



**SEARLES BUILDING – METHUEN CITY HALL**  
**41 Pleasant Street**  
**Methuen, MA**

**Minutes**  
**ANNUAL MEETING**  
**Tuesday, October 24, 2006**  
**8:00 AM**

**MEMBERS PRESENT:**

Ed Anderson, Louis Antonellis, Pedro Arce, Joseph Bevilacqua, Christine Bradshaw, Shirley Callan, Wayne Capolupo, Thomas Casey, Karen Faust, Donna Gambon, John Griffin, Robert Ingala, Susan Jepson, Jeff Linehan, Peter Matthews, George Noel, Alan Rosen, Karen Sarkisian, Tom Schiavone, Fred Shaheen, Joanne Sullivan, Cal Williams

**MEMBERS ABSENT:**

Stephen Capone, James Driscoll, Barbara Grant, Gary Hale, David Hartleb, David Konjoian, Charles LoPiano, Sal Lupoli, Jeff Marcoux, Margaret O'Neill, Sally Cerasuolo-O'Rorke, Jean Perrigo, Cindy Phelan, William Pillsbury, Steve Salvo, Julie Thomas, Len Wilson

**GUESTS PRESENT:**

Mayor Thatcher Kezer III, Mayor William Manzi, Arthur Chilingirian, Kelley D'Archangelo, Ron DiNicola, Mike Lynch, Megan Shea, David Souza, Amy Weatherbee

**STAFF PRESENT:**

Fred Carberry, Mary Kivell, Chris Shannon

**1. Call to Order**

Board Chair Pedro Arce called the meeting to order at 8:15 a.m. and called on Fred Carberry to give his report.

**2. Report of Executive Director**

Mr. Fred Carberry, Executive Director, began his remarks by saying for FY07, the federal budget allocation for our region was reduced by about 24%. The WIB staff has been working with the ValleyWorks Career Center and the Division of Grants Administration to minimize the impact to staffing levels, with an emphasis on program delivery staff.

He continued talking about the reduced staffing levels at the WIB and the restructuring of the organization. The Youth position has already been filled by Chris Shannon, who had been the WIB's Youth Program Specialist and had already assumed most of the duties of the higher level position, even before her promotion. The Adult position is close to being filled.

The DGA eliminated two vacant positions, which had been budgeted in FY06.

ValleyWorks Career Center eliminated the position of Career Center Director when the person who held this position resigned to take a job in another region. The Public Relations Manager position was eliminated, and a Youth Career Councilor position was eliminated. Through the use of one-time funding from the Career Center's discretionary account, three positions were saved. In addition, all carry-in funds from FY06 were utilized in the budget, while no carry-out funds were budgeted. DTD Director, Arthur Chilingirian, is also working toward establishing MOA's with career center partners, which should provide some additional revenue.

Mr. Carberry said that this region was the recipient of a Disaster NEG of approximately \$1.6 million, which created the need for two Disaster Councilors and provided jobs for 65 workers whose jobs were displaced because of the May flood. The Lucent 2 NEG was approved, providing \$469,000 to extend the services of the Lucent Career Center through March of 2007. Our Connecting Activities Grant application for FY07 was approved in the amount of \$181,000. The MVWIB was awarded a grant of \$10,000 from TDBanknorth to provide "Financial Literacy" training materials to schools in our region. Two P-21 grant applications in the amount of \$20,000 and \$40,000 is currently awaiting approval by Commonwealth Corporation. These will provide funds to develop P-21 Strategies and to design and implement a pilot ABE/GED/ESOL self-paced learning program for vulnerable youth 16 to 24 years of age.

We have made significant progress in re-establishing the committee structure of the WIB, having held at least three Planning Committee Meetings and five Youth Council meetings. Both committees have been very active and are becoming more productive. We still need to establish an Executive Committee and a Nomination Committee.

As we witnessed earlier in this meeting, the WIB has reached out to the region's Chambers of Commerce, to welcome them back as important and valuable members of this board. We thank the CEO, Mayor Sullivan, for his willingly moving forward with these appointments. As of now, we include the Merrimack Valley Chamber, the Greater Haverhill chamber, and the Salisbury Chamber. We look forward to adding the Greater Newburyport Chamber after its new president takes office next month.

We are very pleased to see the addition of Ed Anderson representing UPS, one of the Career Center's pre-eminent partners; Stephen Capone, of Capone Iron Corporation in Rowley, who represents the manufacturing sector; and Joanne Sullivan of TDBanknorth in Andover, representing the Banking industry. These new members help to meet the

WIB goals of geographic distribution throughout the region, while maintaining a focus on critical and emerging industries.

We are also sorry to see another long-time member step down from the board. Eileen Giordano of Elder Services of the Merrimack Valley had filled the Title V – Older Worker Seat on the Board. That position will now be held by Susan Jepson of Operation ABLE of Greater Boston. As of October 1<sup>st</sup>, Operation ABLE was awarded the Senior Community Service Employment Program by the Department of Labor for Essex County. We are pleased to welcome Susan to the Board.

Fred continued stating that since our last meeting in June, we have made significant progress in shifting from my primary focus then, “to restore the basic functionality of the WIB”; to my next focus “to increase the credibility, value, and pertinence of the WIB as an organization that can bring about a meaningful competitive advantage to the job-seekers and employers of our region”.

Mr. Carberry then presented a power point on the year in review citing Career Center Performance with employers served at 104.8% of Plan, 14,088 job seekers at 94% of plan and 142 of 357 veterans entering employment at an average wage of \$17.17 per hour. The WIA Title I Adults and Dislocation workers also exceed the percentages of the plan. There were 422 youth served at 92% of plan.

Achievements in the Adult/Employment programming include NEG Grants for flood recovery, Lucent workers, A-Plus workers, and Sanmina workers. We also received an EPA/Brownfields grant in which 31 participants graduated and 58% entered training related employment at an average wage of \$19.06. We assisted fifteen businesses with applications for Workforce Training Funds for a total of \$1,147,246 awarded.

On the Youth side we had a Summer Work Program for 130 youth, a P-21 partnership of over 45 agency, school, CBO, FBO and private industry representatives. Mr. Carberry said that our Connecting Activities allocation has been increased and we will be able to serve 8 schools this year, which is a significant increase from previous years. We also received a TDBanknorth Financial Literacy Grant for the purchase of new textbooks and have offered 11 teacher externships in 3 school districts.

Mr. Carberry concluded his remarks with planned activities that include updating the Labor Force Blueprint, developing an on-line newsletter, and improving the MVWIB website as well as working to engage the private sector and applying for our 501©3 status.

Wayne Capolupo complimented Fred Carberry on his report.

Pedro said that the initial focus was to stabilize the WIB and Fred and the Career Center team has done a good job.

### **3. Minutes of the 6/1/06 Meeting**

A quorum being present Chairman Arce called for a motion on the minutes of the 6/1/06 meeting.

**Shirley Callan made a motion to accept the minutes of the 6/1/06 meeting as submitted and Tom Schiavone seconded the motion. Motion passed.**

### **4. Report of Chair**

Board chair Pedro Arce began by stating that we have dream team additions to the WIB. Mr. Arce said we need to confirm the appointment of new board members if we approve. Those members are Joseph Bevilacqua, President of the Merrimack Valley Chamber of Commerce; Sally Cerasuolo-O'Rorke President the Greater Haverhill Chamber of Commerce; Maria Miles, President of the Salisbury Chamber of Commerce; Ed Anderson, HR Office Supervisor at UPS; Stephen Capone, President of Capone Iron Corporation; Joanne Sullivan, Asst. VP Community Relations, TD Banknorth; Susan Jepson, Area Supervisor, Operation ABLE; and Christine Bradshaw, Career Development Field Coordinator, NE JobCorps. Pedro said that these people will help us to bring in more private sector representatives.

**Motion by Cal Williams seconded by George Noel to approve the recommendation to appoint Joseph Bevilacqua, Sally Cerasuolo-O'Rorke, Maria Miles, Ed Anderson, Stephen Capone, Joanne Sullivan, Susan Jepson and Christine Bradshaw to the board. Motion passed unanimously.**

### **5. Reports of Committee Chairs**

#### *i. Youth Council*

Cal Williams reported that there are two new staff members working out of the Career Center through the Connecting Activities grant. Schools they will be working with are the Academy for Strategic Learning in Amesbury, Haverhill High School, Greater Lawrence Educational Collaborative, and others. In September we launched a Youth Council newsletter thanks to Youth Workforce Specialist Chris Shannon.

Through the P-21 (Pathways to Success) we have applied to Commonwealth Corporation for \$20,000 to build capacity and \$40,000 for ABE/GED programs. We allocated \$358,845 for WIA Youth Programs and 89 slots. The Youth Council also voted not to fund the Youth Build program after careful review and consideration.

We have started Youth Council training for members with John Niles of Commonwealth Corporation facilitating. Training will continue.

Mr. Williams also said that as a committee of the WIB, the Youth Council is actively seeking new members from the private sector.

#### *ii. Planning Committee*

Planning Committee Chair Peter Matthews reported that the Planning Committee met several times during the planning process for the FY'07 allotments. Amy Weatherbee

provided information on the budget development process and we reviewed Career Center performance reports. Mr. Matthews also said we were made aware of budget cuts while the Career Center continues to see a large volume of clients.

The committee has worked on the selection process for the Youth Workforce Specialist Position and selected Chris Shannon. We are in the process of finalizing the Adult Workforce Specialist position.

Mr. Matthews also said that the committee had a special guest at September meeting to discuss the concept of rotating CEOs. At this point, it would not be appropriate at this time but perhaps in a couple of years. The CEO agreement and by-laws were reviewed at the last meeting and forming an education advisory committee was discussed.

## **6. Unfinished Business**

### *i. D&O Insurance*

Pedro Arce said that we have been discussing D&O insurance for a couple of meetings and he asked Fred Carberry to research this matter.

Fred said that we have researched Directors and Officers insurance for the board and several WIBs in the Commonwealth are covered by this with the cost ranging from \$1,200 - \$2,000 annually for \$1m in coverage. One thing holding up the completion of an application is the selection of three officers for the corporation. We will move ahead once they are in place.

Discussion followed and board members wondered about ongoing litigation and the city's coverage of board members. Also, board members expressed concern with the maximum coverage and asked for Fred to pursue quotes on coverage higher than \$1m, if affordable, looking at deductibles, as well and making sure that any exclusions in the policy make sense. Fred noted that the other WIBs have first dollar coverage and other board members felt it should be primary.

It was agreed that once Fred researches this further, he will bring information to the board for review and a vote.

## **7. New Business**

### *i. Recertification Package*

Fred Carberry said that the recertification package was mailed out with the meeting materials. There was a new policy and guidelines issued by the Mass Division of Career Services which required us to make a few modifications to the CEO agreement and the by-laws. Fred said that the changes were not big changes but one change he mentioned was the quorum change. The 51% quorum has proven to be difficult for committees as well and what we have done is changed to 1/3 members will constitute a quorum.

Pedro said that if members are comfortable with the certification package he would entertain a motion to approve.

**Motion by Shirley Callan seconded by Peter Matthews to approve the re-certification as presented. Motion passed with Joseph Bevilacqua abstaining.**

*ii. Membership terms*

Fred said that when the board first met in February the certification package submitted to the Commonwealth was accepted in March. One stipulation in the by-laws at the time stated that the initial members would be appointed for two years but within the first year a random lottery would be held to assign three year rotating terms to those initial members. A third would be assigned one-year, two-year and three-year terms so that there would always be a rotation of members. Fred said what he is asking the board to authorize the Planning Committee to conduct the random lottery to establish the three year staggered terms.

**Motion by Tom Casey seconded by Karen Sarkisian to authorize the Planning Committee to conduct a random lottery for the purpose of staggered terms. Motion passed.**

*iii. Election of Officers of Corporation*

Pedro said that we need to elect a treasurer and clerk and he would like to nominate John Griffin for treasurer and Joseph Bevilacqua as clerk.

**Motion by Wayne Capolupo seconded by Tom Schiavone to elect as officers of the corporation Pedro Arce, President; John Griffin, Treasurer; and Joseph Bevilacqua, Clerk. Motion passed.**

Mayor Manzi stopped in to welcome the board to Methuen City Hall and said it was a pleasure to have you here and is looking to a good working relationship with the WIB.

**8. Adjournment**

**Having no further business Chick LoPiano made a motion to adjourn and Fred Shaheen seconded the motion. Motion passed and meeting was adjourned.**

Respectfully submitted,

Mary Kivell  
Recorder