



**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**  
**115 Amesbury Line Road**  
**Haverhill, MA**

**Minutes**

**Tuesday, January 23, 2007**  
**8:30 AM**

**MEMBERS PRESENT:**

Ed Anderson, Pedro Arce, Christine Bradshaw, Shirley Callan, Thomas Casey, Karen Faust, Donna Gambon, David Hartleb, Charles LoPiano, Peter Matthews, George Noel, Margaret O'Neill, Cindy Phelan, Karen Sarkisian, Tom Schiavone, Fred Shaheen, Joanne Sullivan, Cal Williams

**MEMBERS ABSENT:**

Lou Antonellis, Joseph Bevilacqua, Wayne Capolupo, Stephen Capone, James Driscoll, John Griffin, Barbara Grant, Gary Hale, Robert Ingala, Susan Jepson, David Konjoian, Jeff Linehan, Sal Lupoli, Jeff Marcoux, Maria Miles, Sally Cerasuolo-O'Rourke, Jean Perrigo, Cindy Phelan, William Pillsbury, Alan Rosen, Steve Salvo, Len Wilson

**GUESTS PRESENT:**

Arthur Chilingirian, Ron DiNicola, Mike Lynch, Megan Shea, David Souza, Amy Weatherbee, Cindy Key, Kevin Carney, Fran LaCerte, Tony DiFruscia, Pati Beausejour, Sharon Marshall, Gail Oliveri, Dawn Beati

**STAFF PRESENT:**

Fred Carberry, Elizabeth Kirk, Mary Kivell, Chris Shannon

**1. Call to Order**

Board Chair Pedro Arce called the meeting to order at 8:45 a.m.

**2. Minutes of the 10/24/06 Meeting**

Chairman Arce called for a motion on the minutes of the 10/24/06 meeting.

**Shirley Callan made a motion to accept the minutes of the 10/24/06 meeting as submitted and Fred Shaheen seconded the motion. Motion passed.**

**3. Reports of Committee Chairs**

***i. Planning Committee***

Committee Chair Peter Matthews said that there is back up data in the meeting packages and reported on the Second Quarter Career Center Performance. He said that overall, the

career center is ahead of its planned goal for total job seekers served, UI claimants served, veterans served and persons with disabilities served. The career center is also ahead of plan in the number of employers served from critical and emerging industries. 84% of job seeker customers served are from the Merrimack Valley, with 60% from Haverhill and Lawrence and he noted that out-of-the-region customers are predominantly from Southern New Hampshire.

Mr. Matthews said that there is concern about new participant enrollment in the WIA Title I Adult Program. Presently, the career center is below plan due to a low enrollment of welfare recipients. New participant enrollment in the WIA Title I Youth Program is also presently below plan.

Peter continued stating that the Lucent II National Emergency Grant is under-enrolled due to the unpredictability of the lay-off timetable and the Smith & Nephew National Emergency Grant appears to be on target.

Regarding the Workforce Training Fund, Peter said that in FY06, ten companies in the Merrimack Valley received a total of \$539,200 in workforce training funds to train 692 employees. For FY07, as of November 30, 2006, six companies have received \$874,768 to train 1374 employees.

The Workforce Competitiveness Trust Fund will provide funding of up to \$500,000 per project to support partnership initiatives that provide education and training to critical and emerging industry sectors. The Legislature appropriated \$11,000,000 for the fund as part of the 2006 Economic Stimulus Bill/Workforce Solutions Act. The Northeast Region, which includes the Merrimack Valley, North shore and Greater Lowell, has been allocated a total of \$978,000. Meetings and discussions have been held regarding projects involving healthcare training and specialized manufacturing skills training as well as initiatives involving older workers.

Mr. Matthews said that the present Career Center Charter runs out on June 30<sup>th</sup>, 2007. WIB staff and career center staff met to discuss some changes to the charter for future implementation. These changes include setting a more cooperative vision by outlining how the MVWIB and the career center can better work together, extending the charter from two years to five years and continuing with a continuous quality improvement program that is more realistic and relevant to the work of the career center than the Baldrige Plan.

Mr. Matthews concluded his remarks stating that the Planning Committee also approved a career center request to transfer \$20,000 from the Needs Related Payments & Supportive Service line item to the WIA Title I Adult ITA line item.

## ***ii. Youth Council***

Cal Williams, Youth Council Vice-Chair, reported that the Youth Council has been attending regular trainings during the past quarter with John Niles of Commonwealth Corporation providing these trainings pro bono. The trainings have covered an overview of an ideal youth-serving system and the role a YC plays, WIA federal requirement; various programmatic designs and funding priorities; ways to structure a youth council and recruitment needs.

The Youth Council has voted to meet on a monthly basis and will alternate education/planning meetings with meetings requiring business discussion and voting. The Youth Council is also working on building a more cohesive youth-serving system.

Mr. Williams said that Amy Weatherbee of DGA and Megan Shea of VWCC have been keeping the council up to date on program performance and that currently the Youth Council is working with Chris and Amy on a new direction for In-School Youth programming that will meet common measures and encourage new programs to emerge.

The Connecting Activities program is up and running in 8 of our 15 high school sites. Chris Shannon reports site-based progress to school administrators, the Youth Council, and local legislators. Through the P21 initiative we have secured an additional \$60,000 to build up supports for local Adult Basic Ed and GED programs and secondly, to build capacity and functionality for existing information and referral website. Cal said that this latter strategy has already attracted the attention of state officials as a sound and promising strategy that may be implemented state-wide pending local performance and results.

On December 7<sup>th</sup> over 24 agencies and organizations came to the Career Center to provide service and program information to youth transitioning out of high school. We were disappointed in the lack of turnout from local schools, parents and students and Chris Shannon is working with an agency volunteer to try to improve next year's attendance.

The final item Cal reported on was the planned February 2<sup>nd</sup> National Job Shadow Day and said that he was looking forward to reporting its success at the next meeting.

#### **4. Report of Executive Director**

Mr. Fred Carberry, Executive Director, began his remarks by stating he would like to thank Superintendent Karen Sarkisian and the students and staff of Whittier Regional Technical Vocational High School for hosting our WIB meeting here this morning.

He continued stating that since we last met in October, we have filled the position of Adult Workforce Program Manager, which had been open since July 1<sup>st</sup>. Miss Betty Kirk, former Grants Development Manager for the Division of Grants Administration, began work on the WIB staff on December 11<sup>th</sup> and Fred asked the board to welcome her.

Career Center performance will be discussed in the Report of the Planning Committee Chair, but briefly, I would like to note that the Career Center is exceeding most, if not all, of its major goals for FY07. He said that he would like to acknowledge Career Center Director Arthur Chilingirian and his staff for their continued good work.

The Division of Grants Administration is preparing a mid-year modification to our FY07 Integrated Budget that was approved by this board last spring. The modification reflects several additional funding sources that were not in play at the time of the original submission. These total approximately \$2.5 million, with the most significant being: Northeast Flood NEG - \$1,470,575; Smith & Nephew - \$458,485; Lucent - \$406,310.

Fred said that one of our goals this year was to more fully engage the private sector in the work of the WIB. Toward that end, the presidents of our region's Chambers of Commerce were appointed to the WIB last October.

Another goal for this year is to update the WIB's 2003 Labor Force Blueprint. We have met with and received technical assistance from Navjeet Singh, the Vice-President of Research and Evaluation for Commonwealth Corporation and we have developed a plan to procure the needed services to complete this project before the end of the fiscal year.

As part of the 2006 Economic Stimulus Bill, the Workforce Solutions Act called for the creation of a Workforce Competitiveness Trust Fund initiative. \$11 million was appropriated by the state legislature to support partnerships aimed at developing education and training programs for critical and emerging industry sectors. It is specifically designed to support programs that will give workers skills that will qualify them for the types of jobs that employers are seeking to fill, and help them advance to self-sufficiency. The state's 16 WIB regions have been consolidated into 7 WCTF regions for the purpose of collaborating on broader regional goals and our WIB has been linked with the Greater Lowell WIB and the North shore WIB to form the Northeast Region. The allocation for our region is \$978,274.

We are also working collaboratively in an inter-regional effort with the Metro Southwest Regional Employment Board on a joint application to fund an effort called the Health Care Learning Network. The Request for Proposals was just issued at the end of last week with an April 2<sup>nd</sup> due date.

Mr. Carberry also said that he has met with Art Ford, a CPA with the accounting firm of Sullivan Bille in Tewksbury. Art has agreed to provide pro-bono services to the WIB in our effort to gain 501(c)3 status from the Internal Revenue Service. He is continuing to make progress on this issue, but because of the WIB's semi-governmental status, the application process is more complex than usual.

On December 6<sup>th</sup>, our Youth Workforce Program Manager, Chris Shannon and I attended the Patrick/Murray Workforce Development Transitional Team Meeting at Middlesex Community College in Lowell. Chris was the last speaker to address the team, and she did an outstanding job of advocating for the workforce development needs of the Youth of the Merrimack Valley, with particular emphasis on the need to expand school-to-career programming, highlighting the Mass. DOE Connecting Activities Program; the STEM Initiative (Science, Technology, Engineering, and Math); and the High School Financial Literacy Initiative. Collectively, these efforts promote career opportunities, target professional development, and provide skills relevant to the 21<sup>st</sup> century global economy.

Fred also talked about an opinion piece submitted to the Eagle Tribune. It was entitled "Governor must work toward a competitive workforce". It listed several recommendations for the new administration. This is truly the basis of the Workforce Investment Act of 1998: to engage private industry in helping to set workforce development policy that will allow us, as a region, to maintain or increase our competitive advantage, and to provide life-sustaining employment for our workers.

In recent months, we have been working hard to rebuild our WIB. We still are in need of more private sector participation on our Youth Council, which has been making tremendous strides, thanks to Chris Shannon and to John Niles of Commonwealth Corporation. We still need additional private sector representation on our Planning Committee, which is charged with setting our course, reviewing our budgets, and oversight of career center operations. The WIB board itself, while meeting the regulatory minimum of 51% private industry, still needs more actively involved and engaged private industry participants, and it needs wider geographic representation, particularly from the areas of Greater Haverhill and Greater Newburyport.

He asked members not already serving on committees to think about where they would like to lend their expertise and pledged staff support.

## **5. Unfinished Business**

### ***i. Update on D&O Insurance***

Fred Carberry said that, at the direction of the board, he had secured two quotes from the city's insurance carrier Hub International New England, LLC. They provided quotes from National Union Fire Insurance, one for \$1M at a premium of \$3,424 per year and one for \$2M at a premium of \$5,531. Fred explained that this would be the primary source of insurance ahead of the city. All that remains is for the board to decide how to proceed and whether they want the \$1M or the \$2M coverage.

Discussion followed and the consensus of the board was to purchase the \$2M coverage provided we have the resources to pay for it. Fred said that the funds are available.

**Motion by Fred Shaheen seconded by Shirley Callan to approve the insurance coverage in the amount of \$2m for a Non-For-Profit Protector Individual and Organization Insurance Policy through Hub International New England, LLC with National Union Fire Insurance Company of Pittsburgh, PA for the Merrimack Valley Workforce Investment Board. Motion passed.**

## **6. New Business**

### ***i. Confirmation of New Board Member***

Fred Carberry said that at October's meeting the board had confirmed chamber presidents Joseph Bevilacqua, Sally Cerasuolo-O'Rourke, and Maria Miles as members. On November 1<sup>st</sup> a new president of the Greater Newburyport Chamber of Commerce and Industry was appointed, Ms. Ann Ormand. We attended one of her functions and followed through meeting with her. She is very eager and interested in becoming a board member.

George Noel asked about a Raytheon candidate and Fred Carberry explained that once the Nominating Committee is in place they will be recruiting members from private industry and looking at qualified candidates for membership.

**Motion by Cal Williams to accept the recommendation for new board member Ann Ormand, President of the Greater Newburyport Chamber of Commerce and Industry, seconded by Tom Schiavone. Motion passed.**

***ii. Approve Transfer of WIA Title I Adult Funds***

Arthur Chilingirian, DTD Executive Director, explained that the funds which were approved for transfer by the Planning Committee are funds that have been budgeted but will not be used in that line item. He explained that transferring \$20,000 to the Adult ITA line item (which has been exhausted) would allow for an additional 4 or 5 training slots for clients.

**Motion by Fred Shaheen seconded by Chick LoPiano to approve the transfer of \$20,000 from the Needs Related Payments & Supportive Service line item to the WIA Title I Adult ITA line item. Motion passed.**

***iii. Discussion – Authorization of Planning Committee to approve funding and budget adjustments on behalf of full board***

Fred Carberry explained that occasionally it is necessary to make funding adjustments such as the previous transfer of funds that have been approved in the annual budget. Since the board meets quarterly and the Planning Committee meets monthly, the suggestion has been made to discuss authorizing the Planning Committee to make funding and budget adjustments on behalf of the full board.

Planning Committee Chair Peter Matthews said that the committee proposed this in order to create some efficiency for the staff, given that the full board meets quarterly. He also said that perhaps we could consider putting a maximum amount on the funds to make the board comfortable that no large sums of money will be dispersed.

Chairman Arce said that the cap suggestion is a good idea.

Amy Weatherbee of DGA said that what we predominantly see is the line item amounts that serve clients and are geared to direct services to clients need tweaking as the fiscal year progresses. She said that 20% within the line item should be a sufficient cap.

George Noel said that as a former Planning Committee member he agrees that this committee should be able to make decisions to allow business to proceed in a timely manner between quarterly full board meetings as some issues are time sensitive.

Amy said that any request would be a formal request and require a formal vote by the Planning Committee and she also noted that these funds are already in the budget.

Fred also said that the committee should have authorization for procurement initiatives recommended from the Youth Council and brought to the Planning Committee.

David Hartleb said that he appreciates what we are trying to accomplish in moving business along, but he said that he would like to have the motion include the fact that they report back to the full board immediately on all line item transfers and procurement approved by the Planning Committee.

**Motion by Cal Williams seconded by Peter Matthews to authorize the Planning Committee to reallocate funds within funding areas up to 20% of funding and to authorize DGA to proceed with procurement upon Planning Committee acceptance and immediate reporting to MVWIB membership of such actions. Motion passed.**

***iv. Appointment of Nominating Committee***

Pedro Arce said that he understands he has the authority to appoint committee members but would like to ask the board to approve his recommendations. He said that he has spoken with the chamber presidents and they have agreed to help recruit members and help us meet our goals. Therefore, he is appointing to the Nominating Committee, Joseph Bevilacqua, Sally Cerasuolo-O'Rorke, Maria Miles and Ann Ormond.

**Motion by Tom Schiavone seconded by Cal Williams to approve the appointments of Joseph Bevilacqua, Sally Cerasuolo-O'Rorke, Maria Miles and Ann Ormond to the MVWIB Nominating Committee. Motion passed.**

Fred Shaheen asked why we need a 501(c)3 certification. Fred Carberry explained that we are currently incorporated with the Commonwealth but still haven't gotten IRS certification. The primary reason we need this certification is that several grant sources will only grant funding to a 501(c)3 in order for them to claim a tax deduction. As noted in his previous remarks he is working with CPA Art Ford on this matter.

**8. Adjournment**

**Having no further business George Noel made a motion to adjourn and Fred Shaheen seconded the motion. Motion passed and meeting was adjourned.**

Respectfully submitted,

Mary Kivell  
Recorder