



METRO NORTH WORKFORCE BOARD

MassHire Metro North WIOA Youth RFP Review Committee
March 25, 2024
1:00PM – 3:00PM

Zoom Meeting

<https://us02web.zoom.us/j/85863361858?pwd=UzVLcVEyb1FGenc2QUJDbUN0aTVnUT09>

Meeting ID: 858 6336 1858

Passcode: 777402

Present: Reed Brockman, Jennifer Mancina, Marcella Trackton, Jessica Senat, Dick Dalton, Rachael Running

Staff: Chris Albrizio- Lee, Jenny Synn, Natalia Salagornik, Jay Green

Notetaker: Natalia Salagornik

Minutes

Agenda Topics	Major Discussion Points	Next Steps (Who, what, by when)
<ul style="list-style-type: none">Approval of Last Meeting Minutes	<ul style="list-style-type: none">Natalia started with an agenda and asked if there were questions to the last meeting minutes.Members have reviewed the minutes. Chair made the motion to approve the minutes. Marcella seconded to approve the motion. Upon motion made, all members unanimously approved the minutes from the last meeting, as presented by roll call vote of all members present at the meeting:	

	<ul style="list-style-type: none"> ○ Yes: Dick, Jessica, Marcella, Jennifer, Rachael ○ No: n/a ○ Abstain: n/a 	
<ul style="list-style-type: none"> • Evaluation Process: Category and Criteria Review • Bidders and Other Selection Considerations 	<ul style="list-style-type: none"> • Natalia went over the role of the MNWB in the RFP process, the evaluation process, and evaluation criteria. • Jenny went over the example from the rubrics template, the scoring system (10- and 3-point question versus “0”), including scoring process in the review of financial capacity of each applicant. • Natalia explained that members can factor some additional comments and thoughts in the “notes/other” section. The notes section is for additional comments. • Jenny provided an overview of required documents in the RFP, evaluation timeline and definitions of qualified bidders. • Review Committee members are expected to finalize recommendations by May 1st, 2024. 	
<ul style="list-style-type: none"> • Evaluation Timeline 	<ul style="list-style-type: none"> • Jenny: we will be sending the meetings invites and the RFP proposals next day after today’s meeting. • All committee members have agreed to meet on 4/25/2024 at 1.30pm. Rubrics will be due to be submitted the day before. • Jenny reminded that there cannot be any deliberations outside of this meeting. If you have those questions (technical assistance, clarifications) – you can email Jenny and Natalia. Substantive stuff related to proposals, cannot be emailed as this is the rule of Open Law meeting. Content related items can only be discussed during actual meetings of the review committee members. 	<ul style="list-style-type: none"> • Natalia will send meeting invites and proposals to all members after the meeting
<ul style="list-style-type: none"> • Additional items that may come before the Review Committee 	<p>Rachael: question about wages and how providers should be paying to staff; also, what minimum level of pay for youth should be and how we will find out what type of employer that is.</p> <p>Jenny/Natalia: something to think about for the next RFP and how we should thoroughly spell it out; this is related to employment outcomes; currently employment verification happens through paystubs, W-2</p>	
Questions		

	Meeting adjourned at 2:15 pm	
Documents used at meeting:		
<ul style="list-style-type: none">• Agenda• Meeting Minutes• RFP PowerPoint		
<ul style="list-style-type: none">○ Next Meeting: April 25, 2024, at 1.30pm		