



YOUTH COUNCIL

MINUTES

Friday, May 19, 2006

3:00 p.m.

**Merrimack Valley Workforce Investment Board
60 Island Street
Lawrence, MA**

MEMBERS PRESENT:

Cal Williams, Megan Shea, Linda Piergeorge, Thomas Casey, David Konjoian (via telephone), Michele Collins, Erin Kelly, Janet Alison, Jenny Pickett, Maria Medina, Ed Warnhuis

MEMBERS ABSENT:

Sr. Gwynette Proctor, Elizabeth Sweeney, Jeff Marcoux, Misael Martinez, Cindy Mejia, Tom Cuddy, Vinnie Ouellette, Misael Martinez, Fred Shaheen, Tim Sullivan

GUESTS PRESENT:

Amy Weatherbee, Betty Kirk

STAFF PRESENT:

Mary Kivell, Chris Shannon, Fred Carberry

I. Approval of Minutes

Cal Williams suggested that we hold on this item to allow for a quorum and proceeded with the agenda.

II. FY07 WIA OSY Youth RFPs

a.) Proposal Review Process and Reviewers

Amy Weatherbee, Systems and Planning Director for the Division of Grants Administration (DGA), explained that DGA is a division of the City of Lawrence and in charge of procurement. Amy said that we sent out the Ethical Procurement Practice document which explains that we are in the middle of a

procurement, since no decisions have been made, and if anyone feels they have a conflict they need to let Amy know. She noted that Sr. Gwynette Proctor has not taken part in any discussions and has recused herself because she is a bidder. Amy said that we need these forms signed and required to keep them on file.

The recommendations from today will go to the full board meeting and once they are voted on we can become public with the material.

Amy continued stating that we agreed on the timeline and the goals of the RFP at previous meetings and are on a tight timeline. We had a technical assistance period and a mailing to 300 vendors on our vendor list, as well as publishing in the paper. We had a bidder's conference where we go through the whole RFP and 4 ½ to 5 weeks to respond to our RFP which is pretty prescriptive.

When the RFPs came in five staff members were selected for the review team. They were Amy, Betty Kirk (DGA), Megan Shea (DTD Youth Director), Chris Shannon (MVWIB Youth Specialist) and Lisa Coy (Youth Workshop Specialist). The fiscal department does a pre-qualification review of the proposals for federal compliance and the budget. Reviewers read and then met yesterday to come up with recommendations for this committee.

Amy said that the rating sheet for proposals is seven pages long. Categories that are rated include: organizational background and previous performance, accessibility of training, program overview, employer collaboration, program components, management plan, budget – reviewers, budget – cost/price analysis. The data is reviewed and consolidated for this committee's review. There were eight proposals, including some new vendors this round.

b.) Reviewer Recommendations for Funding

Amy then moved on to the proposals.

i.) Community Action Inc. – Ed/Pre-School Prep

Amy explained that this program was strong in some areas but there were some gaps in information. They requested 20 slots for \$79,755. Positives were that it is located in Haverhill and provided some information on including seacoast residents. There was partnering presented with Child Care Circuit yet this seemed to be the primary occupational component and the fact that evening workshops were not appropriate. Clearer identification on the hiring requirements of Early Childcare Providers and the value added nature of the training need to be clarified. This program was contingently recommended by staff for funding.

Janet Allison made a motion to contingently recommend for funding Community Action Inc. – Ed/Pre-School Prep 20 slots for \$79,755 with a 10% leeway for negotiation based on program, schedule, and budget

modifications as well as credentialing and hiring answers. Tom Casey seconded the motion and motion passed.

ii.) LARE Training Center/American Training, Inc. – Education & CNA/CHHA

Amy said that this proposal requested 24 slots for \$81,466 and is in a high demand field and in an industry identified in the MVWIB Blueprint. Overall the proposal clearly articulated the need for this Education & CNA/CHHA training and the connection with local employers. New this submission is the increased internship time which is positive and previous performance is strong. The program was recommended for funding at a slightly decreased level, with staff recommending a total of 18 slots for the program period based on concerns of market saturation for training graduates.

Motion by Megan Shea seconded by Ed Warnshuis recommended for funding LARE Training Center/American Training, Inc. for 18 slots at \$70,080. Motion passed.

iii.) LARE Training Center/American Training, Inc. – Education & Electronic Certification Manufacturing

Amy said that overall this was a comprehensive program design with strong employer connections requesting 12 slots for \$51,283. The occupational area is in a demand industry identified in the MVWIB Blue Print and the potential issue of available positions was offset by increased partner support and the small number of requested slots. Amy continued saying that the educational component is flexible, meeting the needs of both our enrollees in need of a GED, as well as youth who have a credential, but are still basic skills deficient. Another attractive feature is the fact that passing students obtain both the IPC-A-610 Certification and the J-STD-001 Certification, providing strong skills for placement and the required credentialing for Common Measures. The staff recommended this for the 12 slots requested.

Motion by Tom Casey seconded by Janet Allison to recommend for funding LARE Training Center/American Training, Inc. – Education & Electronic Certification Manufacturing 12 slots for \$51,283. Motion passed.

iv.) LARE Training Center/American Training, Inc. – Education & Medical Assisting

The request is for 16 slots at \$69,050. Amy said that this program design is a modification of last year's program (splitting the Medical Clerical from the Medical Assisting). This design offers stronger clinical occupational skills and good employer partnering. Successful completers of the program will have the opportunity to obtain two nationally recognized credentials, the Certified Clinical Medical Assistant (CCMA) which includes phlebotomy and EKG/EGG, and the

Certified Medical Administrative Assistant (CMAA). Concerns about customer interest drove the staff recommendations for the reduced amount of 11 slots.

Motion by Tom Casey seconded by Ed Warnshuis to recommend for funding LARE Training Center/American Training, Inc. – Education & Medical Assisting 11 slots for \$50,636. Motion passed.

v.) LARE Training Center/American Training, Inc. – Education & Medical Billing-Coding/Medical Secretarial

As previously noted LARE presented two programs based on the previously funded program which had two tracks. The request is for 14 slots for \$60,297. This design should maximize training related placements for these enrollees. There is a four week work experience component to provide enrollees with exposure to work in a medical facility. Additionally, staff recommended that for all the LARE programs, they look at offering a job club during the period between training completion and actual placement. The staff recommended funding this program for 10 slots.

Motion by Megan Shea seconded by Janet Allison to recommend for funding LARE Training Center/American Training, Inc. – Education & Medical Billing – Coding/Medical Secretarial, 10 slots at \$44,639. Motion passed.

vi.) Lawrence Family Development & Education Fund – Youth Build

Amy said that the review team couldn't recommend this program for funding because of the quality of the RFP and the previous performance of this program. The request was for 12 slots at \$66,141. A lengthy discussion followed regarding technical assistance and the value of this program. Stronger connections with labor unions and analysis of data from current program were suggested. Amy said that she has offered technical assistance several times and this bidder did not attend the bidder's conference. She said that the past two years they have given feedback that the program needed better connections with employers, and in fact, apprentice programs. A larger concern is the complete lack of credentialing options through the occupational skills component. The reviewers recommended not funding this program.

Motion by Tom Casey to postpone a recommendation based on successful performance and further review in August. Erin Kelly seconded the motion and motion passed.

vii.) Leadership & Literacy Foundation – Food service – Professional Training

This is a new program and the positive aspect is it focused on GED attainment, however, there was some confusion by the provider also stating that they would provide Adult Basic Ed yet no curriculum design to address that educational need

was provided. The request was for 20 slots at \$53,199. Overall the reviewers could barely find 60 hours of occupational skills, and in fact, could not find topics and competencies for the occupational skills training. The employer connections were not broad and there were questions on the value added nature of this training with entry level positions in restaurants as the outcome (server, cook, hostess). This program was not recommended for funding.

Motion Janet Allison seconded by Ed Warnshuis not to recommend the Leadership & Literacy Foundation – Food Service/Professional Training for funding. Motion passed.

viii.) Notre Dame Education Center – Education & CHHCA/CNA

Amy said that this is also a new program combining education and CHHCA/CAN training design requesting 27 slots for \$82,304. Overall the program was good and with the educational focus on ESOL. The reviewers would recommend the program based on schedule, and budget modifications as well as credentialing and hiring answers, to pilot with only two cycles of nine instead of the proposed three, and lengthening the program to between 12 and 14 weeks to allow for additional ESOL and a stronger work experience component for internships.

Motion by Megan Shea seconded by Tom Casey to contingently recommend for funding based on program, schedule and budget modifications, as well as credentialing and hiring answers, 18 slots for \$54,900 with a 10% leeway for negotiation. Motion passed.

Conflict of interest forms were collected.

It was agreed that the next meeting should not be on a Friday afternoon but rather 8:30 a.m. possibly June 26th.

III. Adjournment

Having no further business Tom Casey made a motion to adjourn seconded by Maria Medina. Motion passed.

Respectfully submitted,

Mary Kivell
Recorder