



## **Planning/ Career Center Committee Meeting Minutes**

**Tuesday, May 15, 2018**

8:00 a.m.

255 Essex Street, 4<sup>th</sup> Floor  
Lawrence, MA 01840

Members Present: Ron Contrado, Carol Riemer, Andrew Herlihy

Members Absent: Abel Vargas, Bob Wescott

Staff Present: Rafael Abislaiman, Susan Almono, Corina Ruiz

Other: Linda Rohrer

### **I. Approval of Minutes of the April 17, 2018 meeting**

In the absence of a chairman, Rafael asked Andrew Herlihy to chair the meeting.

A quorum being present, Andrew Herlihy, called the meeting to order at 8:19 a.m. and then called for a motion on the minutes of the April 17, 2018 meeting.

**Motion by Ron Contrado, seconded by Andrew Herlihy, to approve the minutes of the April 17, 2018 meeting as submitted. Motion passed.**

### **II. Performance Summary as of April 30, 2018**

Rafael explained that the youth experience numbers are higher than in previous reports because of a change in the definition of work experience. He explained that many of our training vendors offer types of work experience that were not considered before. Rafael said some employer categories are still behind but other than that everything is in ok shape.

Rafael gave Carol Riemer, the newly appointed Planning Committee member, an overview of WIOA programs using the performance report. Susan Almono added that our fiscal year begins July 1<sup>st</sup> and ends June 30<sup>th</sup> and that we submit an annual plan to the State annually. Carol asked what happens if plan numbers are not met and Linda said that for FY'19 she wants to plan more carefully.

Susan said we were studying the effects of the move on our customer flow. Carol asked if the number of customers served has been impacted since the move and Linda said the composition changed. We are seeing more Hispanics than Caucasian.

Andrew Herlihy asked if customer exit still happens after 90 days of no contact and Linda said yes. But some customers would be carried-in and exited in the following fiscal year.

### **III. Budget Update as of April 30, 2018**

Rafael said we are slightly underspent. April expense billings have not yet been received from NECC-ValleyWorks. With them, everything will be pretty much on track.

Carol asked if unspent funds can be carried into the new FY and Rafael answered that WIOA allows fund recipients to carry-out funds from year one to year two. We receive two years of funding every year. Second year money must be spent by the end of the 2<sup>nd</sup> FY. Rafael added that we are low in training outcomes but the report does not include staff time spent serving Polartec. Training for Polartec customers is paid through Trade, a different funding stream. Carol asked what those customers train in and Rafael said mostly manufacturing.

Susan explained the MVWIB's 501c3 and that NAMC funds go are expense through that account because NAMC encompasses four WIB areas.

### **IV. Grants Update**

Susan said we have many programs starting in the spring. The EPA CDL program will start off. Its focus will be on driving hazardous trucks. The EPA grant will train a total of 30 participants.

The RECP program works with guys who came out of jail. The first cohort had six participants and five are working. Two of the participants were hired by SPS New England.

Susan mentioned the WCTF Learn to Earn Initiative. The MVWIB will train Head-Start parents in CNC. A total of twenty-four participants will be trained. Hope Carol can help us in the recruiting phase by speaking at the information sessions.

Susan said the MVWIB just put in a proposal to deal with 17-24 year olds young adults in Re-entering society from jail or probation. We will provide the bulk of the money to SISU because we recognize how hard it is to serve that population. The cost per participant will be \$8,000 and a total of 95 young adults will be served. Linda added that it is frustrating to work with this population because after you start working with them, the majority go back to jail. These kids aren't necessarily doing something bad but get sent back to jail because of probation violations.

Susan said the summer YouthWorks is starting and that it will provide subsidized employment for 229 youth. These youth will be placed in our recognized emerging industries.

Susan said there's a small Amp It Up grant that will fund three teacher externships for Methuen high school.

Rafael added that before Linda Rohrer joined the career center, it was having problems with recruiting youth for training. SISU will help with youth recruitment for training. Our career center does not WIOA enroll youth until they are ready to attend training.

Andrew said Haverhill is trying to get youth into SISU but it's tricky because the funding for SISU comes from Lawrence Public Schools. Linda added that SISU participants are gang

affiliated but the center is conflict free. They will be having a barbershop after a study showed kids like hanging out there.

Susan concluded by saying five youth will be going to Hopkinton for 6 weeks for trades' construction training. The youth have to be drug free. Linda added that the program is great because the youth are out of their environment.

## **V. Career Center Report**

Linda said the Haverhill ValleyWorks will be moving to another location on campus – the HOW Building - by first week in July. This will be temporary until Haverhill's Heights Building on Merrimack Street is constructed and ready for occupancy. It should be ready about 2 years.

There will be a 10% cut in WIOA and Wagner-Peyser that may impact staffing.

Linda said the reorganization of staff into Industry Sector Teams complete. Two (2) state DCS ValleyWorks staff have just announced retirement (June and July) and this presents a staffing issue for the Industry Sector Team model.

The USDOL National Emergency Grant is serving people that evacuated from Puerto Rico as a Result of Hurricanes. VWCC continues to outreach these people. About 90 have received services at ValleyWorks and will soon have 6-8 enrollments in National Grant.

ValleyWorks is screening for Raytheon. They are screening for Assembler C and Test Operator B positions. Raytheon needs to hire 480 workers and will make offers by September.

ValleyWorks is also screening for MA Registry of Motor Vehicles. There are potential customer service positions in the Lawrence and Haverhill offices (related to Real ID initiative). We were told that these are full-time benefitted positions and that is currently unclear. The Professional Services Industry Sector Team referred 40 vetted candidates last week and have confirmed applications. The team is currently doing phone screens on 36 candidates this week.

Linda reported on upcoming and past events. The Job Fair at Lawrence High School on April 26<sup>th</sup> was a major success. On June 19<sup>th</sup> there will be a Multi-Industry Job Fair at NECC Technology Center. There are 21 confirmed employers and their goal is 35. The Spinner Job Fair, in collaboration with Lowell, will be on August 15<sup>th</sup>.

There will also be a job fair event in collaboration with Lawrence Public Schools (LPS) Family Resource Center and Lawrence Community Works (LCW) in August 2018. The employer target would be 6-8 employers that hire people with limited English language skills. The job seeker target population would be parents who are registering their children in the LPS. The location would be outside in the brick/stone courtyard between our building and Bank of America under tents. LCW would provide child care for children in the park while parents speak with employers. We will have to have a rain date and we'd have security provided by the school department.

**VII. Other Business**

Rafael asked Andrew if the city bus can go to the new VWCC Haverhill location and Andrews said yes.

Andrew said he was approached by Jack Gardner who wants to create partnerships with WIBs, etc., and suggested the WIB contacts him. Andrew provided Rafael with the contact information.

**VIII. Adjourn (vote required)**

**Having no further business Andrew Herlihy made a motion to adjourn the meeting seconded by Ron Contrado, and the meeting was adjourned.**

Respectfully submitted,

*Corina Ruiz*

Recorder