

DRAFT Greater New Bedford Workforce Investment Board, Inc. DRAFT
Special Meeting Minutes
08/20/2009
Wamsutta Club

Members Present: Maria O. Pinarreta, **Vice Chair;** Lee Blake (proxy for Chancellor MacCormack), Richard Colon (sent proxy vote), Paul F. Correia, Thomas G. Davis, Edward J. Dennehy, John Fernandes (sent proxy vote), David J. Ferreira (sent proxy vote), Dennis D. Galvam (sent proxy vote), Mary Harrington, Lisa A. Jochim (sent proxy vote), David R. Maher, Richard F. Mello, Bruce Morel (sent proxy vote), Peter J. Muise, Roy Nascimento, Joan Ann Niles, Joseph Notini, Alice Oliveira, Christopher J. O'Neil, Ronald F. Rheaume (sent proxy vote), Ronald L. Rouillard, Anthony R. Sapienza (sent proxy vote), Dr. John J. Sbrega (sent proxy vote), Charles R. Simpson, Jr. (sent proxy vote), James F. Snow; Louis St. John

Members Absent: James Butler, David Cabral, David DeJesus, Chair (called); Charles DiPirro (called), Fernando Garcia, Nelson Hockert-Lotz, Lisa M. Lemieux, Helena S. Marques, Michael R. Shea, Charles N. Sisson (excused), Jeffrey Travers (called), Dean Robert V. Ward, Corinn Williams (called)

WIB Staff Present: Bridget Alexander, Director of Development, Craig Baker, Chief Operating Officer; Len Coriaty, Executive Director/CEO; Jean Fox, Youth Council Director, Steven Grant, Chief Financial Officer; Annie Massicotte, Business Office Manager

Guests: Lee Blake, UMass Dartmouth; Patricia McPartland, Upper Cape Tech Program

Greeting and Call To Order

In the absence of Chair DeJesus, Vice Chair Maria Pinarreta called the meeting to order at 8:05 am. She announced 11 proxies. Chancellor Jean MacCormack sent Lee Blake as her proxy; and the following members gave their written proxy to the Vice Chair: Richard Colon, John Fernandes, David J. Ferreira, Dennis D. Galvam, Lisa A. Jochim, Bruce Morell, Ronald F. Rheaume, Anthony R. Sapienza, Dr. John J. Sbrega, Charles R. Simpson.

Ms. Pinarreta announced the following new appointments: Mary Harrington, Publisher, SouthCoast Media Group; Dennis Maltais, President/Field Representative, Construction and General Laborers Union, Local No. 385; Brad Truini, Administrator, Alden Court Nursing Care & Rehabilitation Center; Lawrence Weldon, Vice President of Manufacturing, Konarka Technologies, Inc.

She also announced the following 4 resignations: Jenny Fialho, Michelle Hantman*, Roger Masson, and Caroline St. Don.

Also announced were the following 8 members whose terms have expired: Lawrence Bennett, Jr., Charles Decas, Andrew Guilbeault*, Walter Jones, Edward Lobo, Jim Nichols, Cynthia Rodrigues, Charles Ryan.

NOTE: *Michelle Hantman and Andrew Guilbeault have agreed to remain members of the Business Development Committee.

In addition, Ms. Pinarreta advised the Board of 3 new appointments to the Youth Council: Sarah Gonet, Vice President of Resource Development, United Way of Greater New Bedford; and two representatives from the Mayor's Youth Council, Matthew Cabral and Roger Hart.

Staff changes at the Greater New Bedford Workforce Investment Board (WIB) include Courtney Duarte-Souto, who is now employed at New Directions Southcoast – her replacement at the WIB is Christopher D. Holt, hired 5/1 as the Accounts Payable/Payroll Clerk; and Carlene M. LeBlanc, hired 8/10 as the Accounting Manager / HR Coordinator. Carlene replaced Rosetta Filkins, who has taken a position with the MA Division of Career Services (DCS).

The September 16th Quarterly Meeting of the WIB will be hosted by Lawrence J. Weldon at Konarka Technologies, Inc. 50 Duchaine Boulevard, New Bedford Business Park.

Consent Agenda

Upon a motion by Ms. Joan Ann Niles and seconded by Mr. Edward Dennehy, the **Treasurer's Report** through July 31, 2009 was approved.

COMMITTEE REPORTS / Action

Executive Committee

Fiscal Year 2010 Annual Business Plan – Craig Baker presented highlights from the Plan. The Plan differs from the state's usual format because of the American Recovery and Reinvestment Act (ARRA) plan submitted earlier in the year. The state's questions for the Plan, therefore, focus on how the Greater New Bedford Workforce Investment Board, Inc. (WIB) intends to carry out its business in light of the ARRA funding.

The Plan before the Board aligns with Governor Patrick's workforce priorities. To build capacity, the WIB plans to work more closely with the Economic Development Council, continue the implementation of a triage system at the Career Center to enhance efficiencies and serve more people, promote skill enhancements especially for dislocated workers who could secure employment with relatively brief training, and grant writing. There is a distinct focus on clean energy and healthcare. Efforts underway in Adult Basic Education and English for Speakers of Other Languages (ABE/ESOL) include Requests for Proposals designed to draw more providers and serve more individuals. The Youth Pipeline is addressed primarily through the summer jobs activities, which engaged over 50 businesses in the area.

In response to ARRA, the GNBWIB will continue to adjust its service activity, primarily through staff shifts. With regular FY '10 funding reduced some \$700K, the staff shifts were covered by ARRA funding. Structurally, ARRA is very much like WIA, with the noteworthy exception of the increased age for youth eligibility (up from 21 years to 24 years). In terms of additional staffing, some additional One-Stop funding permitted the addition of two staff members for the Career Center.

The state's questions also include a "green focus," which speaks to the local activity surrounding green jobs and sustainability as well as the state's commitment to pursue these areas through workforce development.

There were numerous questions in the Plan pertaining to youth. For FY '10, the WIB will continue its emphasis on the state-sanctioned Work-Based Learning Plan, entrepreneurship, career exploration, 21st century skills, green jobs, pre-GED, and GED. All programming will include a community service component, and there will be increased emphasis on incorporating internships across the board. The WIB is pleased to report that local performance measures have been met consistently; as a result, there was no need to address possible corrective action in the Plan.

The Plan contains a list of youth program providers, the Support Services Policy, and a detail on the competitive procurement process in response to the anticipated comprehensive review under ARRA.

James Snow inquired about the WIB's connection to the Economic Development Council, specifically, the Labor Needs Template. Mr. Baker noted that the templates were coming in until very recently, and there is increased emphasis on continuing to bridge communication with both EDC and the City. Mr. Coriaty stated that the WIB continues to refine a process for acting on the templates as they are received in a concerted effort to be as responsive and proactive as possible. Mr. Dennehy then stated that of the 12 that have been received, most are for positions slated to become available well into the future, and most are in infrastructure/construction. The Career Center has developed a file of individuals interested in construction work to be accessed as the need arises. He further noted that the form should ultimately be a tool utilized by other communities and by other entities, such as employers in the New Bedford Business Park. Mr. Coriaty stated that another benefit of the template will be to connect with labor partners and to identify opportunities to align services with needs. Mr. Snow requested a copy of the labor needs forms received to date. He then asked Mr. Dennehy if the identified projects were public or private. Most are with the City.

Mr. Snow then requested an update on the employment situation and wage rates of the weatherization pilot participants. Bridget Alexander stated that five are currently in jobs and that she will obtain updated information. In the report to SEEAL, wage rates are enumerated. Ms. Alexander will send a copy of the report to Mr. Snow.

Mr. Snow was also interested in an update on the weatherization training at the New Bedford Housing Authority. Ms. Alexander noted that the effort is just getting underway. There will be enforcement of the Section 3 requirement, where a portion of the work must go to unskilled labor. Sam Ackah of the Career Center has been working with Ms. Alexander to move this effort forward.

The discussion then moved onto the charts incorporated into the Annual Business Plan. Mr. Tom Davis asked how many Career Center clients actually entered employment. About 9% of the total number of individuals served are in jobs, according to Mr. Dennehy. Mr. Paul Correia wanted clarification on the total of 12,000 individuals. He specifically wanted to know if there were any double-counted people. Mr. Dennehy replied that no customer is counted twice.

Mr. Steve Grant then provided a summary of the Integrated Budget and Integrated Budget Narrative. The form is divided into three parts: The top part addresses Division of Career Services staffing; the middle covers charges for New Directions Southcoast and non-DCS Career Center staff; the bottom is WIB staffing and operations. The narrative details the 40 funding streams and their allocation. The budget totals \$9,171,037.

Key numbers include \$2,466,000 for Career Center staff, with 51 New Directions Southcoast FTEs and 10 WIB FTEs. There is funding for additional lease space on Dover Street to free up space for ITAs or other Career Center needs. The lease has an opt-out provision if needed. Travel expenditures are up, largely due to the ARRA youth programs and their geographical expanse, with some 30 locations included this summer. For supplies and equipment, the budget includes about \$20K for triage software. If the triage effort is successful, it may become a statewide practice. In addition, there is an allocation for Marketing, with \$25K earmarked for updated materials for the WIB, the Career Center, and for New Directions Southcoast. Regarding staff training, funding has been set aside for both WIB staff and the Board as a result of relatively light professional development last year.

The budget also breaks out items for participants, including needs-based payments, support payments, and the like.

Mr. Peter Muise asked if the \$20K was to be allocated for the pilot software for New Directions Southcoast noting that the narrative states it is \$10K. Mr. Grant indicated that the full \$20K is for the software, which will be obtained from two different sources.

Mr. Coriaty spoke of the requirement to spend the money quickly, particularly with regard to youth programming. There is an opportunity to demonstrate that the need is significant. Although the ARRA money encompasses two years, the more rapidly it is expended, the better. The WIB anticipates spending about 90% of the \$1.5 million by the end of September. This spend-down will underscore the need. In addition, the documentation of program implementation and job opportunities will support the area's ability to use the funds to full advantage.

Mr. Muise then stated that he, Vice-Treasurer Dave Cabral, Steve Grant, and Craig Baker met to go over the budget earlier in the month. He informed the Board that besides the staff, there were Board members involved in the development of the budget. He indicated that a 10-minute presentation of a \$9 million budget would not allow for in-depth discussion or inquiry. However, because of his confidence in Steve Grant, Craig Baker, Len Coriaty, and Ed Dennehy, and because of the previous detailed discussion, he is comfortable with the budget put before the Board.

Maria Pinarreta, Vice Chair, then thanked Mr. Muise for asking those important questions during the development of the budget. She also thanked the staff for their efforts.

Upon a motion made by Mr. Davis and seconded by Mr. Nascimento, the Plan was unanimously accepted by the Board.

Adjournment

There being no other business before the Board, upon a motion made by Mr. Davis and seconded by Mr. Dennehy, the meeting adjourned at 8:56 a.m.

Respectfully submitted,

Richard F. Mello
Clerk