



# MERRIMACK VALLEY WORKFORCE BOARD

## Planning/Career Center Committee

Tuesday, December 16, 2025

9:00 am

Remote Meeting via Zoom

Meeting ID: 816 1795 6230

Passcode: 082661

## Meeting Minutes

### MEMBERS IN PARTICIPATION:

Andrew Herlihy, Carol Riemer, Frank Surillo

### MEMBERS ABSENT:

Frank Amato

### STAFF IN PARTICIPATION:

Frank Bonet, Lynda Buote, Varsha Gandhi, Tracy Myszkowski, Corina Ossers, Abby Seripais

### GUESTS IN PARTICIPATION:

Juan Belliard, Eric Nelson

#### **I. Call to Order and Roll Call**

A quorum being present Chairman Frank Surillo welcomed everyone and called the meeting to order at 9:04 a.m.

#### **II. Approval of Minutes of October 20, 2025, Meeting (vote required)**

Chairman Frank Surillo asked for a motion to approve the minutes of the October 20, 2025, meeting.

**Motion by Andrew Herlihy, seconded by Carol Riemer to approve the minutes of the October 20, 2025, meeting. Chairman Frank Surillo abstained as he did not attend the October 20, 2025, meeting. Motion passed.**

Corina Ossers said these next few items are ratifications of prior votes the MMVWB Planning/Career Center Committee has taken electronically.

Andrew Herlihy said didn't the full board vote on these and Corina said we reviewed all of our electronic votes and we must ratify any electronic votes taken by the Board and the Planning/Career Center

Committee to make sure we have everything in place as MassHire Department of Career Services has suggested to us.

**III. Ratification of Prior Electronic Vote – Approval to Transfer \$90,000 of WIOA Adult Training Funds to WIOA Dislocated Worker Training Funds – 10.8.25 (vote required)**

Chairman Frank Surillo asked for a motion for Ratification of Prior Electronic Vote – Approval to Transfer \$90,000 of WIOA Adult Training Funds to WIOA Dislocated Worker Training Funds – 10.8.25.

**Motion by Carol Riemer, seconded by Andrew Herlihy for Ratification of Prior Electronic Vote – Approval to Transfer \$90,000 of WIOA Training Funds to WIOA Dislocated Worker Training Funds – 10.8.25. Chairman Surillo voted yes. Motion passed.**

**IV. Ratification of Prior Electronic Vote – Approval to Award to Fund WIOA Youth Program RFP to Fund Haverhill Public Schools and Not to Fund Haverhill YMCA-YMCA of the North Shore – 5.30.25 (vote required)**

Chairman Frank Surillo asked for a motion for Ratification of Prior Electronic Vote – Approval to Award to Fund WIOA Youth Program RFP to Fund Haverhill Public Schools and Not to Fund Haverhill YMCA-YMCA of the North Shore – 5.30.25.

Andrew said I voiced my concern at the October Annual Meeting and we're hoping to get the Haverhill YMCA-YMCA of the North Shore funded in the future, but we're happy to fund Haverhill Public Schools.

Frank Bonet said we're not voting to approve these votes; we're voting for the ratification of these votes that were taken electronically.

**Motion by Andrew Herlihy, seconded by Carol Riemer for Ratification of Prior Electronic Vote – Approval to Award to Fund WIOA Youth Program RFP to Fund Haverhill Public Schools and Not to Fund Haverhill YMCA-YMCA of the North Shore – 5.30.25. Chairman Surillo voted yes. Motion passed.**

**V. Ratification of Prior Electronic Vote – Approval to Transfer \$60,000 from FY25 WIOA Adult Training Funds to WIOA Dislocated Worker Training Funds – 5.8.25 (vote required)**

Chairman Frank Surillo asked for a motion for Ratification of Prior Electronic Vote – Approval to Transfer \$60,000 from FY25 WIOA Adult Training Funds to WIOA Dislocated Worker Training Funds – 5.8.25.

**Motion by Andrew Herlihy, seconded by Carol Riemer for Ratification of Prior Electronic Vote – Approval to Transfer \$60,000 from FY25 WIOA Adult Training Funds to WIOA Dislocated Worker Training Funds – 5.8.25. Chairman Surillo voted yes. Motion passed.**

**VI. Ratification of Prior Electronic Vote – Approval to Award to Fund WIOA Youth Program RFP to CyberWarrior, LARE Institute/American Training, Inc., and Haverhill YMCA and Not to Fund The Barber Academy – 6.11.24 (vote required)**

Chairman Frank Surillo asked for a motion for Ratification of Prior Electronic Vote – Approval to Award to Fund WIOA Youth Program RFP to CyberWarrior, LARE Institute/American Training, Inc., and Haverhill YWCA and Not to Fund The Barber Academy – 6.11.24.

**Motion by Carol Riemer, seconded by Andrew Herlihy for Ratification of Prior Electronic Vote – Approval to Award to Fund WIOA Youth Program RFP to CyberWarrior, LARE Institute/American Training, Inc., and Haverhill YMCA and Not to Fund The Barber Academy – 6.11.24. Chairman Surillo voted yes. Motion passed.**

Carol Riemer said when we look at these ratifications, is that date the date we sent in the vote electronically and Lynda Buote said the date is when the electronic vote was taken.

**VII. Ratification of Prior Electronic Vote – Approval to Transfer \$60,000 of WIOA Adult Training Funds to WIOA Dislocated Worker Training Funds – 5.9.24 (vote required)**

Chairman Frank Surillo asked for a motion for Ratification of Prior Electronic Vote – Approval to Transfer \$60,000 of WIOA Adult Training Funds to WIOA Dislocated Worker Training Funds – 5.9.24.

**Motion by Andrew Herlihy, seconded by Carol Riemer for Ratification of Prior Electronic Vote – Approval to transfer \$60,000 of WIOA Adult Training Funds to WIOA Dislocated Worker Training Funds – 5.9.24. Chairman Surillo voted yes. Motion passed.**

**VIII. Ratification of Prior Electronic Vote – Approval to Award to Fund WIOA Adult Program RFP to LARE Institute/American Training Inc., and Not to Fund AMEDAL, Inc.; Community Action, Inc., (Makelt Haverhill); Ruth’s House; Home Healthcare Connections – 9.9.22 (vote required)**

Chairman Frank Surillo asked for a motion for Ratification of Prior Electronic Vote to Award to Fund WIOA Adult Program RFP to LARE Institute/American Training Inc., and Not to Fund AMEDAL, Inc.; Community Action, Inc., (Makelt Haverhill); Ruth’s House; Home Healthcare Connections – 9.9.22.

**Motion by Andrew Herlihy, seconded by Carol Riemer for Ratification of Prior Electronic Vote – Approval to Award to Fund WIOA Adult Program RFP to LARE Institute/American Training Inc., and Not to Fund AMEDAL, Inc.; Community Action, Inv., (Makelt Haverhill); Ruth’s House; Home Healthcare Connections – 9.9.25. Chairman Surillo voted yes. Motion passed.**

**IX. Ratification of Prior Electronic Vote – Approval to Award to Fund WIOA In School Youth and Out of School Youth Program RFP to In School Youth Haverhill YMCA, Career Readiness and Pathway Building, Educational Attainment & Financial Literacy Program and Not to Fund Out of School Youth CyberWarrior Foundation; In School Youth CyberWarrior Foundation; and In School Youth Leaving the Street Ministry – 9.9.22 (vote required)**

Chairman Frank Surillo asked for a motion for Ratification of Prior Electronic Vote to Award to Fund WIOA In School Youth and Out of School Youth Program RFP to In School Youth Haverhill YMCA, Career Readiness and Pathway Building, Educational Attainment & Financial Literacy Program and Not to Fund Out of School Youth CyberWarrior Foundation; In School Youth CyberWarrior Foundation; and In School Youth Leaving the Ministry – 9.9.22.

**Motion by Andrew Herlihy, seconded by Carol Riemer for Ratification of Prior Electronic Vote – Approval to Award to Fund WIOA In School Youth and Out of School Youth Program RFP to In School Youth Haverhill YMCA, Career Readiness and Pathway Building, Educational Attainment & Financial Literacy Program and Not to Fund Out of School Youth CyberWarrior Foundation; In School Youth CyberWarrior Foundation; and In School Youth Leaving the Ministry – 9.9.25. Chairman Surillo voted yes. Motion passed.**

**X. Ratification of Prior Electronic Vote – Approval to Award MMVWB Office Space RFP to One Union Street Realty, LLC – 6.28.22 (vote required)**

Chairman Frank Surillo asked for a motion for Ratification of Prior Electronic Vote – Approval to Award MMVWB Office Space RFP to One Union Street Realty, LLC – 6.28.22.

**Motion by Andrew Herlihy, seconded by Carol Riemer for Ratification of Prior Electronic Vote – Approval to Award MMVWB Office Space RFP to One Union Street Realty, LLC – 6.28.22. Chairman Surillo voted yes. Motion passed.**

**XI. Ratification of Prior Electronic Vote - Approval to Not Award In School and Out of School Youth Program RFP to Boston Career Institute and Unique System Skills, LLC – 3.1.22 (vote required)**

Chairman Frank Surillo asked for a motion for Ratification of Prior Electronic Vote – Approval to Not Award In School and Out of School Youth Program RFP to Boston Career Institute and Unique System Skills, LLC – 3.1.22.

**Motion by Andrew Herlihy, seconded by Carol Riemer for Ratification of Prior Electronic Vote – Approval to Not Award In School and Out of School Youth Program RFP to Boston Career Institute and Unique System Skills, LLC – 3.1.22. Chairman Surillo voted yes. Motion passed.**

**XII. Performance Summary Update**

Corina Ossers provided the Performance Summary update as of 11.30.25.

**LABOR EXCHANGE PROGRAM and WIOA PERFORMANCE SUMMARY  
for the MASSHIRE MERRIMACK VALLEY CAREER CENTER  
LOWER MERRIMACK VALLEY WORKFORCE DEVELOPMENT AREA  
FISCAL YEAR 2026**

PROGRAM ACTIVITY	FY26 ANNUAL PLAN	ACTUAL TO DATE as of 11/30/2025	PERCENTAGE OF PLAN
<b>Job Seekers Served</b>			
1. Total Job Seekers Served	8,800	3,159	36%
a. Job Seekers Unemployed	8,200	2,872	35%
b. Persons with Disabilities	388	290	75%
c. UI Claimants Served	6,112	2,091	34%
d. Veterans Served	213	78	37%
2. Total Entered Employments	1,000	318	32%
<b>Employer Services</b>			
1. Total Employers Served	1,309	716	55%
a. New to Career Center	519	151	29%
b. Repeat	790	565	72%
2. Employers Receiving Job Seeker Referrals	69	46	67%
3. Employers Hiring from Referrals	19	8	42%
4. Employers Receiving Enhanced Services		143	
<b>WIOA Adults</b>			
1. Total Participants	81	46	57%
a. Carry-in Participants	25	23	92%
b. New Participants	56	23	41%
2. Total Participants in Training (single count)	69	46	67%
a. Carry-in Participants	25		
b. New Participants	44	21	48%
3. Program Exits	38	6	16%
a. Enter Employment	29	1	3%
i. Average Hourly Wage at Placement	\$20.00	\$25.00	125%
b. Negative Exits	9	5	56%
<b>WIOA Dislocated Workers</b>			
1. Total Participants	52	32	62%
a. Carry-in Participants	29	24	83%
b. New Participants	23	8	35%
2. Total Participants in Training (single count)	64	36	56%
a. Carry-in Participants	29		
b. New Participants	35	7	20%
3. Program Exits	34	9	26%
a. Enter Employment	27	4	15%
i. Average Hourly Wage at Placement	\$25.00	\$38.19	153%
b. Negative Exits	7	5	71%
<b>WIOA Youth (Younger &amp; Older)</b>			
1. Total Participants	109	49	45%
a. Carry-in Participants	23	19	83%
b. New Participants	86	30	35%
2. Enrollments by Program Element			
a. Occupational Skills Training (ITA's)	52	9	17%
b. Youth Group Program (In-School & Out-of-School)	34	18	53%
c. Work Experience (ITA & Group Program)	38	27	71%
3. Program Exits	63	13	21%
a. Enter Employment	24	7	29%
b. Average Hourly Wage at Placement		\$18.04	
c. Entered Post Secondary/Advanced Trng (double count possible)	26	0	0%
d. Negative Exits	13	6	46%

References: FY26 MMVWB Annual Plan; MOSES & Crystal reports

Andrew said I'm pleased to see the number of people with disabilities accessing services. Do you think that is due to partnerships with various agencies or people coming in on their own and Corina said disabilities are self-disclosed; however, we do have referrals through our partner agencies, and I don't know if the partnership with the new Career Center operator has strengthened this. Eric, do you have anything to add, and Eric Nelson said that's a mix of both numbers. Part of this is customers we received through MassAbility and Massachusetts Commission for the Blind and some are self-disclosed.

Juan Belliard said we met with the director of MassAbility last week and three new clients. We have added new staff and that will help us work with these clients.

**MassHire Merrimack Valley Workforce Board  
FY 2026 Performance Dashboard Ending November 30, 2025**

FY'26 Annual Budget: \$10,368,263 (as of 11.30.25)				LMVWDA Unemployment:		4.7% September 2025	
<b>Job Seekers Served</b>		<b>Employers Served</b>		<b>Employers Who Hired a Job Seeker Referral</b>			
<b>3,159</b>		<b>716</b>		<b>8</b>			
<b>% Of Plan:</b>	<b>36%</b>	<b>% Of Plan:</b>	<b>55%</b>	<b>% Of Plan:</b>	<b>42%</b>		
<b>WIOA Youth</b>		<b>Customer Demographics</b>		<b>WIOA Participants</b>			
<b>New participants: 30</b>		Male 1465		<b>Dislocated Worker:</b>		<b>32</b>	
		Female 1667					
		White 1578		<b>% Of Plan:</b>		<b>62%</b>	
<b>Carry-in: 19</b>		Hispanic 1371					
		Other 210					
<b>Total Youth Served: 49</b>		18 and under 56		<b>Adult:</b>		<b>46</b>	
		19-21 117					
		22-45 1479		<b>% Of Plan:</b>		<b>57%</b>	
<b>% Of Plan:</b>		46-54 556					
<b>45%</b>		55 and over 951					
		Less than HS 273					
		HS Diploma/GED 1018					
		Some College 364					
		Associate Degree 225					
		Bachelor's Degree 713					
		Advanced Degree 466					
		Unknown 100					
<b>Total Entered Employment</b>		<b>FY26 WIOA Funds Invested in Training (as of 11.30.25)</b>		<b>FY26 Non-WIOA Funds Invested in Training (as of 11.30.25)</b>			
<b>318</b>		<b>\$351,354</b>		<b>\$146,415</b>			
<b>% Of Plan:</b>							
<b>32%</b>							
<b>Average Hourly Wage:</b>							
<b>\$35.67</b>							

Corina asked if there were any questions and there were none.

**XIII. Budget Update**

Tracy Myszkowski provided the Budget Summary as of 11.30.25.



**MassHire Merrimack Valley Workforce Board Budget Report for FY 2026**

As of **11/30/2025**

	Budget	Expenditure	Accrual	Balance	% Used
<b>MMVWB Total</b>	\$3,582,055	\$962,269	\$0	\$2,619,786	26.86%
<b>GLCAC Total</b>	\$2,392,953	\$512,577	\$8,665	\$1,871,711	21.78%
<b>DCS Total</b>	\$1,580,101	\$311,134	\$0	\$1,268,967	19.69%
<b>Customer Training Total</b>	\$2,813,154	\$722,889	\$387,052	\$1,703,212	39.46%
Youth Wages & Stipends		\$595,212	\$0		
Non-Youth Wages & Stipends		\$0	\$0		
WIOA Individual Training Account & Group Training		\$103,367	\$247,987		
Non-WIOA Group Training		\$7,350	\$139,065		
On the Job Training		\$0	\$0		
Needs Related Payments		\$0	\$0.00		
Support Services		\$16,961	\$0.00		
<b>Grand Total</b>	\$10,368,263	\$2,508,869	\$395,717	\$7,463,676	28.01%
		\$2,508,869		\$7,463,676	71.99%
		\$0.00			

WIOA Training Total is	\$351,354
NON WIOA Training Total is	\$146,415

GLCAC Expenses are paid through October 2025.

DCS Expenses are through September 2025.



**MassHire Merrimack Valley Workforce Board Budget Report for FY 2026**

**Balance of Funds by Fiscal Year**

As of **11/30/2025**

Grants ending in Fiscal Year 2026	Start Date of Grant	End Date of Grant	Balance available to spend by June 30, 2026
Youth Works - FY 25-26	5/15/2025	6/30/2026	\$693,411
Adult Community Learning Services	7/1/2025	6/30/2026	\$14,386
Senior Community Services	7/1/2025	6/30/2026	\$0
Mass Commission for Blind	7/1/2025	6/30/2026	\$3,050
MassAbility	7/1/2025	6/30/2026	\$6,708
Operation A.B.L.E.	7/1/2025	6/30/2026	\$2,007
Snap Expansion qtr 1 FY 26	7/1/2025	9/30/2025	\$1,257
DTA Work Program	7/1/2025	6/30/2026	\$38,252
DESE Career Pathways	7/1/2025	6/30/2026	\$19,182
Emergency Assistance Shelter Funding FY25-26	10/1/2024	6/30/2026	\$56,492
ARPA Upskilling Navigator FY 22-26	5/1/2022	6/30/2026	\$42,454
Workforce Investment Board	7/1/2025	6/30/2026	\$72,603
Connecting Activities	7/8/2025	6/30/2026	\$273,612
Helfrich Brothers - FY 25-26	1/14/2025	12/31/2025	\$0
COL Stand Alone Intensive English FY 20-26	7/1/2019	6/30/2026	\$170,371
Wagner Peyser 10% FY26	7/1/2025	6/30/2026	\$29,101
Career Center One Stop	7/1/2025	6/30/2026	\$366,160
DVOP JVSG	7/1/2025	6/30/2026	\$93,640
Rapid Response DCS Staff	7/1/2025	6/30/2026	\$37,329
WIOA Youth FY 25	7/1/2025	6/30/2026	\$510,448
WIOA Adult FY 25	7/1/2025	6/30/2026	\$211,637
WIOA Dislocated Worker FY 25	7/1/2025	6/30/2026	\$64,512
		<b>Total</b>	<b>\$2,706,611</b>
			36.26%

Multiple Years Grants	Start Date of Grant	End Date of Grant	Balance available to spend after June 30, 2026
WCTF Behavioral Health Program FY24-27	1/1/2024	12/31/2026	\$266,744
WCTF Healthcare Hub Program FY24-27	1/1/2024	12/31/2026	\$88,687
WCTF ESOL Program FY24-27	10/1/2023	9/30/2026	\$305,322
Wagner Peyser 90% FY 26-27	7/1/2025	6/30/2027	\$638,929
RESEA CY 25	1/1/2025	9/30/2026	\$666,910
RESEA CY 24	7/1/2024	9/30/2026	\$147,671
WIOA Youth FY 26	7/1/2025	6/30/2027	\$1,150,515
WIOA Adult FY 26	7/1/2025	6/30/2027	\$913,053
WIOA Dislocated Worker FY 26	7/1/2025	6/30/2027	\$579,235
		<b>Total</b>	<b>\$4,757,066</b>
			63.74%





Fiscal Year 2026 Highlights  
As of November 30, 2025

No Changes to Report

Chairman Frank Surillo asked if there were any questions and there were none.

**XIV. Career Center Report**

In the absence of Alicia Appugliese, Eric Nelson provided the MassHire MV Career Center Report.

Career Center Report

Planning Committee Meeting December 16, 2025

Career Technical Initiative (CTI): Currently recruiting for CTI courses offered in partnership with GLTS for Winter 2026 (Jan - June)

- Due to shortage of staff we are only helping GLTS with referrals and flyer distribution

Business Services:

Past Events

- 10/7 Autumn Career Expo @ NECC Hartleb Technology Center – Haverhill – 18 employers / 65 job seekers attended
- 10/15 Community Group Recruitment – Lawrence – 45 Job Seekers attended
- 10/12 USPS Application Workshop – 1 Job Seeker Attended
- 11/13 Veteran Job / Resource Fair @ NECC Dimitry Building – Lawrence (open to the general public) – 14 employers + 6 Veteran resources / 56 Job Seekers attended
- 12/4 Alfa Laval On-Site Recruitment (Newburyport)

Upcoming Events:

- 12/11 H&R Block On-Site Recruitment (Newburyport)

Future Planning / not scheduled

- TBD (JAN) Waystone (Fidelity House) On-Site Recruitment (Lawrence)
- TBD (FEB) Waystone (Fidelity House) Recruitment (@ MassHire)
- TBD (MAR) Business Resource Seminar
- TBD (MAR / APR) Industry Information Sessions – Employer Panels for Job Seekers

Staffing:

- We have hired 2 employment counselors and promoted one of our membership desk staff to employment counselor. They started 11/17 and are doing great. We still have an outreach specialist position still open.

Ongoing Projects:

- Looking to start a monthly manufacturing roundtable and a labor union roundtable to understand the needs of these 2 industries and how best to support each other going forward
- Working with our 2 Youth counselors to schedule visit rotations to the local high schools. We have sent out emails to high schools in our service area and will be putting together a rotating schedule to visit the schools that have responded that they are interested in working with us.

Eric said this concludes the report pending any questions and Andrew said I attended the October job fair at the NECC Technology Center and employers were pleased and that was great to hear.

**XV. Other Business**

Andrew said the federal government released jobs data this morning. The U.S. unemployment rate rose to 4.6% in November. The highest in four years. This is something we'll need to watch in terms of dislocated workers.

Corina said is there any other business and Frank said I hope that your holiday season is a joyous one. Happy holidays to all.

**XVI. 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