MERRIMACK VALLEY WORKFORCE BOARD

Special Meeting Minutes

Tuesday, September 15, 2026
7:30 a.m.
Remote Meeting Via Zoom
Meeting ID: 863 8458 6600
Passcode: 102102

MEMBERS PRESENT:
Frank Amato, Kemelin Domenech, Andrew Herlihy, Billy Lang, Superintendent Maureen Lynch, Vilma Martinez-Dominguez, Eric Nyandat, Carol Riemer, Nardy Vega, Ellen Weinhold, Juan Yepez

MEMBERS ABSENT:
Dawn Beati, Victor Betances, Michael Bevilacqua, John Bruno, Dr. Lane Glenn, Conor Helfrich, Superintendent John Lavoie, Frank Surillo

STAFF PRESENT:
Frank Bonet, Lynda Buote, Joe Eid, Ana Gonzalez, Cecelia Lunde, Tracy Myzkowski, Corina Ossers, Matt Robert, Abby Seripais

GUESTS PRESENT:
Alicia Appugliese, Nelson Buttons, Juan Belliard, Alison Dolan-Wilson, Eric Nelson

I. Call to Order, Welcome and Roll Call

A quorum being present, Chairman Juan Yepez welcomed everyone to today's meeting and called the meeting to order at 8:34 a.m. Roll call was taken. Today's meeting is recorded for meeting minutes purposes only.

II. Approval of MMVWB FY27 Annual Plan to Be Submitted to City of Lawrence Mayor and MassHire Department of Career Services (MDCS) (vote required)

Frank Bonet presented the MMVWB FY27 Annual Plan. Every year the Commonwealth of Massachusetts requires us to have a plan with performance numbers going forward based on our budget. The plan must be approved by the MMVWB to be sent to the mayor of the City of Lawrence for approval and to MassHire Department of Career Services for approval. This year we have an extension to submit the plan by September 25, 2026. The delay was due to several factors one being the Operator and MDCS needed to balance the integrated MDCS and Career Center budget before we could bring the plan to the board. Balancing the budget included not funding vacancies and taking other costs out. This budget will take us to May 2027 as we stand right now. Once we receive RESEA money, we can readjust the budget. Today, we request a vote to submit the plan to the mayor of the City of Lawrence and to MDCS.

ATTACHMENT I

PROGRAM SUMMARY CHARTS

FISCAL YEAR 2027

CHART S -- SUBMITTAL HISTORY

WORKFORCE DEVELOPMENT AREA	Merrimack Valley
CONTACT NAME/PHONE:	Frank Bonet / 978.857.5394

Submittal Sequence	Date	Modification To	Yes/No
First Submittal	8.31.2026		
Annual Business Plan		Chart 1: Wagner-Peyser	
		Chart 2: WIOA Adult	
		Chart 3: WIOA Dislocated Worker	
		Chart 4: WIOA Youth	
Second Submittal			
		Chart 1: Wagner-Peyser	
		Chart 2: WIOA Adult	
		Chart 3: WIOA Dislocated Worker	
		Chart 4: WIOA Youth	
Third Submittal			
		Chart 1: Wagner-Peyser	
		Chart 2: WIOA Adult	
		Chart 3: WIOA Dislocated Worker	
		Chart 4: WIOA Youth	
Fourth Submittal			
		Chart 1: Wagner-Peyser	
		Chart 2: WIOA Adult	
		Chart 3: WIOA Dislocated Worker	
		Chart 4: WIOA Youth	
Fifth Submittal			
		Chart 1: Wagner-Peyser	
		Chart 2: WIOA Adult	
		Chart 3: WIOA Dislocated Worker	
		Chart 4: WIOA Youth	

Note: The entire Attachment I, Charts S and 1-4 must be submitted each time a modification is made.
Enter date (cell is formatted) and Y or N next to each Chart to identify Chart(s) with changes.

Please email the entire workbook to Lisa Caissie at lisa.j.caissie@mass.gov

Submittal History *MassHire Dept. of Career Services 07/ 01/2026*

Date Submitted or Resubmitted: August 31, 2026 **Modification # if not new: _____**

CHART 1

FY2027 LABOR EXCHANGE PROGRAM SUMMARY

Merrimack Valley

Workforce Board Name

A	B	C	D	E
Program Activity in MOSES	**July-June FY2024**	**July-June FY2025**	**July-June FY2026**	**Planned FY2027**
A. Job Seekers Services				
1. Total Job Seekers Served	9,747	8,125	6,494	7,310
a. Total Job Seekers Unemployed	9,045	7,462	5,983	6,723
b. Persons with Disabilities	436	386	675	531
c. UI Claimants Served	6,674	5,549	4,624	5,087
d. Veterans Served	243	182	163	173
B. Employer Services				
1.Total Employers Served (= 1.a + 1.b)	**1,408**	**1,207**	**1,288**	**1,304**
a. New to Career Center	634	403	529	522
b. Repeat	774	804	759	782
2. Employers Receiving Job Seeker Referrals	77	61	80	73
3. Employers Hiring from Referrals	21	16	18	18

Column Instructions:

Column B - Enter data from the Year-to-Date Column of the Workforce Area level June 2024 OSCCAR.

Column C - Enter data from the Year-to-Date Column of the Workforce Area level June 2025 OSCCAR.

Column D - Enter data from the Year-to-Date Column of the Workforce Area level June 2026 OSCCAR.

Column E - Enter planned numbers for the July-June period of FY 2027.

Notes:

"New" means that the employer has never received services from the Career Center. An employer that is new in a given month will appear in the monthly and the cumulative "new" counts on OSCCAR for the remaining months of the fiscal year.

"Repeat" means that the employer has returned to the Career Center for service after having received services in the prior three (3) fiscal years.

Chart 1 *MassHire Dept. of Career Services 07/01/2026*

Date Submitted or Resubmitted: August 31, 2026 **Modification # if not new:** _____

CHART 2

FY2027 WIOA TITLE I PROGRAM SUMMARY FOR ADULTS

Merrimack Valley

Workforce Board Name

A	B	C	D
`	Formula Carry-in from FY2026	Formula New in FY2027	FY2027 TOTAL
1. Participants	43	46	**89**
2. Program Exiters (= 2.a + 2.b)	29	15	**44**
a. Enter Employment			30
i. Average Hourly Wage at Placement			$20.00
b. Other Exit Reasons			**14**
3. Carry-Out to FY2028 (= 1 - 2)			**45**
4. Entered Employment Rate at Exit (= 2.a / 2)			**68%**
5. Total Participants in Training Activities (single count*)	21	46	**67**
a. Basic Education / Literacy Skills	0	0	**0**
b. ESOL (ESL)	0	0	**0**
c. Occupational Skills Training (all including ITA)	21	46	**67**
i. Occupational Skills Training (Customized)	0	0	**0**
ii. Occupational Skills Training (Group Contracts)	0	0	**0**
d. On-the-Job Training (OJT)	0	0	**0**
6. Training Participants Obtaining Certificate/Credential	14	31	**45**
7. Support Services	0	5	**5**
a. Needs Based Payments	0	0	**0**

* Enter the number of unique individuals; should be less than or equal to the number of participants on line 1.
Column B: Enter estimates of WOIA Title I Adult FY26 participants that will carry-in to WIOA Title I Adults FY27
Column C: Enter estimates of newly enrolled participants to be served in WIOA Title I Adults in FY2027
Column D: Enter estimates only in cells that contain regular font

Note: Cells shown in **bold blue** font contain formulas that will calculate automatically based on data entered in Columns C and D. **Do not type in bold blue cells.**

Chart 2 *MassHire Dept. of Career Services 07/01/2026*

Date Submitted or Resubmitted: August 31, 2026 **Modification # if not new:** _____

CHART 3

FY2027 WIOA TITLE I PROGRAM SUMMARY FOR DISLOCATED WORKERS

Merrimack Valley

Workforce Board Name

A	B	C	D
DISLOCATED WORKER PROGRAM	**Formula Carry-in from FY2026**	**Formula New in FY2027**	**FY2027 TOTAL**
1. Participants	39	24	**63**
2. Program Exiters (= 2.a + 2.b)	26	8	**34**
a. Enter Employment			26
i. Average Hourly Wage at Placement			$25.00
b. Other Exit Reasons			**8**
3. Carry-Out to FY2028 (= 1 - 2)			**29**
4. Entered Employment Rate at Exit (= 2.a / 2)			**76%**
5. Total Participants in Training Activities (single count*)	22	24	**46**
a. Basic Education / Literacy Skills	0	0	**0**
b. ESOL (ESL)	0	0	**0**
c. Occupational Skills Training (all including ITA)	22	24	**46**
i. Occupational Skills Training (Customized)	0	0	**0**
ii. Occupational Skills Training (Group Contracts)	0	0	**0**
d. On-the-Job Training (OJT)	0	0	**0**
6. Training Participants Obtaining Certificate/Credential	15	16	**31**
7. Support Services	0	2	**2**
a. Needs Based Payments	0	0	**0**

* Enter the number of unique individuals; should be less than or equal to the number of participants on line 1.
Column B: Enter estimates of WIOA Title I FY26 DW participants that will carry-in to WIOA Title I DW FY2027
Column C: Enter estimates of newly enrolled participants to be served in WIOA Title I DW in FY2027
Column D: Enter estimates only in cells that contain regular font

Note: Cells shown in **bold blue** font contain formulas that will calculate automatically based on data entered in Columns C and D. **Do not type in bold blue cells.**

Chart 3 *MassHire Dept. of Career Services 07/01/2026*

Date Submitted or Resubmitted: August 31, 2026 **Modification # if not new:**_____

CHART 4

FY2027 WIOA TITLE I PROGRAM SUMMARY FOR YOUTH

Merrimack Valley

Workforce Board Name

A	B	C	D
YOUTH PROGRAM	**In School Youth**	**Out of School Youth**	**FY2027 TOTAL**
1. Participants (= 1.a + 1.b)	**5**	**100**	**105**
a. New Enrollments during FY2027	5	70	**75**
b. Carry-Overs from FY2026	0	30	**30**
c. Youth Age 14 - 15	0	0	**0**
d. Youth Age 16 - 18	5	5	**10**
e. Youth Age 19 - 21	0	52	**52**
f. Youth Age 22 - 24	0	43	**43**
2. Program Exiters (= 2.a+2.b+2.c)	**5**	**43**	**48**
a. Enter Employment	3	30	**33**
b. Enter Post-Secondary Education or Training	2	0	**2**
c. Other Exit Reasons	0	13	**13**
3. Carry-Out to FY2028 (formula = 1 - 2)	**0**	**57**	**57**
4. Employment or Education Rate (= (2.a + 2.b) / (2))	**100%**	**70%**	**73%**
5. Enrollments by Fourteen Program Elements			
a. Tutoring and Dropout Prevention	5	0	**5**
b. Alternative Secondary School, HiSET Prep, ESOL	0	0	**0**
c. Work Experience, Internships, OJT, Summer Empl Op	5	13	**18**
d. Occupational Skills Training	0	95	**95**
e. Leadership Development Opportunities	0	0	**0**
f. Adult Mentoring	5	5	**10**
g. Comprehensive Guidance and Counseling	0	0	**0**
h. Education Concurrently w/ Workforce Prep	0	0	**0**
i. Entrepreneurial Skills Training	0	0	**0**
j. Financial Literacy Education	5	5	**10**
k. Post Sec Education/Training Transition Activities	0	0	**0**
l. Labor Market/Employment Information Services	0	95	**95**
m. Supportive Services	0	6	**6**
n. Follow-up Services	5	43	**48**
6. Attained Degree/Diploma/HiSET/Certificate	3	23	**26**
7. Attained Degree/Diploma/HiSET/Certificate Rate(= 6/2)	**60%**	**53%**	**54%**

Note: All cells shown in **bold blue** font contain formulas that will calculate automatically.
Do not type in bold blue cells!

Additional calculations:

Out-of-School Percentage of Total Participants	**95%**

Chart 4 *MassHire Dept. of Career Services 07/01/2026*

Fiscal Year 2027 MassHire Merrimack Valley Annual Budget Summary

	FY2027	FY2026	$ Increase/(Decrease)	% Increase/(Decrease)	Updates
Customer Funding - Training/Wages/Stipends/Support	$2,298,708.23	$2,813,153.79	($514,445.56)	-18.29%	FY26 Customer Funding - $1,379,133.23 FY27 Customer Funding - $919,575.00; Funding increases in WIOA; decreases in Youthworks; ending of ESOL & Behavioral Health Programs.
Merrimack Valley Workforce Board - MVWB					
Funding Allocation	$3,429,155.52	$3,582,378.36	($153,222.84)	-4.28%	Funding decrease due to less funds in Youthworks; ending of ESOL & Behavioral Health Programs. All funding will support staff and overhead costs.
# of Staff	17	16		1	Additional Position (1): Youth Services Specialist
Greater Lawrence Community Action Council - GLCAC					
Funding Allocation	$1,939,730.13	$2,395,140.61	($455,410.48)	-19.01%	Funding decrease due to the ending of the Upskilling Navigator and pending CY26 RESEA allocation. All funding will support staff and overhead costs.
# of Staff	19	17		2	Temporary Removed Positions until CY26 RESEA Funding is available (4): Division Director (1), Business Services Representative (2), Employment Counselor (1); New Positions (4): Business Services Representative (1), Youth Employment Counselor (1), Employment Counselor (1), RESEA Specialist (1). Eliminated Positions (2): Program Coordinator and Outreach Specialist. Current Vacancies pending funding (3): Business Services Representative (2), Employment Counselor (1).
Department of Career Services - DCS					
Funding Allocation	$1,709,377.18	$1,580,101.12	$129,276.06	8.18%	Funding increase due to the Projected CY26 RESEA Allocation included. All funding will support staff and overhead costs.
# of Staff	17	17		0	Current Vacancies pending funding (3): Clerk (1), Employment Counselor (2)
Total	$9,376,971.06	$10,370,773.88	($993,802.82)	-9.58%	

Fiscal Year 2027 Funding Updates

Programs/Funding No Longer In Operation	New Programs/Funding	Multi-Year Program/Funding Continuation
Behavioral Health	Helfrich Brothers	Workforce Competitive Trust Fund ESOL Program
ARPA Upskilling Navigator	City Of Lawrence Youth AI Workforce Training	Healthcare HUB Program
City of Lawrence Stand Alone Intensive English Program	GLCAC - VOAMA	

Fiscal Year 2027 WIOA, Wagner Peyser, and Career Center One Stop Funding

WIOA/Wagner Peyser/Career Center One Stop Funds	$ Allocation Increase/(Decrease)	% Allocation Increase/(Decrease)	$ Training - FY27	$ Training - Total including FY26 Carry In Funds
WIOA Youth	$188,094.00	16.35%	$313,187.00	**$793,502.46**
WIOA Adult	$151,279.00	14.46%	$333,356.00	**$384,493.12**
WIOA Dislocated Worker	$7,111.00	1.12%	$178,732.00	**$248,405.00**
Wagner Peyser	$22,752.00	3.82%	N/A	N/A
Career Center One Stop	($36,880.00)	-7.49%	N/A	N/A

Note: $48,571.00 in FY26 WIOA Adult Training Funds is used to support WIOA Dislocated Worker Customer Training

Chairman Yepez said are there any questions and there were none.

Chairman Yepez called for a motion to approve the MMVWB FY27 Annual Plan to be submitted to City of Lawrence mayor and MassHire Department of Career Services (MDCS).

Motion made by Carol Riemer, seconded by Eric Nyandat to approve the MMVWB FY27 Annual Plan to be submitted to City of Lawrence mayor and MassHire Department of Career Services (MDCS). Motion passed. Record of votes:

Frank Amato – Yes
Andrew Herlihy – Yes
Billy Lang – Yes
Superintendent Maureen Lynch – Yes
Vilma Martinez-Dominguez – Recuse
Eric Nyandat – Yes
Carol Riemer – Yes
Nardy Vega – Yes
Ellen Weinhold – Yes
Chairman Juan Yepez - Yes

Yes Votes – 9
No Votes -0
Recusal Votes - 1

III. <u>Approval to Re-Open the MVWIB, Inc. 501c3 Bank Account (vote required)</u>

Frank Bonet said the purpose of re-opening the MVWIB, Inc. 501c3 bank account is to pay for final expenses associated with the dissolution of the organization. The Attorney General indicated that remaining invoices that include attorney, filing, accountant fees, etc., totaling approximately $12,602.00 must be paid from this account to complete the dissolution process. The original MVWIB, Inc. 501c3 bank account was approved by the board to close based on guidance from our accountant. During the dissolution, the Attorney General's office advised that the remaining invoices must be paid by the account itself. Therefore, we need to re-open the bank account, deposit the funds, pay the remaining invoices and then vote later to close the account. We are asking for a vote to re-open the account so we can pay the invoices. We will come back to the board to vote to close the account.

Chairman Yepez called for a motion to approval to re-open the MVWIB, Inc. 501c3 Bank Account.

Motion made by Billy Lang, seconded by Ellen Weinhold to approve to re-open the MVWIB, Inc. 501c3 account. Motion passed. Record of votes:

Frank Amato – Yes
Kemelin Domenech – Yes
Andrew Herlihy – Yes
Billy Lang – Yes
Superintendent Maureen Lynch – Yes
Vilma Martinez-Dominguez – Yes
Eric Nyandat – Yes

Carol Riemer – Yes
Nardy Vega – Yes
Ellen Weinhold – Yes
Chairman Juan Yepez – Yes

Yes Votes – 11
No Votes - 0

XIII. <u>Adjournment (vote required)</u>

Having no further business, Chairman Yepez thanked everyone for being here today and called for a motion to adjourn.

Motion made by Ellen Weinhold to adjourn, seconded by Vilma Martinez-Dominguez. Motion passed, and the meeting was adjourned.

Respectfully submitted,

Lynda Buote

Recorder

Document Used:
MMVWB FY27 Annual Plan

Documents Distributed but not discussed:
Labor Exchange Program and WIOA Performance Summary for the MHMVCC as of 6.30.26