



**PLANNING, PROCUREMENT AND PERFORMANCE MEASUREMENT
COMMITTEE MEETING**

**Thursday, December 14, 2006
3:00 p.m.**

**Merrimack Valley Workforce Investment Board
Lawrence, MA 01840**

Members Present: Peter Matthews, Chair
Karen Sawyer Faust, Charles LoPiano, Shirley Callan

Members Absent: Sal Lupoli, Pedro Arce, Donna Gambon, John Griffin

Staff Present: Fred Carberry, Betty Kirk, Mary Kivell

Guests Present: Arthur Chilingirian, Mike Lynch

Planning Committee Chairman Peter Matthews called the meeting to order at 3:00 p.m.

1. Approval of Minutes of 10/12/06

Mr. Matthews called for a motion on the minutes of the 10/12/06 meeting.

Motion by Karen Faust seconded by Shirley Callan to approve the minutes of the October 12, 2006 meeting as submitted. Motion passed.

2. Introduction of Betty Kirk, Adult Workforce Program Manager

Fred Carberry introduced Betty Kirk as the MVWIB Adult Workforce Program Manager. Betty formerly worked at ValleyWorks and Fred said that he was pleased to welcome her to the staff.

3. Lottery

Mr. Carberry then explained that when the WIB was reconstituted last February all members' terms began at the same time and they were certified in March. Since our by-laws call for three year staggered terms so that the membership will not end at the same time, we need to conduct a lottery for those members who were on the initial certification package. Any members appointed after that were for three-year terms and subsequent members will be appointed for three years. The Division of Career Services brought this to our attention. We have lost some of those initial members for a number of reasons and there are 28 members this applies to.

Fred said that Mike Lynch needs to leave because of another commitment but wanted to address this committee.

Mike Lynch said that he wanted to talk about the accomplishments over the past year such as the reconstituted board, the submission of the best regional plan and the first board meeting that was such a success. He also noted the \$20,000 performance incentive award and finally the re-certification. He said that he did not review our re-certification package since he provided technical assistance but can report that he has heard it is one of the better ones. He said that he wanted to thank the people who have participated on committees and the staff for their commitment and hard work and said that the state appreciates their work.

Fred said that we should proceed with the lottery and noted that the names of the members would be selected at random with the first 9 selected for three year terms, the next 9 for two years and the final 10 for one year terms.

Chairman Peter Matthews then began drawing the names from slips of paper in a basket. The following members were picked for the three year terms: Pedro Arce, Wayne Capolupo, Barbara Grant, James Driscoll, John Griffin, Leonard Wilson, Peter Matthews, Cynthia Phelan, and Karen Sarkisian. Members picked for a two year term were Thomas Casey, Robert Ingala, Cal Williams, Sal Lupoli, Alan Rosen, Thomas Schiavone, Fred Shaheen, Julie Thomas, and George Noel. The remaining members chosen for a one year term are Shirley Callan, Jeff Marcoux, Donna Gambon, Gary Hale, David Hartleb, Jeff Linehan, Charles LoPiano, Jean Perrigo, William Pillsbury and Steve Salvo.

4. Performance Update

Fred Carberry then distributed the first quarter performance data and asked if committee members have any comments on the format. He said that this was put together by the Division of Grants Administration (DGA). Fred proceeded to go over the first table on page one that lists the numbers in the Annual Plan and compares them to anticipated and actual. He said that as you can see, we are well ahead of the plan with the entered employment being the lowest numbers.

Arthur Chilingirian explained that the first quarter consists of July, August and September, which is a start up time for many training programs. He said that job placement will be stronger from January through June.

Chick LoPiano wondered about the high number of job seekers and Chili said that there have been a number of company closings such as Joan Fabrics, Smith & Nephew and also with Malden Mills employees being in and out. He explained that the number in the plan of 14,000 job seekers served was based on staffing and said that the disabilities number is higher because of better partnerships.

Fred moved on to the next table, which shows where clients come from with Lawrence and Haverhill having the highest numbers. Chili also said that we serve a great number of New Hampshire residents and also clients who live in

Maine. He explained that if someone is laid off from a Massachusetts business we must provide services although they live out of state.

Karen Faust noted that the number of clients not in our region is 15.8%.

Fred Carberry proceeded to the next table, which shows the characteristics of participants.

The following table is the WIA Title I Adult Program that shows that we are almost out of the adult money but Chili said that we also use DTA funds to enroll clients. He said that we have trained many CNAs and the need in health care is for LPNs and RNs. Some of the clients do not have the skills necessary to bridge to the next level. Other trainings are offered in truck driving and food services, which were identified in the Blue Print as critical industries.

Chili said that the WIA Title I Dislocated Worker Program is where we took the hardest hit in funding reductions. We are at 94% of plan. Chili said that the average exit wage for this group is higher because they have more skills and abilities.

The WIA Title I Youth Programs table reflects a group of out-of-school youth and some carry-ins. We have done one procurement and have another one coming up. We still need 25 or 30 youth to fill the first cycle. We also have 30 individual slots of which 5 are filled. Chili said the numbers will go up next quarter.

Shirley Callan asked about the GED numbers and Chili said that most programs just started during the first quarter and those numbers will go up.

Fred explained that the last page is an extraction from the Mass Department of Workforce Development with numbers for the first quarter plus one-month. Chili said that one thing of note is that the new employers to the Center are 60% of plan and we will surpass our numbers this year. Fred said that Betty Kirk will be working with the Career Center Business Services unit and this sharing of information will compliment the work of the WIB.

The next item that Chili raised was job readiness skills. He said they have done a business survey and the common thread from employers is that they are looking for job ready clients. He suggested bringing together a focus group to determine job ready standards and piloting the results at the Career Center.

Fred mentioned that the new WIB by-laws eliminated the Career Center Committee and incorporated the oversight of the Career Center into the Planning Committee.

Peter Matthews said that he appreciated the level of detail at the committee level and suggested bringing updated information to the full board in a summarized version. The consensus was to have full information at the committee level and a reduced, condensed version for the full board.

5. LWIB FY'07 Certification Update

Fred Carberry said to summarize the certification package we needed to submit to the Division of Career Services was prepared and submitted on time. There was informal feedback and response to two questions. One question on the membership matrix required a public housing representative on the Youth Council. Mayor Kezer recommended someone from the Amesbury/Merrimack Housing Authority and his name was submitted. Fred said that at this point he feels that we are there and we expect to have notification of certification by the end of December.

6. Workforce Competitiveness Trust Fund Update

Fred said that he would ask Betty Kirk to speak about the Workforce Competitiveness Trust Fund, which came out of the Economic Stimulus bill, and the Workforce Solutions Group.

Betty said that she has been researching this topic and what the fund is designed to do. She said that an RFP was expected in early December but has not been released to date. Regions can apply for up to \$500,000 per region spread out over three years.

Fred Carberry said that the 16 WIB regions have been combined and we are joined with North Shore and Greater Lowell. Things to consider are geographic equity, matching funds of 30% and a 7.5% cap on individual grants administration expenses and grants to critical industries. Fred said that getting the others in our region at the table to identify a top priority should be explored.

He continued stating that eligible applicants are unions, CBOs, Career Centers and WIBs among others.

Betty Kirk said she is trying to research what we are looking at as funding resources out there.

Fred mentioned that Metro Southwest WIB which is based in Framingham collaborated with North Shore, Merrimack Valley and Lowell to form a Health Care Network. They have been involved for the last couple of years in a \$900,000 grant that is ending at the end of the year. They are developing a training curriculum as a way to bridge gaps in health care. Fred said that they met with the regional director of DOL who said this initiative was interesting but provided no funding. Betty said that it appears they are creating a curriculum to sell to providers and Fred said there is a meeting on Monday and they need to learn more about this initiative.

Motion by Karen Faust to direct Fred Carberry to formally explore the concept of coordinating with the other WIBs in the region on the Workforce Competitiveness Trust Fund. Chick LoPiano seconded the motion and motion passed.

7. White Paper for New Governor – Mass WIB Association

Fred Carberry then distributed copies of the White Paper for the new Governor that was presented at the recent Mass WIB Association meeting where it was unanimously voted and approved to give to the new governor. He offered to answer any questions.

Fred also reported that Transition Teams were meeting across the state and the Workforce Development Transition Team met in Lowell on December 6th. Fred said that he and Chris Shannon attended and distributed the written copy of Chris' testimony. Fred said that Chris was the last speaker but by far the best.

8. Adjournment

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

Respectfully submitted,

Mary Kivell
Recorder