



**South Shore Workforce Investment Board**  
**Board Meeting Minutes**  
**8:00 AM – 10:00AM on December 17, 2010 at**  
**Radisson Hotel Plymouth Harbor,**  
**280 Water Street,**  
**Plymouth, MA 02360**

**Members Present:**

Harry J. Brett	Paul Hart	James Pinkham
David Cesario	William Harris	Dean Rizzo
Joan Cirillo	James Howard	Harry Salerno
Patricia Daly	Alan Macdonald	Paul Sullivan
Peter Forman	Kevin Madden	Charles Wall
Denis Hanks	Joseph Notini	Don Uvanitte

**Members Absent:**

Brenda Ebode	Bruce King*	Jeanette Paul*
Greg Hanley*	Linda M. Lawrie-Braunstein	Doric Scarpelli
Martha Sue Harris*	Joseph MacRitchie	Keith Segalla*
Stephen Howard	Rosemarie McGillicuddy*	Nichole Thompson

**WIB Staff Present:**

Maryellen Brett	Deborah Lipton	Regina Zahran
Alicia LeClaire	Joyce Livramento-Young	

**Guests:**

Arthur Brookfield*	Edwin Lofgren	Kevin Parham
Laura Hoitt	Jacquelyn F. McLellan	Jeffrey S. Rosen
Ronald Iacobucci	Robert Mueller	Donald M. Walter
Howard H. Kreutzberg		

*\*Excused Absence*

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- I. Don Uvanitte, Chairman called the meeting to order at 8:00 a.m. and introduced new Board member Alan Macdonald, Director of Public Policy at South Shore Hospital which is the largest employer on the south shore.

Notices: Recent Resignations: President Sue Harris has tendered her resignation as President of Quincy College effective December 31, 2010. Sue retired after many years of service at Quincy College. We will miss her contribution to the Board and look forward to meeting her replacement. Gerry Dessault has taken on another role that involves travel. Jeff LaFleur, Cranberry Growers Association also submitted his resignation. These members will need to be replaced; please forward any suggestions to Don Uvanitte.

- II. A motion was made to accept the minutes of the October 29, 2010 meeting: the motion was accepted by Harry Brett and seconded by Jim Howard; the motion carried.

III. Harry Salerno, Treasurer: No new Treasurer's Report because these are done quarterly. The full report will be presented at the next board meeting.

IV. General Updates

Maryellen Brett: Don Uvanitte and Maryellen attended a MA Workforce Association meeting. Two reports were presented. The first outlined the bleak employment market for youth. The South Shore Workforce Investment Board (SSWIB) is working on developing new employment opportunities for youth. The second report, which is quite lengthy, is an examination of the Metro SouthWest Career Centers and their job referral model. This report will be reviewed and information applicable to our region will be shared with the Board.

Commonwealth Corporation released a new RFP in the amount of \$1.3 million. Between six and eight grants will be available statewide in amounts up to \$200,000. The grants are targeted to train and provide support to employ either disconnected youth or chronically unemployed adults. Alicia LeClaire will work to market the opportunity throughout the region and provide technical support to eligible applicants.

Kevin Madden: One Stop Career Center News and Activities

There was an incident at the Quincy Career Center (QCC) in December, 2010. Maryellen sent an email to the board regarding this. One of the UI Claim Specialists was taking information from an individual who was filing an unemployment claim. The individual took out a knife. The employee was shaken up; however, returned to work the following day.

Two other items of interest:

- (1) Rockland recently issued bid documents for construction of the high school; one of the requirements was that the contractors had to use local residents for employees; the QCC provided assistance with this process.
- (2) Lowes, which is opening a store in Quincy, used the QCC to hire new employees (over 100); their goal is to get the new employees trained at other local stores; the store is scheduled to open in late January.

The computers at the Career Centers are in need of upgrading. Joe Notini is assisting with this project. This will be a sizeable investment of \$40,000; funding for this project is currently being reviewed. The Plymouth Career Center lease is currently being re-negotiated and the Quincy Career Center lease is up June 30, 2011. An RFP will be prepared for this; the QCC leases 12,000 square feet of space; the new Quincy Concourse is being built in front of the office and there are issues with access.

V. Sub-Committee Updates

Don Uvanitte: Introduced Debbie Lipton to present on behalf of Steve Howard who was unable to attend the meeting.

**Debbie Lipton: Youth Vendor and Youth Council Updates**

Two programs (Mid-Year Contracts) had their end dates extended through June 30, 2011 (from March 31, 2011) which will give these two vendors more time to work with their clients; there is no extra money involved, just time for them to work towards their goals. The programs are: Wellspring Small Business Program and Training Resources of America (TRA) Customer

Service Program. TRA is currently under corrective action; their enrollments were very low; the SSWIB is working proactively to help them succeed; they have changed the focus of their program from a Medical Office Support program to Customer Service. This program will make it easier to enroll youth. They are looking to enroll an additional nine by January 15, 2011. The year-round programs are making progress. The monitoring of the Youth Vendors will begin in January: this will be seven visits – five year-round and two mid-year contracts.

The Youth Council is in the process of reviewing a draft of a youth vendor monitoring guide and corrective action policy. The Division of Career Services (DCS) has requested that this policy be created. DCS is coming to monitor the SSWIB and the South Coastal Career Development Administration (SCCDA) the week of January 24 – 28, 2011. This is the third monitoring; it is an annual event; there is a greater understanding of what the DCS feels is a quality program and quality structure.

Summer Youth Employment: Youth, particularly those without credentials, are now competing with adults and mature workers for similar positions. Historically, the SSWIB has been able to deploy funding that has come through the state through the YouthWorks grants and in the last two summers we have been able to use Federal Stimulus Funds. Stimulus Funding, which put 400 youth to work, will be ending and we have been told there will be limited State funds. The SSWIB is attempting to identify other paid work experiences for the youth of our region. A new model for youth employment is under development. It typically costs \$1,200 to put a youth to work for six weeks at about 20 hours a week. The SSWIB is in the early stages of discussions with the QCC to create a program that will attract the youth that need the work experience, provide the work readiness and get them paid work experience.

#### **Jim Howard: Career Center Committee**

On November 30, 2010 a meeting was held at the QCC. Kevin Madden described to the Committee how the Career Center operates. He reviewed the services that are offered; reviewed flow charts of how customers were walked through the system; how they receive individual attention for their needs; reviewed unemployment statistics (Quincy is one of the business walk-in centers in the state; together the two Career Centers served over 12,000 customers in the past year). The committee was given a guided tour of the facility and reviewed the e-education program that is offered. At the last Board meeting it was reported that a report would be prepared before the next meeting; this was optimistic.

Kevin Madden: The day that Jim Howard and Jim Pinkham came to the Career Center, the QCC was hosting a Veteran's Day Job Fair. By law, veterans have top priority for services in the career centers including attending seminars, workshops and meeting with a job specialist. Two employees at the QCC and one at PCC are specifically funded by the veteran's funds.

Career services are provided at the Career Centers: (1) UI walk-in services are provided to many people. Quincy is the busiest center in the state because of the access to public transportation; Plymouth is also very busy, close to the highway although there is no public transportation. The Career Centers partner with the State and with Joe Notini, DCS. (2) Work with people who want jobs, in need of career services including: resume development, dress for success and upgrading computer skills. (3) Provide services to businesses. 51% of this board is made up of private industry. The Career Centers provide services to businesses like these that help them find the employees they need. Business Service Representatives (BSRs) are located at each career center. Kevin Parham, Center Director of the Plymouth Career Center will speak about the BSRs. The BSRs may be contacting the Board in the future to let you know what services are offered.

Kevin Parham: The purpose of having the BSRs attending today was to give a presentation to the Board regarding resources available in assisting you to fill your workforce needs. Present are: Bob Mueller and Jacquie McClellan of the Plymouth Career Center and Laura Hoitt and Rob Jacobucci of the Quincy Career Center. On the job seeker side, the centers saw over 12,000 individual customers last fiscal year; to date, the centers have assisted 8,000. The BSRs have a lot to offer; there is a lot more they can do to connect the Board to their resources. The Board was encouraged to visit either the Quincy or Plymouth Career Center.

Don Uvanitte: The plan was to have the BSRs speak at this meeting; however, they will speak at the next meeting -March 25, 2011 and may be we held at the Quincy Career Center. If so, the board can tour the Career Center after the meeting.

**Harry Brett: Workforce Issues Committee**

The Workforce Issues Committee has not formally met. A meeting is planned in January; the Committee will examine issues such as supply and demand of the regions workforce; this has been discussed at Board meetings for many years. Part of the task/responsibility of this Committee is to guide policy for workforce training based on our understanding of the WIA legislation; what populations could be served in the industry sectors; and current and future demand. Part of the job of this committee will be to help with the connections that need to be made between the workforce and companies.

**Peter Forman: Resource Management Committee**

This Committee has not met yet but will after the holidays. The Committee will research companies and other WIBs to find out what is going on in other areas; and to see if there are additional resources available that may help the Board with its work.

VI. Nominations & Election of Officers

Maryellen Brett: "As the Executive Director of the SSWIB and the ex-officio of the Board, the SSWIB will begin the nomination and election process of the following WIB officers: Chairman, Vice Chairman and Treasurer. The terms shall be for one year. In compliance with Massachusetts Meeting Law, nominations shall be made on the floor; after each officer position has been nominated and after nominations are closed, candidate or candidates will be presented to the board for a vote. In the event that there is more than one candidate for any given office, I will present candidates individually by order to the board for a vote by a show of hands. With this, I open the floor for nominations for Chairman; is there a nomination from the floor; Denis Hanks nominated Don Uvanitte for Chairman, seconded by Harry Brett. Maryellen Brett: so moved. Are there any other nominations from the floor? No other nominations were suggested. Motion to close nominations? So moved by Harry Brett. Don Uvanitte has been nominated as Chairman. At this point in time to make it official, I ask a member of the Board to cast one vote on behalf of the nominee?" Vote: Harry Brett, Denis Hanks.

"With this, I open the floor for nominations for Vice Chairman; is there a nomination from the floor?"; Denis Hanks nominated by Jim Howard for Vice Chairman, seconded by Harry Brett. Maryellen Brett: "so moved. Are there any other nominations from the floor? Hearing no other nominations is there a motion to close nominations?" So moved by Harry Brett. "Denis Hanks has been nominated as Vice Chairman. At this point in time to make it official, I ask a member of the Board to cast one vote on behalf of the nominee?" Vote: Joe Notini, Harry Brett.

“Now for the officer of Treasurer, I open the floor for nominations for the position of Treasurer; is there a nomination from the floor; Harry Salerno nominated by Paul Hart for Treasurer?”  
Seconded by Harry Brett. Maryellen Brett: “so moved. Are there any other nominations from the floor? Hearing no other nominations is there a motion to close nominations?” So moved by Harry Brett. “Harry Salerno has been nominated as Treasurer. At this point in time to make it official, I ask a member of the Board to cast one vote on behalf of the nominee?” Vote: Denis Hanks, Harry Brett.

## VII. Marine Related Education and Training Presentation

Presentation given by: Ed Lofgren, 3A Marine  
Howard Kreutzberg, Marine Environmental Education Alliance, Inc.  
Jeffrey Rosen, Tetra Tech Clancy Environmental Consultants  
Donald Walter, Dore & Whittier Architects, Inc.

The Marine Environmental Education Alliance, Inc. (MEEA) is a 501c3 and has banded together to create the Ocean Campus Center for Marine & Environmental Studies. The vision is to be located in Scituate, MA on the drift-way area. Stakeholders include: The Town of Scituate; Massasoit Community College; Scituate Public Schools; MA Marine Trade Association and Education Trust; Stellwagen Bank National Marine Sanctuary (NOAA); National Marine Sanctuary Program; Urban Harbor Institute – UMASS Boston; south Shore Chamber of commerce and Scituate Historical Society. The idea of this program has been around for the last four years. This program is going to be led by the business community on the south shore. Governmental support includes: Town of Scituate Board of Selectmen; Scituate School Board; Greg Bialecki, Massachusetts Secretary of Housing and Economic Development; Congressman William Delahunt, State Rep. James Cantwell; State Rep. Garret Bradley and State Senator Robert Hedlund. Business support includes: Dore & Shittier Architects; 3A Marine Services, Ohrenberger Associates; Ross Engineering, Joseph Costello, CPA and Tighe and Bond. Endorsements include: Massachusetts Bio Technology council; Scituate School Committee; Scituate Chamber of Commerce and Scituate Waterway s committee as well as North and South Rivers Watershed Association. There is a need for qualified marine and environmental technical specialists on the South Shore. The Ocean Campus Center is a multi-purpose educational, conference and community facility dedicated to train individuals in the Marine and Environmental technologies. Specialty areas include: environmental sciences; water treatment/monitoring; alternative energy; homeland security; fisheries; marine engines; boat building/repair; marine electronics. The proposed 30,000sf Ocean Campus Center has the physical capacity to serve 1,000 to 1,500 students/citizens per week for : marine engine repair; marine environmental sciences; electronics; computer technology; distance learning; conference/events; career placement; public meetings. The Ocean Campus Center will be a green building: The architectural/site planning will use the building will be used as a teaching tool; will maximize day lighting opportunities; have natural ventilation with operable windows; alternative transportation access; green roof-reduce heat island and rapidly renewable, recyclable materials. Mechanical/electrical/plumbing features: low flow fixture and waterless urinals; rain water reclamation system; water use efficiency; solar power collection; high efficiency condensing boilers and automated lighting control.

Next steps: seeing endorsements for this project; MEEA will be going to the town meeting in the spring requesting a long-term lease on the property to move forward; completing a feasibility study; approaching all the town’s committees and board seeking endorsement. We expect the program to begin in 18 – 24 months.

The MEEA group thanked the board for their time, patience with the presentation.

VIII. Old Business

Not at this time

IX. New Business

Not at this time

X. Meeting Adjournment:

Meeting adjourned at 10:40 a.m.