



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

**Thursday, September 7, 2006
8:00 a.m.**

**ValleyWorks Career Center
439 South Union Street
Lawrence, MA 01840**

Members Present: Shirley Callan, John Griffin, Pedro Arce, Karen Sawyer Faust, Peter Matthews

Members Absent: Chick Lopiano, Donna Gambon, Sal Lupoli

Staff Present: Fred Carberry, Mary Kivell

Guests Present: Amy Weatherbee, Mike Lynch, Arthur Chilingirian, Tim Sappington

MVWIB Chairman Pedro Arce called the meeting to order at 8:06 a.m. and said that we would proceed with items not requiring a vote until a quorum was present.

1. Appointment of Fred Carberry as WIB Director by Mayor Sullivan
Pedro then informed members that Fred Carberry has been officially appointed as WIB Director by Mayor Michael J. Sullivan. Committee members congratulated Mr. Carberry.

2. Update on Staffing, FY06 Performance, Grants
Fred Carberry said that copies of the job descriptions and resumes of the final candidates are being distributed. We need a vote to approve the recommendation of the candidates.

Fred Carberry reported that interviews have been completed for the Youth Workforce Program Manager position. The selection committee consisted of Peter Matthews, Megan Shea, Amy Weatherbee, and himself. There were about a dozen applicants and four were selected for interviews. The Interview Committee is recommending Chris Shannon for the position. Mr. Carberry explained that Chris is currently performing the duties of this position and has been an employee since 2003 with over sixteen years in education and a Master of Fine Arts degree. She has the experience and a thorough understanding of

the job and has been functioning at a managerial level while developing numerous connections throughout the region.

Regarding the Adult Workforce Program Manager position, Mr. Carberry said that the selection committee consisted of Shirley Callan, Karen Faust, Amy Weatherbee and himself. Once again there were a dozen resumes and four candidates selected for interviews. He reported that the first choice declined the position for numerous reasons, including the perception of the political environment and previous upheaval. The second candidate was an internal candidate with twenty-seven years experience who declined stating he preferred to work directly with people. The final candidate is also a very impressive candidate who holds three master's degrees but has no experience in this field. He is retired from the Coast Guard and has worked at various corporations in high level positions. Fred said that he feels he is a strong candidate and would be an asset to the WIB.

Discussion followed with Shirley Callan stating that she feels this candidate is not a good fit and that the position should be reposted to allow Fred to have the best possible match for the WIB. Karen Faust asked how things were being handled now and Fred replied that we are stretched to the limit and need someone who can hit the ground running. After discussion about how the first candidate was such a good match and how the other candidates paled in comparison to her, Pedro Arce said the he was inclined to agree with Shirley, noting that the time to get someone up to speed might be better spent taking the extra time to repost resulting in a better fit for this position. Fred also mentioned that a safeguard is a 90-day probationary period if the person is not a good fit for the position.

Mike Lynch also recommended taking the extra time to repost and find the best candidate to support Fred.

Motion by Shirley Callan seconded by Karen Faust to repost the Adult Workforce Manager position. Motion passed.

Motion by John Griffin seconded by Shirley Callan to approve the recommendation of Chris Shannon as the Youth Workforce Manager. Motion passed.

3. Approval of Minutes of May 25, 2006 Meeting

Pedro Arce asked committee members to review the minutes of the May 25, 2006 meeting asking if there were any changes or omissions. Hearing none he asked for a motion.

Motion by Peter Matthews seconded by John Griffin to approve the minutes of the May 25, 2006 meeting as submitted. Motion passed.

4. Discussion of Rotating CEO Concept

Chairman Arce said that he would like to hear about the rotating concept for the CEO which has been working well in north central Massachusetts and invited Tim Sappington to address the committee.

Shirley Callan questioned why this item was on the agenda as it has been raised before and felt that it is tied to agenda item #9 - Fiscal Agent. She wondered if we are talking about rotating the fiscal agent also. She also asked if Mayor Sullivan was aware of this. Shirley stated that she felt that given the recent history of the board she was very concerned about having further newspaper reporting on the WIB in anything but a favorable way. She said she was worried about this being on the front page of the newspaper.

Pedro said that the Mayor was aware. Pedro also said that he was intrigued by the set-up of rotating CEO's when he met Mr. Sappington because it regionalizes the workforce investment activities and invited him to make a presentation to this committee. Pedro said that all we are trying to do is gather information and recommended eliminating agenda item #9 in the interest of moving forward.

Mr. Sappington said that he understood the caution of board members having come to his position after a similar turmoil in his region. He said that he was in his position for about six months when they decided to take this action.

He distributed copies of the agreements that they have and, given the circumstances, for them it has been very helpful. He said it engages all Mayors in his region. Tim said that they are a smaller region than we are with three mayors and 23 cities and towns in northern Worcester County. Their major cities are Leominster, Fitchburg and Gardner.

He continued stating that the first document is the agreement between the current CEO and the WIB and his understanding is that they have the most comprehensive agreement of any of the WIBs. It is multiple pages long and quotes directly from the law and has worked extremely well for them. He also said that he just finished sitting on the statewide committee on board re-certification, part of which requires a new agreement with the Mayor and is due in November. He feels that his agreement really defines the roles and duties of the WIB and the CEO extremely well. He said that we could look at copies of agreements from other regions as well to help with our new agreement.

The second agreement is unique to his region and is the agreement that they started eight years ago. This is the agreement that each of their three mayors signed, starting with the City of Gardner, after a meeting with the three mayors and with the passage of WIA in 1998. They talked about the new law and the roles and responsibilities going through the initial certification process and we presented the idea to them to share the responsibility.

Mr. Sappington said that one thing in terms of structure, which is very different in his region, is that none of the cities ever handled the finances. Their fiscal

agent is a private non-profit. When the WIA came along and the requirement to separate functions between the WIB and program operators, a separate non-profit organization called Employment Links was created and all funds go to the non-profit organization/fiscal agent. Therefore the rotating of the responsibilities of Mayor has no impact on the fiscal agent. He also spoke of their partnership with the local community college.

Tim said that in this region, rotating the responsibilities of the Mayor and CEO would not necessarily impact who is the fiscal agent. The board has the responsibility to decide who they want to be their fiscal agent. The way these funds come in, he would not recommend changing fiscal agents. It requires a high level of internal controls and audit restrictions.

He continued stating that the primary roles and responsibilities of the CEO really are not around the finances anyway and not necessarily their responsibility. They are responsible under the law if there is fraud in the organization. They have liability for the funds and in his region they share that liability. He also talked about Directors and Officers liability insurance and how it would protect against fraud but not for disallowed costs.

Mr. Sappington said that liability over the funds could be an issue with the Mayors but if we have a good fiscal agent and D&O insurance for the board it should help. By rotating the CEOs the Mayors share in the appointments to the board and help keep it representative of the entire region. They were assured that they will keep an equitable number of members on the board from the cities and towns in the region. It was also a good way for the other Mayors to have the responsibility to appoint. Tim said that it has helped to engage the political support and the business activity from the other cities.

Peter Matthews asked if the towns in the region had given any negative feedback. Tim replied that the meetings are posted in all the cities and towns and he sits on a regional board where he sees the other towns and they are on the mailing lists for information.

Discussion followed on the size of the board and whether the Mayors come to the meetings. Tim said that the board has approximately 38 members and some Mayors come and some don't. He did say that all Mayors send their economic development officers. Every two years there is a change in designation and they hold quarterly meetings with the Mayors.

Arthur Chilingirian talked about the reduction in funding and the liability for the Mayors which will follow the respective Mayor.

Mike Lynch talked about the liability issues. He said that over the past two years they have been trying to create some stability and wondered if it is wise to incorporate change at this point. He worried about losing the interest of the private sector people who have been brought on.

Shirley Callan said that she hoped we would be working to establish relationships with businesses and she said that we need to strengthen this WIB and get some stability before looking at other ideas.

Pedro Arce said that we should let Tim finish his presentation and when he leaves we could open it up to discussion.

Tim continued his remarks stating that this worked well for his region helping to engage all the Mayors. He said that we may need some time to get things stable before taking this big a step and some investigation into the liability, especially if we have outstanding liability. He also said that for the purpose of disallowed costs that is where the performance dollars are helpful as money earned for performance without strings. That has been an ongoing safety net for all regions for a number of years. This is a way to protect the Mayors from liability.

Amy asked if regardless who is Mayor whether appointments are made to insure the geographic diversity. Tim said that it is easier to have the other mayors make the recommendations for appointment and that this helps with recruitment.

Pedro thanked Tim for his time.

5. Chair of Planning Committee

Pedro Arce then said that we need to look at selecting a chair for the Planning Committee who should be from the private sector. He said that he would accept nominations.

Motion by Karen Faust seconded by Shirley Callan to nominate Peter Matthews as chair. Motion passed unanimously.

Pedro said that he wanted to bring ideas to the table and that is why he invited Tim to come up. If people disagree he asked that they not squash them without hearing the idea. Pedro said we have done a good job trying to stabilize the WIB but should never stop thinking we can't do better. The only way we are going to find out is by hearing it from other people. We will be having more guests in the future. He said that the other work of the WIB is still going on.

Karen Faust said that she has been coming for 1 ½ years and thinks there is some merit in moving this around and it might generate some positive press through looking at giving some other people authority and responsibility. She said that making everything transparent would help to recruit private sector.

Shirley Callan said that she is maybe overly cautious about looking unstable again. She said that we should get some ground work done first.

John Griffin commented that he sees both points and that we need to hear ideas and then discuss them. He said that with Fred as director we are moving in the right direction.

Pedro assured members that if we make a decision it will be through the proper channels. There will be a Planning endorsement to the full board and the full board will weigh in on it. The only way to find out if things are going to work out for us is through open and honest discussion.

Peter Matthews said that he finds it helpful that there are different viewpoints. He said that he likes this concept and has a feeling that the rest of the region really isn't as engaged. It may not be time to address it but maybe in a couple of years.

Mike Lynch said now is the time to try to engage some of the mayors and use them to get more private sector involved. Some time in the future this may be an option and people would have a much better understanding for what it would involve.

6. LWIB FY07 Certification Policy and Process

Amy Weatherbee said that there are logistical issues as WIA Title I administrator. They are grant management and the financial aspect and how we are directly tied to the city. She said that there is currently an FY'07 certification in process and we are going to have to re-certify the board as of November this year. This past certification process requested area Mayors to propose private sector candidates. Amy continued stating that as we go into November we are going to have to look at the geographic diversity of membership and make sure private sector percentages are covered. She mentioned quorum issues and said we need to start the groundwork with the mayors. She also said the designation process would be cumbersome.

Discussion followed on recruiting and having an informational package making it attractive to prospects from the critical and emerging industries. Amy said that there are some more streamlined instructions from the state as what the business sector partners need to look like. Our goal is to have the package sail through.

Pedro said that the Annual Meeting is also coming up and we need to have everything in order and need a true partnership with the Mayor.

Peter Matthews noted that he lives in Newburyport and he would be willing to try to make some local connections from that area.

John Griffin said that we need to make things attractive for the mayor to be involved and attend.

Amy said that she wanted to give an update on the grants and said that the Summer Youth was finishing up with events in Haverhill and Lawrence attended by the Mayors. This was a successful, positive thing. Chris talked to TD Bank North and they gave us \$10,000 to buy financial literacy material for schools.

7. Topics for Annual Meeting

Pedro asked Amy to start to compile the stories mentioned above for the Annual Meeting. He said he wanted to present positive information for the board. Amy said that the FY'06 performance has been prepared and will be presented for the meeting and the goals for next year. She also said that the certification package would be prepared and presented to the board at that time.

Discussion followed on the date for the Annual Meeting.

Motion by John Griffin seconded by Karen Faust to schedule the Annual Meeting on Tuesday, October 24th at a time and place to be determined. Motion passed.

8. Update on Labor Force Blueprint

The next item is the Labor Force Blueprint and Amy said that putting out an RFP would give more flexibility in terms of rating vs. an invitation for bid where you go for the lowest price. We can begin to work on this and bring it to the committee prior to it being released.

Motion by John Griffin seconded by Shirley Callan to move forward with the RFP for the Blueprint. Motion passed.

9. UMass Assistance During Transition Period

Pedro said that when he spoke to UMass they offered to help with the transition but wanted to know what we could afford and they would work around that. This would be the Gaston Institute who is interested in doing research with Donahue interested in doing the Blueprint.

Chili wondered what data they would be looking at as his department collects all kinds of data and could possibly provide it.

Pedro said that UMass is taking a look at Lawrence and expanding outside of Lowell so this is a way to start engaging them. He said to think creatively how we can work with them.

Amy said that if people know of labor market institutions that might be interested in bidding on the Blue Print to let her know and she would put them on the list.

Pedro said we might also start looking at the by-laws with them.

10. Designating Third Party Intermediary for Workforce Grants Outside of the WIB Mission and Focus

One best practice that Ramon Borges has seen is a third party intermediary that works in partnership with the Career Centers and the cities. This intermediary is usually someone who is doing it already but what you are doing is collaborating and doing it together. Pedro used Northern Essex as an example stating that they are going to go after workforce grants that fall outside of our goals.

Instead of having them apply on their own, do a collaborative effort with them and make it a stronger grant that way. He said that we can talk more about it in the future. If we made that official, it would be part of the amended by-laws.

Shirley Callan wondered if there would be an issue with Northern Essex being a vendor.

Amy said that the Career Center and WIB build relationships a lot of times through the networking and is creating better collaborative grants. There is a lot of collaboration already but there can certainly be more. Amy said that Chili worked with Cambridge College and a local food vendor on a grant which they are still waiting to hear on.

Pedro said that we could have Ramon in to the Planning Committee to see what we may be missing.

There was also discussion on a 501©3 and recruiting private sector members for the board.

It was agreed that the Planning Committee needs to meet again in early October for discussion on the certification package which will be sent to them in advance. Then it will go to the WIB board for approval at the Annual Meeting. It was also agreed for members of the Planning Committee to meet on a date to be determined regarding interviews for the Adult Workforce Program Director's position.

11. Adjournment

Motion by John Griffin seconded by Shirley Callan to adjourn. Motion passed and meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Mary Kivell
Recorder