



## **PLANNING COMMITTEE MEETING**

**Thursday, June 28, 2007**

**8:00 a.m.**

**Merrimack Valley Workforce Investment Board**

**Lawrence, MA 01840**

**Members Present:** Peter Matthews, Chair  
Pedro Arce, Charles LoPiano, Donna Gambon, Shirley Callan, Mike Sweeney, Karen Sawyer

**Members Absent:** Sal Lupoli

**Staff Present:** Fred Carberry, Betty Kirk, Mary Kivell

**Guests Present:** Amy Weatherbee

### **1. Approval of Minutes of 5/24/07**

Mr. Matthews called the meeting to order at 8:05 a.m. and called for a motion on the minutes of the 5/24/07 meeting.

**Motion by Chick LoPiano seconded by Pedro Arce to approve the minutes of the May 24, 2007 meeting as submitted. Motion passed.**

### **2. Workforce Competitiveness Trust Fund Update**

Betty Kirk reported that we received a grant of \$500,000 from the Workforce Competitiveness Trust Fund. She said that the position of coordinator has been posted and interviews have been completed. We had an excellent pool of candidates and will be making an offer. We hope that person will be on board within the month.

Fred Carberry said that the grant requires a certain level of staffing dedicated to the grant. The Project Coordinator will report to the WIB. There will be a Career Services Advisor working at ValleyWorks full time and a ¼ time data entry person.

Betty said that Commonwealth Corporation is establishing a peer group and will also provide technical assistance.

### **3. FY'07 OSY LARE Program Contract Modification Request**

Amy Weatherbee explained that the LARE Out of School Youth Program – Education and Medical Assisting budgeted the client salaries and wages at an 85% utilization rate. As students retained in the program, more enrolled youth needed the work experience

component and the utilization rate was much higher. Amy noted that the Youth Council voted to recommend the approval of the addition of \$643.00 to cover the costs of these wages and fringe costs for youth enrollees.

**Motion by Chick LoPiano seconded by Shirley Callan to approve the FY'07 OSY Lare Contract Modification in the amount of \$643.00 as presented. Motion passed.**

#### **4. Lease Discussion**

Fred Carberry said that there are two leases up for discussion, the Career Center in Haverhill is on extension through June 30<sup>th</sup> and the MVWIB office is on a three month extension through August 31, 2007. Fred said that the Haverhill space has been out to bid and DGA is drafting an RFP for the WIB space.

Amy explained that a team meets to review bids. Once the coordinated review takes place the cost proposal is opened. Amy said that she is concerned they may have to go out to bid again for the Haverhill space.

Amy said that the RFP for the MVWIB space is almost complete. Discussion followed on the process and contacting the local Mayors to alert property owners of the RFP release. Following the staff review the lease recommendation will go the Planning Committee for approval and then to the Mayor.

#### **5. Blueprint Update**

Betty Kirk reported that the Blueprint update has been completed by Mt. Auburn Associates who did a nice job. We are posting it on the MVWIB website. It contains charts, graphs and analysis of changes since 2003. Betty noted that the census data won't change until 2010.

Pedro Arce said that as a member of the Workforce Accountability Task Force he knows that we will be held to strict measurements and guidelines. The state intends to look at what we have been focused on as a WIB and whether we are keeping up with changes.

Fred Carberry said that with this Blueprint update and adhering to WIA standards we know what the state is looking for. The Blueprint is a roadmap for us to follow. Fred also noted that MVWIB staff members Betty Kirk and Chris Shannon are serving on two Massachusetts Workforce Investmnet Board sub-committees. Betty will be serving on the Committee for Sector Initiatives and Chris will be serving on the Links to Education Sub-Committee. In addition, board member Joseph Bevilacqua co-chairs the Mass WIB.

Fred also said that WIB staff will be doing trainings on the Blueprint changes for the Career Center staff.

Peter Matthews said the Blueprint is helpful from a baseline standpoint and asked what is happening with Lucent.

Fred Carberry said that there has been a greater impact in the local press regarding Lucent. There was a major meeting at Haverhill City Hall at the request of Mayor James Fiorentini who asked the WIB to convene the meeting. In addition to the WIB, participating were staff from Rapid Response and the Lucent Career Center to answer questions. There were also three

union representatives and representatives of the local legislative delegation and the congressmen's offices. Fred said that this is a proposed 2008 closing and it appears now there are discussions between the corporation and the union, who feels there were agreements four or five years ago to keep a presence here.

Pedro Arce spoke about David Mackley and how he feels that there should be a strategy in place when factory closings are rumored and perhaps training right now or educational opportunities prior to folks being out of work.

Donna Gambon said that it is often difficult to get companies to be part of the strategy and that they have often looked to other companies who can use the skills of workers who may be laid off.

Fred Carberry also said that we bring to the table the connections with other entities and can bring local political leaders to the table early on as well as having strong ties to MOBD.

Amy Weatherbee said that there are also concerns with the Lucent Westford facility and talked about structural changes in the state workforce system. She said that David Mackley is strong on accountability and will be holding a meeting at the Career Center tomorrow.

Fred Carberry then talked about a Workforce Training Fund award event with Mr. Mackley and how Mr. Mackley suggested getting newspaper representation on the board. Fred said that he has met, along with Joe Bevilacqua, this past week with Al Getler from the Eagle Tribune who is considering membership on the board.

## **6. Adjournment**

**Having no further business Shirley Callan made a motion to adjourn seconded by Chick LoPiano. Motion passed.**

Respectfully submitted,

Mary Kivell  
Recorder