="list-style-type: none"> <li>○ The committee brainstormed priorities and decided to engage an experienced consultant to work with staff <ul style="list-style-type: none"> <li>▪ After a detailed solicitation process, the committee selected YW Boston’s Inclusion Boston program <ul style="list-style-type: none"> <li>• Year long engagement, starting with 5 facilitated workshops for staff in November and December.</li> </ul> </li> <li>▪ We expect that there will be different layers of conversation: Internal organization: staff relationships, internal policies and procedures, our work out in the community, and engagement with our board and committees.</li> <li>▪ YWBoston will come into December Board Meeting</li> </ul> </li> <li>○ Chris will be participating on behalf of MNWB as part of a Statewide DEI Committee</li> <li>○ Rafael has participated in YW Boston’s plan, worried that work drops off over time. He is interested in the action plan component. <ul style="list-style-type: none"> <li>▪ Chose YW Boston because it was not only workshops, but also support and TA on the action plan.</li> <li>▪ Expect that board will be part of the action plan, together with Career Center partners and others in the community.</li> <li>▪ Valerie: Chris has been thoughtful about how our communities are part of the process, how we outreach to partners,</li> <li>▪ Sandra asked if training will extend to the Board? Starting with staff as foundation. From there, we can look at an action plan with the Board.</li> <li>▪ Valerie noted that we are looking to understand data and to understand where staff is starting from.</li> </ul> </li> </ul> </li> </ul>	
<b>Upcoming Meetings</b>		
<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 9:45a.m.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Documents used at the September 9, 2020 MNWB Annual Meeting: <ul style="list-style-type: none"> <li>• Agenda and FY21 MNWB Meeting Dates</li> <li>• Draft June 2020 Meeting Minutes</li> <li>• FY2021 Local Operating Plan – draft for approval</li> <li>• Major Activities Report/Grants Update</li> <li>• Committee Reports</li> <li>• Career Center Performance Metrics</li> <li>• Membership Guide and Form</li> <li>• Inclusion Boston Introductory Material</li> </ul> </li> </ul>	
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**The Remaining Quarterly and Annual meetings for FY2021 are as follows:**

Wednesday, December 9, 2020

Wednesday, March 10, 2021

Wednesday, June 9, 2021