

# Metro North Regional Employment Board Annual/Quarterly Member Meeting

June 19, 2017

8:00-10:00am

**Metro North REB, 186 Alewife Brook Parkway, Suite 216, Cambridge, MA**

**Present:** Sandra Smith (Chair), Lisa Amaya Price (Vice Chair), Rosemary Alexander, Allen Boyer, Reed Brockman, Carson Burrington, Michael Cosgrove, Richard Dalton, James Donovan, Madeline Hoffman, Debra Jacobson, Danny LeBlanc, Rick Laferriere, Rose Lydon, Kambiz Maali, Brian Murray, Janice Philpot, Karen Sampson Johnson, Antonio de la Serna, Sue Walsh

**Absent:** Robert Jones, Mary Tighe, Steven Sullivan, Larisa Shelkin, Valerie Sutton, Joanna Dowling

**REB Staff:** Sunny Schwartz, Tom Hanna, Robin Dion, Michael Hatfield, Chris Albrizio-Lee, Meelynn Wong, Ben Christensen, Yuqing Lu, Dwayne Hull, Melora Rush

## MINUTES

Agenda Topics	Major Discussion Points	Next Steps (Who, what, by when)
	<ul style="list-style-type: none"> <li>• Sandra Smith, Chair, called the meeting to order at 8am.</li> <li>• Sandra welcomed REB Members, Staff and members of the public.</li> </ul>	
<p><b>Discussion and Vote on One-Stop Career Center Procurement</b></p>	<ul style="list-style-type: none"> <li>• Sandra Smith talked about the One-Stop Career Center Procurement process, with the following major points:               <ul style="list-style-type: none"> <li>○ Sandra discussed how we can be most effective and proactive in addressing our mission given the challenges of a) The potential for less funding in the near future to help those who are unemployed, and b) the wide gap in skills, education, employment needs, and wealth of the residents in our region?</li> <li>○ We had very good proposals from Middlesex Community College (MCC) and The Workplace (TWP). TWP is a workforce development board in SW Connecticut, which operates career centers and programs in 15 states.</li> <li>○ The Career Center Review Team’s recommendation by a 7-2 vote is to award The Workplace the career center contract. TWP has several, innovative programs to help the unemployed and solid data demonstrating the effectiveness of their programs over time.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The <b>Youth Committee</b> will procure and select the youth provider.</li> <li>• The <b>Chair, Treasurer and REB staff</b> will complete all contract negotiations with TWP.</li> </ul>

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	<ul style="list-style-type: none"> <li>○ The Review Team’s score sheets were relatively close – with only a 10 point spread. What made TWP stand apart is its ability to identify problems and address them effectively, noting the following specific points: <ul style="list-style-type: none"> <li>● holistic approach to serving clients – true “one-stop” with onsite adult education; ipads; dress for success; apply for food stamps; connect with transportation; childcare</li> <li>● proven track record addressing employers’ needs – competing with staffing agencies</li> <li>● fundraising acumen</li> <li>● partnership building</li> <li>● healthcare certification program – health aids, nurses, lab technicians</li> <li>● successful program for long-term unemployed individuals</li> <li>● mobile career center, and</li> <li>● partnerships with both corporations and community organizations.</li> </ul> </li> <li>○ Sandra reviewed the Review Team Memo describing their process, the vote, and the reasons for the recommendation by 7-2 vote to award TWP the Career Center contract. On June 6, the Review Team heard a financial review of both TWP and MCC, interviewed both applicants, and completed score sheets for each applicant. Everyone voted in accordance with their score sheet.</li> <li>○ The Chair thanked the members of the One-Stop Career Center Review Team for their time and efforts, and stated that, from the process outlined, the review team spent many hours on this process. In addition to Sandra Smith, the following people were on the review team: <ul style="list-style-type: none"> <li>● Karen Sampson Johnson</li> <li>● Lisa Amaya Price</li> <li>● Mary Tighe</li> <li>● Susan Mintz</li> <li>● Edward Tirrell</li> <li>● Brian Murray</li> <li>● Rosemary Alexander</li> <li>● Carson Burrington</li> </ul> </li> <li>● The Review Team members discussed their recommendation: <ul style="list-style-type: none"> <li>○ TWP’s holistic approach to solving problems stood out, e.g., multiple partners on same site, food pantry, childcare and transportation. When clients need to go to multiple providers they drop through system, TWP has effectively demonstrated retention.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ TWP’s funding approach is proactive and creative. It has employers as part of the solution.</li> <li>○ TWP is a good match with REB’s strategic plan and philosophy. TWP meets needs of the future, yet it was their mission that carried it.</li> <li>○ Both MCC and TWP made great presentations. Change is hard. Both bidders had the best interest of job seekers and bidders at heart.</li> <li>● WorkPlace did not bid for Youth – we will need another process to address a Youth Services Operator. Now we are voting on Career Center Operator for the next 4 years.</li> <li>● The following questions/comments came from REB Members: <ul style="list-style-type: none"> <li>○ Q: Why didn’t TWP apply for Youth? A: TWP felt that the REB was looking for different bidders. They have experience and skills to serve youth.</li> <li>○ Q: What can we expect with respect to the relationship with partners and MCC during transition? A: We have all assurances that the Career Centers are operating as normal. We are negotiating a bridge contract with MCC</li> <li>○ Q: Very worried about youth programs in the interim. A: All youth will be covered by the bridge contract.</li> <li>○ A member commented that in May, 45 teachers lost job to out of state. The reality of working with Career Center has been very positive and the current Career Centers have a great reputation. He is worried about the future, sees industry closures and jobs leaving. He urged members to look at the current career center operator’s track record.</li> <li>○ Q: What are the transition benchmarks in rolling out? At what point do we have a plan B if things are not going well? A: There will be an annual performance check-in.</li> <li>○ Q: What is the time frame if we vote for TWP as the new vendor and authorize contract negotiation?. A: There will be an immediate transition plan and a negotiating group.</li> <li>○ TWP has effective programs backed by data, e.g., Platform to employment, solicited additional funds for long term unemployed. A member commented that this is a huge decision for this board. We are on a path to a different future. However the vote goes, MCC has been a strong and responsive partner.</li> </ul> </li> <li>● Following discussion, questions and answers, the Chair asked if the REB can move to accept the Review Team recommendation and proceed to execute a Charter and related Financial Contract with The WorkPlace. <ul style="list-style-type: none"> <li>○ Upon motion duly made and seconded, the Members voted to approve the recommendation of The WorkPlace by the One-Stop Career Center Review Team as follows:</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ In favor: Carson Burrington, Rose Lydon, Richard Dalton, Michael Cosgrove, Madeline Hoffman, Debra Jacobsen, Brian Murray, Allen Boyer, Rick Laferriere, Antonio de la Serna, Janice Philpot, Reed Brockman , Sandra Smith, Lisa Amaya Price</li> <li>▪ Opposed: Sue Walsh, Rosemary Alexander, Karen Sampson Johnson, James Donovan</li> <li>▪ Abstain: none</li> <li>▪ Recused and not present for discussion and vote: Danny LeBlanc</li> <li>▪ Kambiz Maali arrived late and did not vote.</li> <li>• Following the vote, Sandra noted that the Workplace did not apply for youth, including Connecting Activities and WIOA youth frameworks services, so the REB is currently reviewing options and formulating a plan which may include a separate procurement for youth funds. <ul style="list-style-type: none"> <li>○ After discussion and upon motion duly made and seconded, the Members unanimously voted to give the Youth Committee authority to procure and select the youth provider.</li> </ul> </li> <li>• After discussion and upon motion duly made and seconded, the Members unanimously voted to authorize the Chair, Treasurer and REB staff to complete all contract negotiations with TWP.</li> </ul>	
<b>Introductions of New Board Members and Staff</b>	<ul style="list-style-type: none"> <li>• Sandra Smith welcomed the following new REB members who were present and introduced themselves: <ul style="list-style-type: none"> <li>○ Allen Boyer is the Business Manager of Laborers' Local 151 which is affiliated with Laborers' International Union of North America. He was recruited by the AFL-CIO to fill the second seat on the REB reserved for union participation. His work for the union covers Cambridge, Boston and Allston.</li> <li>○ Rosemary Alexander is the Director of DCS Training for the Department of Career Services, Executive Office of Labor and Workforce Development. She has worked in the area of employment and workforce development for over 25 years.</li> </ul> </li> <li>• Sandra welcomed the following new REB staff who were present and introduced themselves: <ul style="list-style-type: none"> <li>○ Tom Hanna, CFO started at the REB on May 8, replacing Michael Hatfield. Tom's prior employer was a quasi-state agency and a nonprofit.</li> <li>○ Ben Christensen, Program Manager, came to the REB from his previous employer where he worked on job training with immigrant populations.</li> </ul> </li> <li>• Sandra announced that Michael Hatfield is leaving the REB after 13 years at the end of this month and thanked him for his many years of dedicated service.</li> </ul>	

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<b>Review and Approval of March 2017 Meeting Minutes</b>	<ul style="list-style-type: none"> <li>• Sandra Smith asked for any questions or comments regarding the Minutes from the March 15, 2017 REB Meeting.</li> <li>• There being no questions or comments, Sandra Smith requested a motion to approve the minutes. <ul style="list-style-type: none"> <li>○ Upon motion duly made and seconded, the minutes of the March 15, 2017 REB Quarterly Meeting were unanimously approved as presented.</li> </ul> </li> </ul>	
<b>REB Member and Committee Update</b>	<p>Richard Dalton made the following updates on REB Members and Committees:</p> <ul style="list-style-type: none"> <li>• Two new Members will be joining the REB on July 1: <ul style="list-style-type: none"> <li>○ Nancy Conti from Lytron in Woburn</li> <li>○ Russette Lyons from Novartis in Cambridge</li> </ul> </li> <li>• The following Members have submitted their resignations: <ul style="list-style-type: none"> <li>○ Diane Hurley resigned from the REB in April.</li> <li>○ Kerry Wollner resigned from the REB as of June 1.</li> <li>○ We are also losing two long time REB Members: Larisa Schelkin and Rose Lydon will resign from the REB as of June 30, 2017.</li> </ul> </li> <li>• Melora will be in touch with members who need to be reappointed as of July 1. We are proposing a mixture of 1, 2, and 3 year terms in order to achieve the staggered term requirement of our new bylaws.</li> <li>• Committee Description Handout: The REB Executive Committee has been working to update its standing committee structure and created a handout with clear committee descriptions. The changes to note are: <ul style="list-style-type: none"> <li>○ The “Joint Committee” of the Policy, Funding, and Oversight Committee and Career Center Committees renamed itself to be called Workforce Systems Committee. Sue Walsh and Valerie Sutton will co-chair the committee.</li> <li>○ We are adding a Finance Committee which manages financial affairs of the corporation. As Treasurer, Richard Dalton will chair the committee.</li> <li>○ The Adult Basic Education Committee has been disbanded, although its project to create a database is progressing under the leadership of Janice Philpot.</li> <li>○ A new Career Pathways Task Force has been formed to develop and articulate career pathways to assist residents in accessing and pursuing long-term career pathways. Janice Philpot has offered to be chair of this new task force. Another co-chair from industry is needed if anyone would like to volunteer. We are also looking for additional members interested in joining the newly formed Career Pathways Task Force.</li> <li>○ In addition, Rick Laferriere has agreed to Co-Chair the Metro North Committee for Inclusive Employment Services (MNCIES) along with Karen Sampson-Johnson.</li> </ul> </li> <li>• Behind the committee and industry partnership descriptions, there is a list of REB</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Melora</b> will be in touch with members who need to be reappointed as of July 1 and we are proposing a mixture of 1, 2, and 3 year terms in order to achieve the staggered term requirement of our new bylaws.</li> <li>• <b>Private Sector members</b> will let Sunny or Sandra know if they are interested in co-chairing the Career Pathways Taskforce.</li> </ul>

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	<p>members indicating your committee. Actively participating in a committee is responsibility of every REB Member.</p> <ul style="list-style-type: none"> <li>• There were no questions about the committees.</li> </ul>	
<p><b>Vote on Officers and Board of Directors</b></p>	<ul style="list-style-type: none"> <li>• Sue Walsh discussed today’s vote for REB officers for a new two year term which runs through the end of FY19 (June 30, 2019). She noted that the Members will also vote on the REB’s Board of Directors for the same two year period.</li> <li>• Members were referred to the meeting packet for the Slate of Officers and Board of Directors.</li> <li>• The REB had asked for nominations for Chair and Vice Chair. Sandra Smith was nominated for Chair and Valerie Sutton was nominated for Vice Chair.</li> <li>• The REB’s new bylaws call for a Board of Directors with at least 7 members who are nominated by the Executive Committee and voted in by the full REB.</li> <li>• The Executive Committee is made up of the four officers (Chair and Vice Chair elected by the REB Members and the appointed Clerk and Treasurer) and an at-large Board member appointed by the Chair.</li> <li>• Sandra Smith, Valerie Sutton, Sue Walsh and Dick Dalton have agreed to remain on the Board of Directors and Janice Philpot, Reed Brockman and Rick Laferriere have agreed to join the Board of Directors. They are each chair or co-chair of one of the REB’s Committees. These REB members compose the 7 person slate for the Board of Directors.</li> <li>• Sue asked if there are any questions. There being no questions, she proceeded to the vote: <ul style="list-style-type: none"> <li>○ Can we first vote on Sandra Smith as the Chair? <ul style="list-style-type: none"> <li>▪ Upon motion duly made and seconded, the Members unanimously elected Sandra Smith as Chair.</li> </ul> </li> <li>○ Can we vote on Valerie Sutton as the Vice Chair? <ul style="list-style-type: none"> <li>▪ Upon motion duly made and seconded, the Members unanimously elected Valerie Sutton as Vice-Chair.</li> </ul> </li> <li>○ Can we vote on the remaining slate of the Board of Directors: Susan Walsh, Richard Dalton, Janice Philpot, Rick Laferriere, and Reed Brockman? <ul style="list-style-type: none"> <li>▪ Upon motion duly made and seconded, the Members unanimously elected the remaining slate of the Board of Directors: Susan Walsh, Richard Dalton, Janice Philpot, Rick Laferriere, and Reed Brockman.</li> </ul> </li> </ul> </li> </ul>	

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<p><b>Vote on Bylaws Amendments</b></p>	<ul style="list-style-type: none"> <li>• Lisa Amaya Price reminded the Members that, at the March Quarterly Meeting, the REB adopted new bylaws to start July 1, 2017. She informed the members that a couple minor amendments to the bylaws have been proposed and referred them to their meeting packet. On June 12, Members were emailed documents for the meeting which contained these bylaw revisions. The first revision is to correct a typo in Section 4.9 Notice of Meetings.</li> <li>• The second revision is to add a new Section 4.14 to allow Members to participate in meetings remotely. We are proposing to add remote participation because if it is not in our bylaws, no one can ever participate remotely. However, in practice, this is a very limited allowance because of restrictions imposed by Open Meeting Law. The only permissible reasons for remote participation under Open Meeting Law are if physical attendance is unreasonably difficult because of: <ul style="list-style-type: none"> <li>• Personal illness</li> <li>• Personal disability</li> <li>• Emergency</li> <li>• Military service; or</li> <li>• Geographic distance.</li> </ul> Remote participation will have to be determined by the Chair on a case by case basis, and the Chair is required to announce at the meeting and record in meeting minutes who is attending remotely and why.</li> <li>• Subsequent sections in Article IV are renumbered due to the addition of Section 4.14.</li> <li>• And last, Section 5.1.b.ii. is amended so that the chairperson is not elected by “closed ballot” at the Annual Meeting. Open Meeting Law does not permit closed ballots in this situation.</li> <li>• Lisa asked if there were there any questions or comments about the bylaw amendments. <ul style="list-style-type: none"> <li>○ There being no questions, Lisa asked that the REB move to approve the Bylaw Amendments as sent to REB Members on June 12, 2017 and as set forth under TAB 5 of their meeting packet. Upon motion duly made and seconded, the Bylaw Amendments were unanimously approved by the REB Members.</li> </ul> </li> </ul>	
<p><b>Executive Director Report</b></p>	<ul style="list-style-type: none"> <li>• Executive Director, Sunny Schwartz, referred Members to the full Executive Director Report in the meeting packet.</li> <li>• Sunny provided a summary of highlights from the report and briefed the Members on meetings she had this Quarter: <ul style="list-style-type: none"> <li>○ There is a new Jobs linkage Fee in Somerville. <ul style="list-style-type: none"> <li>▪ Sunny is on the Jobs Linkage Committee in Somerville. An economist is</li> </ul> </li> </ul> </li> </ul>	

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	<p>working to determine a square foot fee. Sunny thanked Danny for his efforts on securing jobs linkage for Somerville.</p> <ul style="list-style-type: none"> <li>▪ Sunny urged members to bring up the concept of linkage with any government officials they meet.</li> <li>○ Legislator meetings focused on advocacy for funding for training for unemployed people. A bill using 5% of the Workforce Training Fund for training for unemployed residents is pending. Sunny testified along with the Workforce Solutions Group. AIM also supported it. The funds would be matched by the state.</li> <li>○ Sunny met with schools regarding connecting activities. Proposals are due to the state on June 30. Staff visited each connecting activities school in the 5 participating cities (Somerville, Woburn, Chelsea, Malden and Revere). Everett wants to rejoin.. There is a limited amount of funds. The goal is to make systemic impact in high schools.</li> <li>○ State level – There is a rebranding effort by the Office of Workforce and Labor Development that includes workforce boards and career centers. They want a state wide identity for workforce development. Example, Florida Works. The goal is a plan by December, then implementation starting January 2018.</li> <li>○ There is a new Secretary of Labor – Secretary Walker is stepping down and Rosalin Acosta is being appointed.</li> <li>○ The head of Commonwealth Corp. is also changing. Rick is meeting with the new leader, J.D. LaRock.</li> <li>○ The REB is active in regional planning with Boston and Metro Southwest and will have a blueprint by the end of December. The group is hiring a consultant.</li> <li>○ The REB is negotiating a MOU with all of its core partners which is due on Friday. The goal is to work together for a cohesive experience for customers.</li> <li>○ Sunny briefed the new co-chairs of the Labor and Workforce Committee, Senator Lewis and Representative Brodeur.</li> <li>● Stem Leadership (new) is a small group to drive agenda, give guidance and set strategic goals. Expanding workplace learning opportunities is the first focus. Brian Murray and Carson Burrington are members. Carson energized by mentoring process with changes in STEM careers</li> <li>● Ben Christensen reported that the Retail Advisory Committee is in program year 2 with the Walmart Foundation (10 WIBs around country). Walmart is trying to promote the WIBs as way to promote retail jobs. A marketing blitz is coming. Chicago meeting. Career centers are providing training and certifications. The Committee is building partnerships with Bunker Hill and CVS and held recent meeting with representatives from multiple employers.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Chris Albrizio-Lee updated the Members on grant applications and referred to the grants document.</li> <li>• On June 27, Bunker Hill held a graduation for 19 graduates. It was a great performing cohort in Advanced Manufacturing: 86% placement rate. Average salary over \$17/hr.</li> <li>• Apprenticeship grant for Advanced Manufacturing – It has been a long sell to gain employer traction; efforts have been ongoing for 6-7 months. 11 apprentices are starting in next few weeks It is gaining traction.</li> <li>• The REB is looking to hire a Director of Workforce Systems.</li> </ul>	
<p><b>Upcoming Meetings</b></p>	<p>The Chair referred Members to <b>TAB 8</b> in the meeting packet which lists the upcoming REB meetings for FY18. Melora will be sending Outlook Invitations to Members shortly and your response would be much appreciated.</p> <ul style="list-style-type: none"> <li>○ Tuesday, September 19, 2017</li> <li>○ Wednesday, December 6, 2017</li> <li>○ Wednesday, March 7, 2018</li> <li>○ Tuesday, June 19, 2018 (Annual Meeting)</li> </ul>	
	<p>The meeting was adjourned at 9:43a.m.</p>	
	<p><b>Documents used at June 19, 2017 REB Annual/Quarterly Meeting:</b></p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• March 2017 Meeting Notes</li> <li>• New REB Member Bios</li> <li>• Committee Description Handout</li> <li>• Committee Membership Charts</li> <li>• REB Slate for FY'18 and FY'19 Officers and Board of Directors</li> <li>• Proposed Amendments to the Bylaws</li> <li>• Executive Director Report</li> <li>• Grants List</li> <li>• Current REB Program and Funding Chart</li> <li>• Committee Reports: <ul style="list-style-type: none"> <li>○ STEM Leadership Committee</li> <li>○ Youth Council</li> <li>○ Metro North Retail Advisory Council</li> </ul> </li> <li>• List of FY18 REB Meeting Dates</li> <li>• Career center review team memo to REB Members</li> </ul>	