



## **EXECUTIVE COMMITTEE MEETING MINUTES**

**Wednesday, March 30, 2010**

**2:00 p.m.**

**Merrimack Valley Workforce Investment Board Offices**

**60 Island Street**

**Lawrence, MA**

**Members Present:** Joseph Bevilacqua, Chair, Cal Williams, Peter Matthews, Ann Ormond

**Staff Present:** Fred Carberry, Betty Kirk, Deborah Andrews, Ruth Marrero, Mary Kivell

### **1.) Call to Order**

A quorum of all committee members being present, Board Chairman Joseph Bevilacqua called the meeting to order at 2:10 p.m.

### **2.) Discussion of High Performing Workforce Board (HPWB) application for certification, resubmission**

Fred Carberry said that we need to resubmit for HPWB certification and have been working on the resubmission after a meeting with Jennifer James, Undersecretary of Workforce Development, and Joseph Bevilacqua regarding areas of concern. Ms. James talked about amendments and the score card. Fred said that we need to reaffirm from the executive committee, on behalf of the board, that this is a board driven process. He noted that we have a HPW Advisory Council, held focus groups, met with the planning committee and full board and the board is engaged in the process and that the plan has their stamp of approval. She mentioned measuring the effectiveness of the strategic plan and expanding on how the programmatic pieces add up to the score card.

Fred Carberry explained that the content is in the document, it just needs to be expanded on and put in a better format. He said that Joe Bevilacqua has added five private industry members to the planning committee, moves the quarterly board meetings around the region to foster greater geographic access and

engagement, wants the board to be more inclusive of the Latino business community, and includes the Mayors and Chambers of Commerce on the board.

Fred then took a moment to introduce Ruth Marrero, newly hired MVWIB Resource Development Manager, who has been a director of childcare programs in the region for over thirteen years and has substantial grant writing experience.

Fred then continued stating that we will identify big picture targets to increase the capacity of manufacturers and focus on the youth pipeline and labor market supply and demand. We have the Green Jobs Advisory Council and a relationship with two other WIBs in the State Energy Sector. We are also partnering on a Regional Innovative Grant with Greater Lowell and Southern New Hampshire to upgrade manufacturing skills. Lawrence and Haverhill are gateway cities with over a hundred years of bringing new immigrants into the workforce. We have Sal's, Cedars and Bagel Boy, who focus on entry level positions.

What we need to do is provide evidence in our presentation. Joe said that we need to hone and narrow the focus. One thing they want to see is what conditions were *before* and how the WIB employs strategies so they have a picture of *before, now* and *after*. Fred spoke about a Berkshire WIB collaborative called the Berkshire Compact which is an example of a collaborative effort between a WIB and education. He mentioned Merrimack Valley Means Business which has been folded into the Merrimack Valley Planning Commission. He also said that the Nominating Committee is heavily involved in the nomination process representing all the area chambers. Fred said that Jennifer James wants to know who the watchdog of the metrics is and Fred said that the Executive Committee is the overall watchdog of progress. This is not about process, but about goals and outcomes.

Fred then called on Betty Kirk to explain what she has been working on in response to the questions raised by the state. The first question she responded to was, "What does the Board want to accomplish in each of these priority sectors?" Betty said that based on LMI research, surveys and focus groups, most present and future job openings are in healthcare and manufacturing with an emphasis on healthcare technicians, CNC machinists and other highly skilled machine operators. Joe Bevilacqua said that the board has identified these fields of future jobs and has concurred and been involved from the beginning to the end.

Regarding regional performance targets/measures Ann Ormond suggested including lots of numbers. Betty responded stating that the scorecard was developed with input from the High Performing WIB Advisory Council and she talked about the creation of an Advocacy Committee.

Joe also said that the board will be more pro-active in bringing more employers into the system utilizing the Career Center. Betty went over the different benchmarks and questions and said that it is still a work in progress.

Deborah Andrews then said that the youth piece response includes more benchmarks and specific measurable outcomes in line with the strategic plan. Now she will be able to monitor the results.

Fred said that we plan to resubmit in mid-April as a package. Our goal is that it will include charts and graphs in color and be bound and presented with the number of copies they need.

**Motion by Peter Matthews seconded by Cal Williams to re-affirm that the Executive Committee, on behalf of the board, is fully engaged in the application for HPWB. Motion passed.**

**Motion by Peter Matthews seconded by Cal Williams that the chairs of each committee affirm that the full board has participated in the discussion on the HPWB application. Motion passed.**

### **3.) Election of First Chair**

Fred Carberry explained that the MVWIB By-laws in Section 4, Paragraph 4.2(a) provide for the election of a first vice chair to be elected by committees. All committee chairs are present at this executive committee meeting and Joe Bevilacqua suggested that Planning Committee Chair Peter Matthews serve as first vice chair of the MVWIB.

**Motion by Ann Ormond seconded by Cal Williams that Peter Matthews be first vice chair of the MVWIB. Motion passed with Peter Matthews abstaining.**

### **4.) Update on 501©3 Application for Exemption**

Fred Carberry distributed a copy of the Articles of Amendment for the MVWIB Articles of Organization. Two paragraphs were requested to be added by the Internal Revenue Service before granting our 501©3. Our application has been put on inactive status to allow for the board to review and approve and add the following language to our Articles of Organization. The Articles of amendment will then be forwarded to the Secretary of State.

- a. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501©3 of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501©3 of the

Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organizations or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Joe said that the language is pretty routine and Fred said that we will need a two thirds vote of the board which we can conduct electronically if necessary.

## **5. Other Business**

Fred spoke about a press conference that is taking place on Thursday, April 1<sup>st</sup> at 9:00 a.m. announcing a technical training grant. He said that the Mayor and local legislators have been invited and asked executive committee members to attend.

He also noted that on April 9<sup>th</sup> there will be a RIG Luncheon for the Merrimack Valley Manufacturing Advocates at the Wyndham in Andover. This grant is targeting manufacturers, educational and training partners. Our guest speaker is Dan Ryan, Vice President of Operations, Raytheon Company.

Fred then handed a letter to Chairman Bevilacqua and announced to the committee that he has submitted his retirement papers effective May 1, 2010. Joe Bevilacqua asked if Fred would wait and reconsider. Fred said that his decision has been made and that he is working with Mayor Lantigua on a continuity plan. Joe asked Fred to send him the papers on the process to advertise for a new executive director so they can seek out the best person.

Joe then said that he wishes Fred the best and if we can convince him to stay he would be pleased. He said that he has done a fantastic job.

Cal Williams said that Fred has done a great job as MVWIB Executive Director.

Fred thanked them for their remarks stating that he has a great staff.

## **6. Adjournment**

**Having no further business Cal Williams made a motion to adjourn seconded by Ann Ormond. Motion passed.**

Respectfully submitted,

*Mary Kivell*

Mary Kivell  
Recorder