



**Planning/ Career Center Committee
Meeting Minutes**

Wednesday, September 5, 2018

8:00 a.m.

255 Essex Street, 4th Floor

Lawrence, MA 01840

Members Present: Andrew Herlihy, Carol Riemer, Bob Wescott

Members Absent: Ron Contrado

Staff Present: Abel Vargas, Susan Almono, Corina Ruiz

Other: Linda Rohrer

I. Approval of Minutes of the June 19, 2018 meeting

In the absence of a chairman, Abel asked Andrew Herlihy to chair the meeting.

A quorum being present, Andrew Herlihy, called the meeting to order at 8:15 a.m. and then called for a motion on the minutes of the June 19, 2018 meeting.

Motion by Bob Wescott, seconded by Carol Riemer, to approve the minutes of the June 19, 2018 meeting as submitted. Motion passed.

II. Performance Summary as of June 30, 2018

Susan explained the performance reports and said it is a snapshot and transition year. The performance was acceptable and exceeded in some areas. The number of job seekers went down because of the unemployment rate. Linda Rohrer added that we are in trend with the State numbers, they are 88% in comparison to previous year.

Abel said there were challenges with the Haverhill site since they served more people, but overall things are going well.

Susan said the performance reports will help us in pulling together the annual plan for FY19. The WIOA Adults numbers are low considerate to the WIOA Dislocated Worker numbers and this is due to the co-enrollment of the Polartec customers. Linda said that they will be focusing on addressing the low percentage in the new fiscal year. She believes there are more entered employment that will be reflected one wage records occur.

Bob Wescott asked how employers receiving job seeker referrals work and Linda said the VWCC has specific job orders and the BSRs work closely with the employers.

Abel said we will be able to do better with employers and that he was at a meeting at Haffner's Oil the other day and they are looking for drivers.

Susan said that the dashboard is just a different way to look at the performance but includes the same information the performance report has.

Bob said there are relatively a lot of educated people and Linda said that may be dislocated workers with old degrees. Carol Riemer asked if they are educated enough to look for jobs online and Linda said yes. Susan added that of the 8,000 job seekers served, only a small number receive training and intensive services. The number of trainings comes from the WIOA allocations. Bob asked if the 1,418 jobs were found by our counselors and Linda said yes. Once there are wage records, the numbers go up.

III. Budget Update as of June 30, 2018

There were no questions on the budget update.

IV. Recommend approval of the MWIB FY19 Annual Plan to be submitted to City of Lawrence Mayor and DCS by September 7, 2018 (vote required)

Tracy Myszowski, Fiscal Director, explained the FY19 budget summary. The summary can be viewed by clicking here [FY19 Budget Summary](#).

Andrew Herlihy asked if the NECC balance as of 6/30/18 will be carried over and reflected in the FY19 budget and Tracy said yes. Tracy said we are still waiting for money to come in from Department of Labor. In the meantime, we are using carry-in funds. Abel said the decision was made internally to not hold up the customers in the pipeline for training. Linda added how great this is because other regions don't do that.

Tracy said we are still awaiting funding for Polartec and that we are trying to work with the State to get set-aside funds to recoup the funds already spent.

Susan Almono went over the FY19 Performance Charts 1-4 and how the numbers were derived. The performance charts can be viewed by clicking [FY19 Performance Charts](#).

Abel said that Susan spends ample time looking at our performance trends and sets the WIBs numbers. She then meets with VWCC staff to go over the numbers.

While going over the DW Bob asked if career centers fill each other jobs and Linda said yes. VWCC works closely with the Lowell and North Shore career centers. Bob asked what the designation of a DW and Susan said a person who has been laid-off.

Linda added that TRADE is when a company files a petition and gives them a broad range of services. Tracy added that the State holds training funds, but we provide case management services. Bob asked what happens if a company abruptly closes and Linda said the Rapid Response team moves in.

While going over the youth charts, Bob asked if we feel as if we are competing with schools and Susan said no. We work in collaboration with the area schools in programs such as Connecting Activities and YouthWorks Year-Round.

Andrew Herlihy made a motion, seconded by Bob Wescott to approval of the MWIB FY19 Annual Plan to be submitted to City of Lawrence Mayor and DCS by September 7, 2018. Motion passed unanimously.

V. Grants Update

To view the grant update chart, click here [Grant Activity Update September 4, 2018](#).

VI. Career Center Report

Linda Rohrer presented the ValleyWorks report.

Haverhill Satellite

- Reopened in new location in Haverhill OpportunityWorks building on Monday, July 30th
- Occupies 2 classrooms: one for staff & Resource Room and one for group services
- Traffic has been light – will focus on reaching out to surrounding communities and hosting events to increase

DTA Competitive Integrated Employment Services (CIES) Program

- Received contract – additional funding to serve public assistance recipients
- May earn up to \$61,891 (a portion is for training)
- Performance based – 18 slots (12 job search and 6 intensive counseling & training)
- If we perform well – should be granted more slots

Industry Sector Teams – Determined Metrics to Measure Performance

	FY 2018	FY 2019
Total Number of Job Orders	956	1000
Number of Job Orders with a Referral	346	500
Number of Job Seekers Referred to Job Orders	719	820
Number of Job Seeker Referral Hires	216	328
Referral Rate	36%	50%
% of Job Orders Getting Job Seeker Referrals		
# job orders with a referral/total # of job orders		
Hire Rate	30%	40%
% of job seeker referrals hired into posted job orders		
# job seeker referral hires/# of job seekers referred to job orders		

Management Reorganization

- Assistant Director – WIOA performance and compliance

- Career Pathways Manager - assessment, basic skills/ESOL, career counseling, community outreach

Advanced Manufacturing Quality Training

- Next cycle: October 29th – December 6th (6 weeks); Monday - Thursday; 9 AM - 2 PM
- At NECC Haverhill
- Eligibility: ages 17 – 29 years old

Events

- Community Outreach Event – LPS Block Party – at Senior Center
- Spinners Job Fair (in collaboration with Lowell) on August 15th – very successful
- On-Site recruitments
- In Planning Stages: Job Fair targeted to LPS parents and Spring LHS Job Fair

MassHire Branding

- Staff training – August 24th
- Signage – website – collateral materials

VII. Other Business

Susan mentioned that Matthias Bohler has left the agency and his position will be posed soon.

VIII. Adjourn (vote required)

Having no further business Carol Riemer made a motion to adjourn the meeting seconded by Andrew Herlihy, and the meeting was adjourned.

Respectfully submitted,

Corina Ruiz

Recorder