MERRIMACK VALLEY WORKFORCE BOARD

Planning/Career Center Committee

Tuesday, October 20,2026
9:00 am

Remote Meeting via Zoom
Meeting ID: 885 0898 4305
Passcode: 102102

Meeting Minutes

MEMBERS IN PARTICIPATION:
Frank Amato, Andrew Herlihy, Carol Riemer, Frank Surillo

STAFF IN PARTICIPATION:
Frank Bonet, Lynda Buote, Corina Ossers, Tracy Myszkowski

GUESTS IN PARTICIPATION:
Alicia Appugliese, Nelson Button, Juan Belliard, Billy Lang, Vilma Martinez-Dominguez, Eric Nelson

I. Call to Order and Roll Call

Chairman Frank Surillo welcomed everyone and called the meeting to order at 9:04 a.m. with roll call. This meeting is recorded for meeting minutes purposes only.

II. Approval of Minutes of August 18, 2026, Meeting (vote required)

Chairman Surillo asked for a motion to approve the minutes of the August 18, 2026, meeting.

Motion by Carol Riemer, seconded by Andrew Herlihy to approve the minutes of the August 18, 2026, meeting. Roll call: Frank Amato – yes, Andrew Herlihy – yes, Carol Riemer – yes, Frank Surillo – yes. Motion passed.

III. Approval of the FY27 City of Lawrence Youth AI Workforce Training Services RFP Review Team Recommendations (vote required)

Frank Bonet said we received funding from the City of Lawrence to provide AI training for Lawrence youth residents. The program will provide AI certification to youth ages 18 – 25 and match them with Lawrence businesses to help those businesses integrate AI into their operations.

The FY27 City of Lawrence Youth AI Workforce Training Services RFP review team reviewed three proposals and is requesting MMVWB Planning/Career Center Committee approval of their

recommendations to award the RFP to fund the Knovva Consulting Group proposal and not to fund the Black Vine Network, LLC proposal and the LARE Institute, American Training, Inc., proposal. A memorandum was provided to MMVWB Planning Committee members in preparation for today's meeting.

Chairman Surillo asked for a motion to approve to award the FY27 City of Lawrence Youth AI Workforce Training Services RFP to fund Knovva Consulting Group and not to fund and the Black Vine Network, LLC proposal and the LARE Institute, American Training, Inc., proposal.

Motion by Frank Amato, seconded by Carol Riemer to approve to award the FY27 City of Lawrence Youth AI Workforce Training Services RFP to fund the Knovva Consulting Group proposal and not to fund the Black Vine Network, LLC proposal and the LARE Institute, American Training, Inc., proposal. Roll Call: Frank Amato – yes, Frank Surillo – yes, Carol Riemer – yes, Andrew Herlihy – yes. Motion passed.

IV. Performance Summary Update

Frank Bonet presented the Labor Exchange Program and WIOA Performance Summary for the MassHire Merrimack Valley Career Center as of 9.30.26.

LABOR EXCHANGE PROGRAM and WIOA PERFORMANCE SUMMARY
for the MASSHIRE MERRIMACK VALLEY CAREER CENTER

LOWER MERRIMACK VALLEY WORKFORCE DEVELOPMENT AREA
FISCAL YEAR 2027

PROGRAM ACTIVITY	FY27 ANNUAL PLAN	ACTUAL TO DATE as of 9/30/2026	PERCENTAGE OF PLAN
Job Seekers Served			
1. Total Job Seekers Served	7,310	1,789	24%
a. Job Seekers Unemployed	6,723	1,628	24%
b. Persons with Disabilities	531	197	37%
c. UI Claimants Served	5,087	1,098	22%
d. Veterans Served	173	52	30%
2. Total Entered Employments	1,000	147	15%
Employer Services			
1.Total Employers Served	1,304	210	16%
a. New to Career Center	522	49	9%
b. Repeat	782	161	21%
2. Employers Receiving Job Seeker Referrals	73	28	38%
3. Employers Hiring from Referrals	18	4	22%
4. Employers Receiving Enhanced Services		84	
WIOA Adults			
1. Total Participants	89	39	44%
a. Carry-in Participants	43	36	84%
b. New Participants	46	3	7%
2. Total Participants in Training (single count)	67	21	31%
a. Carry-in Participants	21		
b. New Participants	46	0	0%
3. Program Exiters	44	0	0%
a. Enter Employment	30	0	0%
i. Average Hourly Wage at Placement	$20.00	$0.00	0%
b. Negative Exits	14	0	0%
WIOA Dislocated Workers			
1. Total Participants	63	37	59%
a. Carry-in Participants	39	36	92%
b. New Participants	24	1	4%
2. Total Participants in Training (single count)	46	24	52%
a. Carry-in Participants	24		
b. New Participants	24	0	0%
3. Program Exiters	34	0	0%
a. Enter Employment	26	0	0%
i. Average Hourly Wage at Placement	$25.00	$0.00	0%
b. Negative Exits	8	0	0%
WIOA Youth (Younger & Older)			
1. Total Participants	105	37	35%
a. Carry-in Participants	30	26	87%
b. New Participants	75	11	15%
2. Enrollments by Program Element			
a. Occupational Skills Training (ITA's)	95	5	5%
b. Youth Group Program (In-School & Out-of-School)	10	2	20%
c. Work Experience (ITA & Group Program)	18	5	28%
3. Program Exiters	48	3	6%
a. Enter Employment	33	0	0%
b. Average Hourly Wage at Placement		$0.00	
c. Entered Post Secondary/Advanced Trng (double count possible)	2	0	0%
d. Negative Exits	13	3	23%

References: FY27 MMVWB Annual Plan; MOSES & Crystal reports

MassHire Merrimack Valley Workforce Board

FY 2027 Performance Dashboard Ending September 30, 2026

FY'27 Annual Budget: $9,387,848 (as of 9.30.26)		LMVWDA Unemployment:	4.9% August 2026

Job Seekers Served		Employers Served		Employers Who Hired a Job Seeker Referral	
1,789		210		4	
% Of Plan:	24%	% Of Plan:	16%	% Of Plan:	22%

WIOA Youth	Customer Demographics		WIOA Participants	
New participants: 11	Male	731	Dislocated Worker:	37
	Female	1040		
Carry-in: 26	White	885	% Of Plan:	59%
	Hispanic	827		
Total Youth Served: 37	Other	77		
	18 and under	21		
	19-21	69		
	22-45	896		
	46-54	321	Adult:	39
	55 and over	482		
% Of Plan:	Less than HS	133		
	HS Diploma/GED	607		
35%	Some College	204		
	Associate Degree	126	% Of Plan:	44%
	Bachelor's Degree	411		
	Advanced Degree	269		
	Unknown	39		

Total Entered Employment	FY27 WIOA Funds Invested in Training (as of 9.30.26)	FY27 Non-WIOA Funds Invested in Training (as of 9.30.26)
147		
% Of Plan: 15%	$242,861	$47,637
Average Hourly Wage: $37.29		

V. Budget Update

Frank Bonet presented the MassHire Merrimack Valley Workforce Board Budget Report for FY 2027 as of 9.30.26

MASSHIRE MERRIMACK VALLEY WORKFORCE BOARD

MassHire Merrimack Valley Workforce Board Budget Report for FY 2027

As of 9/30/2026

	Budget	Expenditure	Accrual	Balance	% Used
MMVWB Total	**$3,422,479**	$539,481	$0	$2,882,997	15.76%
GLCAC Total	**$1,950,063**	$177,897	$274,912	$1,497,254	23.22%
DCS Total	**$1,709,377**	$0	$0	$1,709,377	0.00%
Customer Training Total	**$2,305,929**	**$527,946**	**$113,223**	$1,664,761	27.81%
Youth Wages & Stipends		$344,901	$0		
Non-Youth Wages & Stipends		$0	$0		
WIOA Individual Training Account & Group Training		$153,936	$88,925		
Non-WIOA Group Training		$23,340	$24,297		
On the Job Training		$0	$0		
Needs Related Payments		$0	$0.00		
Support Services		$5,769	$0.00		
Grand Total	**$9,387,848**	**$1,245,324**	**$388,135**	**$7,754,389**	**17.40%**
		$1,245,324		$7,754,389	82.60%
		$0.00			

WIOA Training Total is	$242,861
NON WIOA Training Total is	$47,637

GLCAC Expenses are paid through August 2026.
DCS Expenses are through June 2026.

MASSHIRE MERRIMACK VALLEY WORKFORCE BOARD

MassHire Merrimack Valley Workforce Board Budget Report for FY 2027

Balance of Funds by Fiscal Year

As of 9/30/2026

Grants ending in Fiscal Year 2027	Start Date of Grant	End Date of Grant	Balance available to spend by June 30, 2026
Youth Works - FY 26-27	4/1/2026	6/30/2027	$502,904
Adult Community Learning Services	7/1/2026	6/30/2027	$12,902
Mass Commission for Blind	7/1/2026	6/30/2027	$3,050
MassAbility	7/1/2026	6/30/2027	$3,345
Snap Expansion qtr 1 FY 27	7/1/2026	6/30/2027	$2,047
Snap Expansion qtr 2-4 FY 27	10/1/2026	6/30/2027	$21,826
DTA Work Program	7/1/2026	6/30/2027	$57,359
DESE Career Pathways	7/1/2026	6/30/2027	$17,203
Emergency Assistance Shelter Funding FY25-27	10/1/2024	12/31/2026	$7,173
WCTF Healthcare Hub Program FY24-27	1/1/2024	12/31/2026	$63,565
WCTF ESOL Program FY24-27	10/1/2023	9/30/2026	$165,772
Workforce Investment Board	7/1/2026	6/30/2027	$84,557
Connecting Activities	7/1/2026	6/30/2027	$328,898
Helfrich Brothers - FY 27	1/0/1900	1/0/1900	$213,592
MTC Advanced Manufacturing FY 26-27	7/1/2025	9/30/2026	$0
COL Youth AI Workforce Training - FY26-27	5/22/2026	6/30/2027	$199,246
Wagner Peyser 10% FY26	7/1/2026	6/30/2027	$45,846
Career Center One Stop	7/1/2026	6/30/2027	$355,704
DVOP JVSG	7/1/2026	6/30/2027	$124,330
Rapid Response DCS Staff	7/1/2026	6/30/2027	$39,428
RESEA CY 25	7/1/2025	6/30/2027	$253,614
WIOA Youth FY 26	7/1/2025	6/30/2027	$746,461
WIOA Adult FY 26	7/1/2025	6/30/2027	$273,395
WIOA Dislocated Worker FY 26	7/1/2025	6/30/2027	$146,509
		Total	$3,668,727
			47.30%

Multiple Years Grants	Start Date of Grant	End Date of Grant	Balance available to spend after June 30, 2026
Wagner Peyser 90% FY 27-28	7/1/2026	6/30/2028	$712,221
RESEA CY 26	1/0/1900	1/0/1900	$161,623
WIOA Youth FY 27	7/1/2026	6/30/2028	$1,295,812
WIOA Adult FY 27	7/1/2026	6/30/2028	$1,197,615
WIOA Dislocated Worker FY 27	7/1/2026	6/30/2028	$639,750
GLCAC Other Direct Funding			$80,000
		Total	$4,087,021
			52.70%

MERRIMACK VALLEY WORKFORCE BOARD

REPORT THRU 9.30.26		MASSHIRE MVWB			GLCAC			DCS -STATE PARTNER			CUSTOMER TRAINING			TOTAL BUDGET, EXPENSES, AND BALANCES			CASH		OBLIGATIONS & ACCRUALS				
Grant #	GRANT NAME	BUDGET	EXPENSES	BALANCES	BUDGET	EXPENSES	BALANCES	BUDGET	EXPENSES	BALANCES	BUDGET	EXPENSES	BALANCES	BUDGET	EXPENSES	BALANCES	REVENUES	CASH FLOW	MASSHIRE MVWB	GLCAC	DCS - STATE	CUSTOMER TRAINING	TOTAL OBLIGATIONS
4	City Cash Float/Discretionary Fund	$0.00	$1,359.20	($1,359.20)			$0.00						$0.00	$0.00	$1,359.20	($1,359.20)	$867,653.57	$866,294.37					$0.00
13	Youth Works - FY 26-27	$405,950.00	$181,899.51	$224,050.49			$0.00				$616,450.00	$337,596.82	$278,853.18	$1,022,400.00	$519,496.33	$502,903.67	$328,192.49	($191,303.84)					$0.00
31	Adult Community Learning Services	$645.00		$645.00	$12,257.39		$12,257.39						$0.00	$12,902.39	$0.00	$12,902.39	$0.00	$0.00					$0.00
33	Mass Commission for Blind	$153.00		$153.00	$2,897.00		$2,897.00						$0.00	$3,050.00	$0.00	$3,050.00	$0.00	$0.00					$0.00
34	MassAbility	$167.00		$167.00	$3,178.40		$3,178.40						$0.00	$3,345.40	$0.00	$3,345.40	$0.00	$0.00					$0.00
36	Snap Expansion Qtr 1 FY 27	$408.00	$408.00	$0.00	$7,753.00		$7,753.00	$2,046.90		$2,046.90			$0.00	$10,207.90	$408.00	$9,799.90	$0.00	($408.00)		$7,753.00			$7,753.00
37	Snap Expansion qtr 2-4 FY 27	$917.00		$917.00	$17,417.00		$17,417.00	$3,492.04		$3,492.04			$0.00	$21,826.04	$0.00	$21,826.04	$0.00	$0.00					$0.00
38	DTA Work Program	$1,377.00		$1,377.00	$26,155.00		$26,155.00	$29,826.61		$29,826.61			$0.00	$57,358.61	$0.00	$57,358.61	$0.00	$0.00					$0.00
39	DESE Career Pathways	$17,203.19		$17,203.19			$0.00						$0.00	$17,203.19	$0.00	$17,203.19	$0.00	$0.00					$0.00
47	Emergency Assistance Shelter Funding FY25-27	$0.00		$0.00			$0.00	$7,173.39		$7,173.39			$0.00	$7,173.39	$0.00	$7,173.39	$0.00	$0.00					$0.00
77	WCTF Healthcare Hub Program FY24-27	$89,672.67	$26,869.70	$62,802.97			$0.00				$41,049.20	$15,990.00	$25,059.20	$130,721.87	$42,859.70	$87,862.17	$34,242.37	($8,617.33)				$24,297.20	$24,297.20
78	WCTF ESOL Program FY24-27	$155,353.39	$13,310.91	$142,042.48			$0.00				$23,729.45	$0.00	$23,729.45	$179,082.84	$13,310.91	$165,771.93	$8,379.90	($4,931.01)					$0.00
81	Workforce Investment Board	$95,000.00	$10,443.44	$84,556.56			$0.00						$0.00	$95,000.00	$10,443.44	$84,556.56	$0.00	($10,443.44)					$0.00
82	Connecting Activities	$321,002.00	$500.00	$320,502.00			$0.00				$8,500.00	$104.40	$8,395.60	$329,502.00	$604.40	$328,897.60	$0.00	($604.40)					$0.00
85	Helfrich Brothers - FY 27	$127,792.00		$127,792.00			$0.00				$85,800.00	$0.00	$85,800.00	$213,592.00	$0.00	$213,592.00	$0.00	$0.00					$0.00
88	MTC Advanced Manufacturing FY 26-27	$2,675.00	$2,675.00	$0.00	$12,825.00		$12,825.00						$0.00	$15,500.00	$2,675.00	$12,825.00		($2,675.00)		$12,825.00			$12,825.00
89	COL Youth AI Workforce Training - FY26-27	$96,000.00	$753.78	$95,246.22			$0.00				$104,000.00	$0.00	$104,000.00	$200,000.00	$753.78	$199,246.22		($753.78)					$0.00
90	Wagner Peyser 90% FY 27			$0.00	$101,534.00		$101,534.00	$634,832.72		$634,832.72				$736,366.72	$0.00	$736,366.72	$0.00	$0.00		$24,145.60			$24,145.60
91	Wagner Peyser 10% FY27	$10,000.00	$3,182.78	$6,817.22			$0.00	$39,029.00		$39,029.00				$49,029.00	$3,182.78	$45,846.22	$0.00	($3,182.78)					$0.00
92	Career Center One Stop	$26,326.00	$7,442.79	$18,883.21	$429,510.00		$429,510.00							$455,836.00	$7,442.79	$448,393.21	$0.00	($7,442.79)		$92,689.05			$92,689.05
93	DVOP JVSG			$0.00	$35,696.00		$35,696.00	$96,063.55		$96,063.55				$131,759.55	$0.00	$131,759.55	$0.00	$0.00		$7,429.42			$7,429.42
96	Rapid Response DCS Staff			$0.00	$45,000.00		$45,000.00							$45,000.00	$0.00	$45,000.00	$0.00	$0.00		$5,572.07			$5,572.07
97	RESEA CY 25	$14,406.00	$9,640.32	$4,765.68	$168,089.22	$77,968.53	$90,120.69	$199,531.97		$199,531.97				$382,027.19	$87,608.85	$294,418.34	$0.00	($87,608.85)		$40,804.15			$40,804.15
98	RESEA CY 26			$0.00			$0.00	$161,623.00		$161,623.00				$161,623.00	$0.00	$161,623.00	$0.00	$0.00					$0.00
10	WIOA Youth FY 27	$732,795.00		$732,795.00	$292,627.00		$292,627.00	$0.00		$0.00	$313,187.00		$313,187.00	$1,338,609.00	$0.00	$1,338,609.00	$0.00	$0.00		$42,797.10		$0.00	$42,797.10
22	WIOA Youth FY 26	$470,772.95	$167,952.76	$302,820.19	$15,776.24	$15,776.24	$0.00	$110,583.00		$110,583.00	$480,315.46	$64,331.70	$415,983.76	$1,077,447.65	$248,060.70	$829,386.95	$104,324.52	($143,736.18)				$82,925.48	$82,925.48
30	WIOA Adult FY 27	$294,278.00		$294,278.00	$317,860.00		$317,860.00	$252,121.00		$252,121.00	$333,356.00		$333,356.00	$1,197,615.00	$0.00	$1,197,615.00	$0.00	$0.00				$0.00	$0.00
44	WIOA Adult FY 26	$259,539.97	$63,881.48	$195,658.49	$151,587.14	$52,988.11	$98,599.03	$0.00		$0.00	$81,187.12	$41,170.00	$9,967.12	$462,264.23	$158,089.59	$304,224.64	$38,766.26	($119,275.33)		$24,829.98		$6,000.00	$30,829.98
50	WIOA Dislocated Worker FY 27	$173,305.00		$173,305.00	$114,659.00		$114,659.00	$173,054.00		$173,054.00	$178,732.00		$178,732.00	$639,750.00	$0.00	$639,750.00	$0.00	$0.00				$0.00	$0.00
66	WIOA Dislocated Worker FY 26	$126,740.35	$49,161.69	$77,578.66	$115,241.74	$31,163.95	$84,077.79	$0.00		$0.00	$69,673.00	$68,753.00	$920.00	$311,655.09	$149,078.64	$162,576.45	$87,745.28	($61,333.36)		$16,066.99		$0.00	$16,066.99
	GLCAC - Other Direct Funding/Estimated Accrual				$80,000.00		$80,000.00							$80,000.00		$80,000.00	n/a	n/a					$0.00
	Total	$3,422,478.52	$539,481.36	$2,882,997.16	$1,950,063.13	$177,896.83	$1,772,166.30	$1,709,377.18	$0.00	$1,709,377.18	$2,305,929.23	$527,945.92	$1,777,983.31	$9,387,848.06	$1,245,324.11	$8,142,523.95	$1,469,304.39	$223,980.28	$0.00	$274,912.36	$0.00	$113,222.68	$388,135.04

VI. Career Center Report

Alicia Appugliese provided the Career Center Report:

Career Center Report
Planning Committee Meeting October 20th, 2026

Business Services (as of 14 OCT):

Past Events

- 10 SEP MKS Instruments Recruitment (Onsite @ MKS) – 10 Job Seekers
- 15 SEP Unconquerable Security Services Recruitment (@MVCC) – 3 Job Seekers
- 22 SEP Amazon DSP Recruitment (@MVCC) – 2 Job Seekers
- 24 SEP Riverbend Recruitment (@MVCC) – 7 Job Seekers
- 24 SEP JVT Advisors Recruitment (@MVCC) – 12 Job Seekers
- 29 SEP Mass PCA Info Session (@MVCC) – 8 Job Seekers
- 29 SEP Maya Gourmet Recruitment (Onsite @ Maya Gourmet) - 3 Job Seekers

Upcoming Events:

- 15 OCT Business Resource Seminar (Virtual)
    - Featured Presenters
        - Mass Office of Business Development
        - Mass Division of Apprentice Standards
        - MDCS Rapid Response
        - Year Up
- 15 OCT Right at Home Recruitment (@MVCC)
- 20 OCT US Army National Guard Recruitment (@ MVCC)
- 21 OCT Essex Tech Bus Driver Info Session (Virtual)
- 28 OCT Pursuit Aerospace Recruitment (@MVCC)
- 28 OCT Haffners Oil/Propane Driver Info Session (Virtual)
- 3 NOV VulcanForms Recruitment (@MVCC)
- 4 NOV Albertsons/Shaws Recruitment (Onsite at Albertsons)
- 5 NOV VulcanForms Recruitment (@MVCC)
- 13 NOV JECC Behavioral Health Center Recruitment (@MVCC)
- 17 NOV Veterans Resource Fair (@ AMVETS – Haverhill)
- 8 DEC Bake 'n Joy Recruitment (@MVCC)

Outreach Activities:

- Saturday, Sept. 12th Community Resource Fair @ Phoenix Academy
- Wednesday, Sept. 16th UTEC presentation
- Friday September 25th GEAR UP Job Fair @ Lawrence High School
- Thursday, October 22nd RISE Academy College/Career Fair
- Thursday October 29th Bring Back the Trades
- Friday October 30th Community Resource Fair @ Community Works

VII. Topics Not Reasonably Anticipated

Frank Bonet reminded attendees about the upcoming MMVWB Annual Meeting on October 27th.

Vilma Martinez-Dominguez said I'm part of Unidos in Power and they are holding a convention Friday from 4:00 – 8:30 in Boston for Latino elected officials. It's not a political event. It's a civic engagement event to encourage people to vote and consider running for office. We have a bus leaving at about 2:00-2:30 p.m. from Franklin Street for whoever wants to go. It's their first convention and a big celebration. I believe the governor will be there. I'm happy to share the information.

Vilma said GLCAC's Annual Meeting on October 28th.

Frank Surillo said I attended a public housing conference, and the biggest discussion was how to handle all the federal cuts coming down the line.

Vilma said so far, our programs are good. The governor released additional funding for fuel assistance, specifically oil, for low income and that has also expanded to middle income.

Frank Surillo said our most vulnerable population are feeling the repercussions.

VIII. Adjourn (vote required)

Having no further business, Chairman Frank Surillo called for a motion to adjourn the meeting.

Motion by Andrew Herlihy, seconded by Carol Riemer to adjourn the meeting. The meeting was adjourned.

Respectfully submitted,

Lynda Buote

Recorder

Exhibits Used:
MMVWB Planning/Career Center Committee Meeting Minutes 8.18.26
Memorandum – 10.16.26 City of Lawrence Youth AI Workforce Training Service Request for Proposals
Labor Exchange Program and WIOA Performance Summary for the MHMVCC as of 9.30.26
MassHire Merrimack Valley Workforce Board Budget Report for FY 2026 as of 9.30.26
MassHire Merrimack Valley Career Center Report 10.20.26