



PLANNING, PROCUREMENT AND PERFORMANCE MEASUREMENT COMMITTEE MEETING

Wednesday, April 26, 2006

8:30 a.m.

MVWIB Conference Room

Members Present: Pedro Arce, Shirley Callan, Charles LoPiano, John Griffin, Donna Gambon

Members Absent: Karen Sawyer Faust

Staff Present: Fred Carberry, Mary Kivell

Guests Present: Amy Weatherbee, Tracy Myszkowski, Mike Lynch, Betty Kirk

1. Overview of Planning Process

Fred Carberry welcomed everyone and said that while we were waiting for a quorum Amy could talk about the Planning Process.

Chick LoPiano asked about the fiscal year and Amy replied that it runs from July 1st through June 30th.

Discussion then followed on carry over of funds which Amy explained is based on formula which requires that 80% of funds be expended or obligated, then we are allowed to carry over 20%. If we don't expend or obligate that money, it goes away. She also noted that the money has a two year life from the date received.

Amy said that Wagner Peyser money comes in through our partner DCS and is primarily used for staffing of DCS staff at the Career Centers. Mike Lynch said that this year you will be able to carry in any unexpended funds. She continued saying that this year we will have quite a bit of lag money to carry in due to a problem with hiring up. This will help to temper some of the cuts we anticipate going into next year but going into FY'08 we will not be able to carry out.

Amy then handed out the Commonwealth of Massachusetts FY2007 WIA State Allotments published as of April 11, 2006 which she explained was given out at the fiscal officers meeting last week. Amy said that we expect to receive our official allotments from the state today. As noted, Amy said that we expect significant cuts in funding and we need to talk about how that will impact the planning process.

Fred Carberry said that since we now have a quorum he would call the meeting to order. He then asked Amy go over the different categories on the allocation chart and their intent and purpose.

Amy said that when we make up the Plan for each year, one of the places we start with is the federal allocation, including Wagner Peyser, because those are the baseline largest sources of funding for the system. Amy said that the categories are Dislocated Workers (which does not have a hold harmless clause), Adult and Youth and they are all Workforce Investment Act funds. With the exception of Wagner Peyser, these are the three funding sources that provide baseline funds to support the One Stop Career Center system. There are regulations that require core services for everyone. The WIA and Dislocated Worker funds require that you offer a higher level of service for those who are not marketable and not as self motivated and those are intensive services. There is also an eligibility line for those needing intensive services. There is a documentation process for low income adult, income eligibility for dislocated worker, selective service documentation, immigration documentation, etc. Then there are those who are not marketable and need training and that's when we get to the pool of people who get the highest training, which is either access to education and occupational skills or occupational skills training.

Donna Gambon said it is important for people to know that there is a federally mandated baseline eligibility criteria for WIA dollars and that the board decides if it wants to put additional criteria.

Amy said, in the past, that the board attached a higher level of desire to serve the hardest to serve on top of the eligibility. The only other board decision on adults and dislocated workers is the right to expand our service to low income adults to include underemployed individuals.

Amy said that the DTD who has DTA contracts with the welfare department ties the money to the WIA funds to support a broader range of services to our TANF recipients, which is also a high level priority for the board. The youth money is very specific and you have to be determined eligible for the youth services. The only thing youth funding supports is the youth department at the career center. It doesn't support any of the baseline services at the Career Center.

Discussion followed on the breakdown of the formula allocation categories such as program, administration, rapid response, statewide programs, etc.

Amy said that what she is recommending is waiting until the allocations come out, noting that there is a public comment period. We can't recommend with confidence without the allocation.

Pedro Arce said that we will be having a couple of more meetings and should wait for the allocation information before making any recommendations.

Amy continued distributing an Executive Summary from last year that went through the planning questions. The Charter document pushed the plan and we need to review that. She would like to say that there are plans to move the business side to tie this unit to the Blueprint and we can say that. She also said that we need to commit to update the Blueprint going into next year. The other thing as we go through the year and different funding sources come down, it does free up some of the core money that supports all of us.

Pedro said that a short presentation on the Blueprint might be in order and suggested perhaps sending them out to board members. It was noted that the Blueprint is on the MVWIB website.

Fred said that we need to see what we can do to get on track and look at future meeting dates. He also said the committee might want to think about nominating a chair for this committee at the next meeting. Pedro said that perhaps we could add additional members such as business people to this committee.

Amy also said that they were notified by the state that there was a mistake in the formulas at the national level. We may not be getting our actual allocation until mid to end July but Amy said that any adjustments would be up and not down. In the narrative of the plan document, we need to document what our objectives and focus is. We also need to review the services and outline what we will be doing to continue and improve initiatives. Each question in the narrative must be answered by each partner. One question about performance is that the Career Center met or exceeded WIA performance measures last year so there is no issue on that front and we will be looking at third quarter moving forward.

Pedro said that going forward the planning document needs to reflect that we support each other and are working together.

Amy said that on the youth side we have made good progress in collaborating and are in good shape.

Fred asked what Amy was looking at from the WIB and Amy said that she would like to look at and finalize the third quarter performance and the goals related to these funds. She said that this committee needs to be looking at the performance on a quarterly basis to see where we are plan vs. actual. She said the Career Center needs to look at where they can raise up and what they can do in growing and CQI. The committee then needs to say whether that is reasonable or push for a little bit more depending on what is able to be done with the money. We need to look at what is realistic to support depending on funding.

Donna Gambon said that each partner has to put the plan in place as to what they want to do. The Career Center needs input from the board to develop this plan. We need to move forward together.

Amy said that the goals in last year's plan were good goals but we need to review the goal initiative from last year.

Donna said that in talking about the plan there is an integrated budget that includes everything.

Amy said that there are other pools of money but there are also pieces of money that go away when grants end.

Discussion followed on NEGs and the financial extension of the Lucent grant which still hasn't been acted on at the federal level. Amy said if this funding goes away six staff will be affected and she is very concerned about that. She said there will have to be hard decisions made at the Career Center level.

John Griffin said that given these projected cuts in allocations, he would be very worried about what appears to be dramatic cuts. Amy said she doesn't know how it is going to come down but these federal dollars support the system. The small grants only provide 20% of the funding. We will have to start making some hard decisions on how to support the requirement of doing core and intensive services with funding vs. setting aside the large chunk of money for training.

Donna said that her funding comes from DOL through the state and anticipates a 5% cut. They also get money from DUA which will most likely be cut. She has been running short staffed all year and can carry money for the next year.

Amy said she would like to plan on what we need for the next meeting and send additional information for review prior to the meeting. She distributed the Executive Summary from last year and said she would like to look at the Career Center performance as of 3/31 and what the overall goals were and where we are. Then decide if that is how we want to continue.

Tracy said the budget process is that we need to look at the allocations, historical data, staffing needs and overhead and what we would like and work it around the formulas to see what we can afford. Also discussed was the need to procure space for the Haverhill Career Center due to the ending of the current lease and the need for more user friendly space.

Shirley Callan talked about the workshops that the Career Center brought to the Methuen Adult Learning Center and how wonderful they were. She also said students have become members and keep up independently.

Discussion followed on who worked on the Executive Summary and Amy said that the WIB provided labor market information and the plan narrative was worked on by WIB and Career Center staff based on the Charter. Amy said we will start with the baseline we used last year and then look at what the negatives

are going forward. We also have ongoing historical information going back to 2000. Amy said that this is going to be a big hit year.

John Griffin said that the Career Center has exemplary performance and there is no need of remediation there. We need to look at what we need to do under the law.

Amy said that there are some excellent initiatives and we need to move forward on reasonable goals. John Griffin said that on the WIB side we need to develop job descriptions for the director and the adult side.

Fred Carberry said that he would prepare an org chart and draft job descriptions to send to the Planning Committee. Discussion followed with Chick LoPiano saying that the board needs to know who reports to who and how does it work. Mr. LoPiano also said that a letter regarding the indemnification of board members also needs to be produced for the board.

Amy said that this committee will review the budget based on the infrastructure and program operated to have the WIB board familiar with the funding.

Fred Carberry said that it is important to work together with shared goals.

John Griffin said that the previous Mayor integrated the fiscal agent and he said that there is no duplication with all the work that DTD handles.

Donna Gambon also noted that the Career Center Charter expires June 30th and we need to extend the charter. Discussion followed on the best course being looking at a one year extension of the charter and attaching that to the plan for the next year.

2. Adjournment

Having no further business the next meeting was scheduled for Thursday, May 4, 2006 – 8:30 a.m. at the MVWIB office and the meeting was adjourned.

Respectfully submitted,

Mary Kivell