



## Quarterly Member Meeting

December 9, 2020

8:30am - 10:30am

Via Zoom due to Covid-19 Crisis

**Present:** Valerie Sutton (Chair), Carson Burrington (Vice Chair), Rosemary Alexander, Michael Cosgrove, James Donovan, Josh Eichen, Maria Kefallinou, Rick Laferriere, Rafael Mares, Brian Murray, Alice Murillo, Steven Sullivan, Sue Walsh, Reed Brockman, Debra Jacobson, Colleen Moran, Colin Smith, Melissa Weldon

**Absent:** Karen Sampson-Johnson, Sandra Smith, Michael LaMonica, Kambiz Maali, Allen Boyer, Nancy Conti,

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

**Guests:** Lee-Ann Johnson, MassHire Metro North Career Center; Jimmy Juste, YW Boston

## 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 September 2020 Meeting Minutes</b>	<ul style="list-style-type: none"> <li>The Chair stated that the minutes from the September 9, 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. Steve Sullivan made the motion to approve the minutes and Mike Cosgrove seconded the motion.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

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	<ul style="list-style-type: none"> <li>○ Upon motion duly made and seconded, the minutes of the September 9, 2020 MNWB Annual Meeting were approved as presented by roll call vote of all Members present at the time of the vote: <ul style="list-style-type: none"> <li>▪ <b>Yes:</b> Valerie Sutton, Rosemary Alexander, Michael Cosgrove, James Donovan, Maria Kefallinou, Rick Laferriere, Rafael Mares, Brian Murray, Alice Murillo, Steven Sullivan, Sue Walsh, Reed Brockman, Colleen Moran, Melissa Weldon</li> <li>▪ <b>No:</b> ---</li> <li>▪ <b>Abstain:</b> --</li> </ul> </li> </ul>	
<b>Approval of Extension of Strategic Plan (Vote, Roll Call)</b>	<ul style="list-style-type: none"> <li>● The Chair noted that a link to the current Strategic Plan was sent to Members via email.</li> <li>● The Chair informed members that Our Strategic Planning process has been extended to enable us to do a thorough revamping of the plan. MNWB is in the process of engaging a consultant to guide us through the process, hopefully as a pro-bono project.</li> <li>● Are there any questions or comments about the extension of the Strategic Plan? <ul style="list-style-type: none"> <li>○ There being no questions or comments, the Chair asked for a motion to approve the extension of the Strategic Plan through June 30, 2021. Sue Walsh made the motion to and Reed Brockman seconded the motion.</li> <li>○ Upon motion duly made and seconded, the extension of the Strategic Plan through June 30, 2021 was approved as presented by roll call vote of all Members present at the time of the vote: <ul style="list-style-type: none"> <li>▪ <b>Yes:</b> Valerie Sutton, Rosemary Alexander, Michael Cosgrove, James Donovan, Maria Kefallinou, Rick Laferriere, Rafael Mares, Brian Murray, Alice Murillo, Steven Sullivan, Sue Walsh, Reed Brockman, Colleen Moran, Melissa Weldon</li> <li>▪ <b>No:</b> ---</li> <li>▪ <b>Abstain:</b> --</li> </ul> </li> </ul> </li> </ul>	
<b>YW Boston and Inclusion Boston Presentation</b>	<ul style="list-style-type: none"> <li>● MNWB staff has been doing a lot of work around Diversity, Equity and Inclusion. Chris Albrizio-Lee updated members on these efforts. <ul style="list-style-type: none"> <li>○ Chris introduced Jimmy Juste from YW Boston who presented to the Board on YW Boston’s work with MNWB and led the Members through an exercise on privilege. <ul style="list-style-type: none"> <li>▪ How much do companies spend on turnover? 30.5 billion/year. Unfair treatment is cited as a primary reason.</li> <li>▪ MassHire can educate employers re turnover.</li> <li>▪ Clearly distinguish between diversity, equity and inclusion</li> </ul> </li> <li>○ Jimmy described the YW process and goals for MNWB.</li> <li>○ Jimmy walked us through an exercise on privilege. <ul style="list-style-type: none"> <li>▪ What would the exercise look like if it was done by the people we serve? We may not reflect the population that we serve.</li> </ul> </li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ MNWB is in some ways diverse, but in some ways homogenous.</li> <li>▪ Breakout groups reported back on their discussions.</li> <li>○ Work with YW Boston is a year-long project. Next steps will include formulating an action plan with support of YW Boston and focusing on instilling DEI values in our mission, outreach (who we serve/who do we need to serve, etc.) and data.</li> </ul>	
<b>Work to THRIVE Presentation</b>	<ul style="list-style-type: none"> <li>• Chris, Melora and the Development Task Force have been working on our new initiative, Work To THRIVE for quite some time. The initiative is ready to share with Board Members for your feedback and comment before launching it publicly. A copy of the draft “2 pager” and a link to the Work to THRIVE website were sent to you with the rest of the meeting materials.</li> <li>•</li> </ul>	
<b>Membership Committee – Annual Check-In Process</b>	<ul style="list-style-type: none"> <li>• Chris introduced a new annual check-in process for members. <ul style="list-style-type: none"> <li>○ Chris or a member of the Membership Committee will reach out to each member shortly after the new year.</li> <li>○ Informal discussion</li> <li>○ Helps Membership Committee to make membership as useful and impactful as possible.</li> </ul> </li> </ul>	
<b>MNWB Major Activities Report</b> <b>Grants Report</b>	<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: <ul style="list-style-type: none"> <li>▪ Carlos Fuentes as new Youth Programs Specialist. And Stephanie has been promoted to Youth Programs Manager.</li> <li>▪ Heather has been transitioned to be full time STEM Programs Manager.</li> </ul> </li> <li>○ CDBG Grant in Burlington and Bedford – Healthcare or Life Sciences Training. Process very similar to WIOA. Grant funds training and Career Center services.</li> <li>○ Preparing for launch of pre-apprenticeship program – working closely with Winn and ABCMA. Recruiting for first cycle of training. Application process is being run through CONNECT in Chelsea.</li> <li>○ Walmart project has been impacted by COVID, so work has pivoted to an online safety, -- and conflict resolution training. Hope to resume the original on-site employer training running when Covid situation allows. Lauren is leading these trainings.</li> <li>○ Chris has been involved with statewide DEI Committee – at beginning stages – formulating priority areas and looking to bring in a consultant to guide the statewide process.</li> <li>○ After submitting a Letter of Intent to the Cummings Foundation, Work to THRIVE has been invited to put in a formal application for digital literacy efforts in Woburn. 590</li> </ul> </li> </ul>	

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	<p>organizations submitted LOIs, of those there are now 333 invitees competing for 140 awards.</p>	
<b>Career Center Update</b>	<ul style="list-style-type: none"> <li>• Sue Walsh, co-chair of the Workforce Systems Committee, Penny Hasseli and Lee-Ann Johnson provided an update on our career centers:               <ul style="list-style-type: none"> <li>○ Penny highlighted:                   <ul style="list-style-type: none"> <li>▪ Since July 1, nearly 3000 cust, 300 employers served.</li> <li>▪ Major impact of Covid – a new unemployment assistance role has been added to the work for CC employees.</li> <li>▪ DCS currently plans that CCs will open for appointment only in March.</li> <li>▪ In the context of a public health crisis and growing unempl. , career center staff is doing great work</li> <li>▪ WIOA adult enrollments are only area of concern.</li> </ul> </li> <li>○ LeeAnn highlighted:                   <ul style="list-style-type: none"> <li>▪ The Career Center is hiring a new BSR and also has a public service position open.</li> <li>▪ Career Center has a new partnership with JobGet App – focused on hourly workers. For businesses who join through CC link, they will get 6 months free (minority-owned business, 12 month free). There is a data collection benefit to this relationship. Video tutorials are being created.</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 10:00a.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 September 2020 Meeting Minutes</li> <li>• FY2021 Local Operating Plan – draft for approval</li> <li>• Inclusion Boston PowerPoint Major Activities Report/Grants Update</li> <li>• Work to THRIVE 2-Page</li> <li>• Link to Work to THRIVE Website (draft)</li> <li>• Work to THRIVE PowerPoint</li> <li>• Committee Reports</li> <li>• Career Center Performance Metrics</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