

Metro North Regional Employment Board Board Meeting

December 13, 2016
8:00-10:00am

Metro North REB, 186 Alewife Brook Parkway, Suite 216

Present: Carson Burrington, Steven Sullivan, James Donovan, Reed Brockman, Larissa Schelkin, Rick LaFerriere, Janice Philpot, Danny LeBlanc, Rose Lydon, Karen Sampson Johnson, Sue Walsh, Lisa Amaya Price, Sandra Smith, Diane Hurley, Antonio de la Serna

Absent: Richard Dalton, Joanna Dowling, Madeline Hoffman, Debra Jacobson, Robert Jones, Kambiz Maali, Brian Murray, Valerie Sutton, Mary Tighe, Kerry Wollner

REB Staff: Sunny Schwartz, Robin Dion, Peter Farkas, Michael Hatfield, Chris Albrizio-Lee, Meelynn Wong, Yuqing Lu, Dwayne Hull

Guests: Linda Rohrer, Career Source; and Chris Brennan, The Career Place

NOTES

	Agenda Topics	Major Discussion Points	Next Steps (Who, what, by when)
Time Allocated 10 Minutes	Welcome and Introductions of New Board Members/REB Staff	<ul style="list-style-type: none"> • The following new REB members were present and introduced: <ul style="list-style-type: none"> ○ Rick LaFerriere, CVS ○ Carson Burrington, Biogen ○ Diane Hurley, DCS • The following new REB member was introduced but was not present: <ul style="list-style-type: none"> ○ Brian Murray, Akamai • The following new REB staff member was introduced: <ul style="list-style-type: none"> ○ Chris Albrizio-Lee, Director of Strategic Program Innovation 	N/A
Time Allocated 2 Minutes	Review and Approval of minutes from Sept 2016 meeting	<ul style="list-style-type: none"> • Sandra requested a motion to approve the notes of the September 2016 REB meeting. The motion was moved and seconded, and the notes of the September 2016 REB meeting were approved as presented. 	N/A

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Time Allocated 8 Minutes	Vote on Board Member Responsibilities	<ul style="list-style-type: none"> Sandra referred board members to the meeting packet which contained the updated board responsibilities document and provided a few minutes for members to review. Sandra requested a motion to approve the updated document. The motion was moved and seconded. The document was approved with no objections. 	N/A
Time Allocated 25 Minutes	Executive Director Report	<ul style="list-style-type: none"> Executive Director Sunny Schwartz referred board members to full report in packet. Sunny provided a summary of the following highlights from the report: <ul style="list-style-type: none"> Wynn casino: The REB is actively involved in meetings with Wynn and the Gaming Commission to ensure the region's residents have access to and are prepared for jobs created directly and indirectly by the casino. The REB is working with Wynn on a possible "community partner network" and also preparing a proposal in response to the Gaming Commission's job training mitigation fund RFP. Grants: the full grant list is in the packet. Sunny highlighted the US Dept. of Commerce EDA grant for advanced manufacturing (focused on supply chains and assisting start-ups, not job training), the only grant recipient in New England; and the Mass. Executive Office of Housing and Economic Development (EOHED) grant for the first Northeast Advanced Manufacturing Consortium training cycle in the Metro North region. External Meetings: <ul style="list-style-type: none"> Federal Realty: owner of Assembly Row; lots of employers, more development on the way. Partners Healthcare: new office in Assembly; moving ~4,000 administrative staff. Novartis: would like to host more youth groups at their lab. President of Commonwealth Corp. Nancy Snyder: Discussed upcoming Workforce Competitive Trust Fund RFP, more private sector jobs in Youth Works program, and Workforce Training Fund consortium grants. Workforce Solutions Group legislative briefing. Sunny is the only WIB director on the WSG. Medford Vocational Technical High School: met with director Heidi Riccio, toured facility, and assisted with grant application to Mass Skills Cabinet for additional equipment. WIOA State Convening: Sunny, Pete, and Kimberly attended state-wide WIOA meeting. State is interested in breaking down silos and having various departments work together. Jeff Turgeon from Central Mass. WIB presented on that region's shift to an employer demand-driven model. WIB Director of Bridgeport, CT: any board member interested in joining Sunny for a visit to this region should contact Sunny. A short video was played describing the Central Mass region's shift to an employer driven service model. 	Any board member interested in visiting Bridgeport, CT workforce region should contact Sunny.

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		<ul style="list-style-type: none"> ○ Comment: Larissa S. emphasized the need to work with HR departments in an employer driven model. ○ Question: Antonio DLS asked what “other sources” meant in the video. This referred to the career center staff filling vacancies with any job seeker in their network. ○ Comment: Rose L. commented on the need for IT infrastructure to facilitate this kind of shift. ○ Comment: Karen SJ commented that the Metro SW region had incorporated technology needs in their career center procurement. ○ Comment: Linda R. commented that Central Mass. had grant funds, time for planning, and staff dedicated to the transition. 	
Time Allocated 25 Minutes	REB Bylaws Presentation	<ul style="list-style-type: none"> • Lisa AP led a review of the updated bylaws. Referred board members to the packet for the full list of proposed changes. • Comment: Danny L clarified the distinction between “REB Members” and “REB Board of Directors.” • Question: Reed B asked a question regarding the “Clerk” role; it was clarified that the proposal has the REB Executive Director no longer as the “Clerk” of the Board of Directors. • Comment: Steve S commented that the bylaws updates was a good process and a good exercise. • Timeline: the full REB membership will vote on the updated bylaws at the March quarterly meeting; the “Board of Directors” of the REB 501(c)(3) will be voted in at the June meeting, which also serves as the organization’s annual meeting. • Question: Lisa AP asked if anyone had connections with a lawyer that could review the updated bylaws. Reed mentioned perhaps someone from CDM. Mass. Nonprofit Network was also mentioned. 	Anyone who has a lawyer contact should contact Lisa AP.
Time Allocated 50 Minutes	Strategic Plan Discussion	<ul style="list-style-type: none"> • Sandra S provided an overview of the process for strategic plan discussion. Members broke out into 3 sub-groups, each with a different focus area: Strategic Priorities, Target Industries, and Target Populations. • Each group provided a brief report-out of what was discussed. • Timeline: feedback will be incorporated into the draft and the final draft will be voted on at the March quarterly meeting. 	
		MEETING ADJOURNED	
<p>Upcoming Meetings: (All are 8am – 10am at the REB):</p> <ul style="list-style-type: none"> • Wednesday, March 15, 2017 • Tuesday, June 13, 2017 			

