

Planning/Career Center Committee

Remote Meeting via ZOOM Meeting ID: 846 211 6073 Passcode: 082661

Monday, September 27, 2021 9:00am

Meeting Minutes

MEMBERS IN PARTICIPATION:

Ann Marie Borgesi, Andrew Herlihy, Carol Riemer, Bob Wescott

MEMBERS ABSENT

Ron Contrado

STAFF IN PARTICIPATION:

Brian Norris, Corina Ruiz, Varsha Gandhi, Tracy Myszkowski

GUESTS IN PARTICIPATION:

Linda Rohrer

I. Approval of Minutes of the July 20, 2021 meeting (vote required)

A quorum being present, Chairwoman Ann Marie Borgesi called the meeting to order at 9:05 a.m. and then called for a motion on the minutes of the July 20, 2021 meeting.

Motion by Carol Reimer, seconded by Bob Wescott, to approve the minutes of the July 20, 2021 meeting as submitted. Motion passed.

II. <u>Performance Update</u>

Ann Marie said there is no update pending approval of the FY22 performance goals. Board staff will put together the performance report to present at the next meeting.

III. Budget Update

Ann Marie said there is no budget update. Tracy and the team are working on the FY22 Integrated Budget.

IV. <u>Recommend approval of the MMVWB FY22 Annual Plan to be submitted to City of Lawrence</u> <u>Mayor and MDCS by September 30, 2021 (vote required)</u>

Brian Norris presented the annual plan performance charts.

Program Activity in MOSES	July-June FY2019	July-June FY2020	July-April FY2021	Planned FY2022
A. Job Seekers Services				
1. Total Job Seekers Served	7,636	4,832	6,260	6,300
a. Total Job Seekers Unemployed	7,008	4,422	5,791	5,800
b. Persons with Disabilities	343	242	300	250
c. UI Claimants Served	5,392	3,355	4,523	4,900
d. Veterans Served	325	233	271	230
B. Employer Services				
1. Total Employers Served (= 1.a + 1.b)	1,185	928	1,217	1,100
a. New to Career Center	525	390	541	450
b. Repeat	660	538	676	650
2. Employers Receiving Job Seeker Referrals	291	215	261	250
3. Employers Hiring from Referrals	78	60	71	60

Below is the FY22 Labor Exchange Program Summary.

Below is the FY22 WIOA Title I Program Summary for Adults.

	Formula Carry-in from FY2021	Formula New in FY2022	FY2022 TOTAL
1. Participants	20	74	94
2. Program Exiters (= 2.a + 2.b)	20	27	47
a. Enter Employment			36
i. Average Hourly Wage at Placement			\$16.00
b. Other Exit Reasons			11
3. Carry-Out to FY2023 (= 1 - 2)			47
4. Entered Employment Rate at Exit (= 2.a / 2)			77%
5. Total Participants in Training Activities (single count*)	11	74	85
a. Basic Education / Literacy Skills	0	0	0
b. ESOL (ESL)	0	0	0
c. Occupational Skills Training (all including ITA)	11	74	85
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	8	51	59
7. Support Services	0	9	9
a. Needs Based Payments	0	5	5

DISLOCATED WORKER PROGRAM	Formula Carry-in from FY2021	Formula New in FY2022	FY2022 TOTAL
1. Participants	61	58	119
2. Program Exiters (= 2.a + 2.b)	40	30	70
a. Enter Employment			57
i. Average Hourly Wage at Placement			\$18.00
b. Other Exit Reasons			13
3. Carry-Out to FY2023(= 1 - 2)			49
4. Entered Employment Rate at Exit (= 2.a / 2)			81%
5. Total Participants in Training Activities (single count*)	48	58	106
a. Basic Education / Literacy Skills	0	0	0
b. ESOL (ESL)	0	0	0
c. Occupational Skills Training (all including ITA)	48	58	106
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	32	39	71
7. Support Services	0	10	10
a. Needs Based Payments	0	0	0

Below is the FY22 WIOA Title I Program Summary for Dislocated Workers.

Below is the FY22 WIOA Title I Program Summary for Youth.

YOUTH PROGRAM	In School Youth	Out of School Youth	FY2022 TOTAL
1. Participants (= 1.a + 1.b)	0	75	75
a. New Enrollments during FY2022	0	65	65
b. Carry-Overs from FY2021	0	10	10
c. Youth Age 14 - 15	0	0	0
d Youth Age 16 - 18	0	0	0
e. Youth Age 19 - 21	0	12	12
f Youth Age 22 - 24	0	53	53
2. Program Exiters (= 2.a+2.b+2.c)	0	33	33
a. Enter Employment	0	21	21
b. Enter Post-Secondary Education or Training	0	2	2
c. Other Exit Reasons	0	10	10
3. Carry-Out to FY2023 (formula = 1 - 2)	0	42	42
4. Employment or Education Rate (= (2.a + 2.b) / (2))	#DIV/0!	70%	70%

Brian then presented the FY22 Lower Merrimack Valley Workforce Development Area Annual Budget Summary below.

Contourse Funding- Training/Warger/Signed/Support52,781,292,5352,400,737.715381,190,9215,58952,705,538Merrimack Valley Workforce Board - MVWB\$2,076,518,83\$1,436,599,81\$609,559,0244,519\$7,230/21 Carry in Fundie, Fundie Interiment of Carting pageane Trainford of Quot Adm Arts for Staff1713\$7,230/21 Carry in Fundie, Fund- Interiment of Carting pageane Trainford of Quot Adm Arts for Staff1713Trainford QUot Adm Adm Assistant form in the C C in Mer- Manufacturing Consortium NAMC\$1,234,3612.26\$107,656,23\$35,592,6.63\$33,660Additional Training for Additional Training for Training Allocation\$33,311,081,28\$2,286,461,67\$1,224,620,81\$3,569\$1,572,172,172,172,172,172,172,172,172,172,1		F12022	<u>F12021</u>	§ Increase/(Decrease)	At Increase/(Decrease)	Updates
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NAMC Additional Panding for Providence Based Funding Allocation # of Staff \$143,612.86 1 \$107,686.23 1 \$35,926.63 33.364 Additional Panding for Director of the Workface Base Based Member of NAMC Northern Esser: Community College - NECC F128/21 Carry Is Funds, Pand Instance of Values F128/21 Carry Is Funds, Pand Instance of Values Funding Allocation \$3.511,081.88 \$2.286,461.07 \$1,224,620.51 \$3.564 Funding Allocation # of Staff 32 28 Tamaferred (1) Yorth Adia Directors of Particle 2 and Member of Carry Is restriction of Carry Is Funds, Pand Instance Services - DCS Staff 32 28 Funding Allocation \$1,524,387.93 \$1,284,349,43 \$240,088.50 18.694 Additional Panding from F721, Carry Is Particle 2 and Panding from F721, Carry Is	# of Staff	17	13			a full time position
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Additional Funding from F22 In, due to Staffs working on CC 19 UI Claims Punds; Southwrich Trade & NDW Programs 5 Vecancies: Unfilled from F22 - (1) Office Sup Support Specialist; New in F722 - (1) Office Sup Specialist & (3) Employme	# of Staff			\$1,224,620.81	53.56%	Transferred (I) Youth Admin Assistant from the CC to the WB; Eliminated (I) part time support positions and added 2 new program connseling positions during F121; (additional vacancies: (I) Assistant Director; (2) Employment Counselors, (2) Youth Counselors, (Business Services Rey, MassHire Accountant Position will be one fu
In, due to Staffs working on CC 19 UI Claims Fund; Southwick Trade & NDW Funding Allocation \$1,524,387.93 \$1,284,349,43 \$240,038.50 18.69% Programs 5 Vacancies: Unfilled from Pr22 - (1) Offic Sup Support Specialist; New in Fr22 - (1) Offic Sup Specialist & (3) Employme	Department of Career Services - DCS					
				\$240,038.50	18. 69 %	Southwick Trade & NDWG Programs 5 Vacancies: Unfilled from F121 - (1) Office Support Specialist; New in F122 - (1) Office Support Specialist & (3) Employment
Total \$10.037,530.03 \$7,516.194.25 \$2,521.335.78 33.55%	VOI STAIL					Counselors

Linda Rohrer said the Career Center has been focusing on hiring staff since the summer. They hired a project manager for the Southwick grant and will be making an announcement on the new assistant career center director by the end of day.

Having no further discussion on the FY22 Local Operating Plan, Ann Marie called for a motion to approve the MMVWB FY22 Annual Plan to be submitted to City of Lawrence Mayor and MDCS by September 30, 2021.

Motion by Bob Wescott, seconded by Andrew Herlihy, to approve the MMVWB FY22 Annual Plan to be submitted to City of Lawrence Mayor and MDCS by September 30, 2021 Motion passed.

V. <u>Career Center Report</u>

Linda Rohrer presented an update for the Career Center.

Career Technical Initiative (CTI) Training Programs for round three are:

- GLTS Automotive (October start date), Plumbing (started 9/27 with 12 students), Welding (November start date)
- Whittier Advanced Manufacturing, Welding, Automotive Technology (programs not filled for Fall 2021 semester will be offered in summer 2022)

We had a successful statewide virtual job fair held during the week of August 16 - 20. There were 1,693 employers and 17,266 job seekers from across the state that participated. About 106 employers and 808 job seekers were from our region. Our DCS Ops Manager was very involved in the development and implementation of the events, and we are currently working to identify placements.

The Career Center had the following recent hires: Recruiter for Manufacturing IST, BSR for Professional Services, Southwick Project Manager, Career Center Assistant Director. We are currently posting for Returning Citizens Employment Counselor, Southwick Employment Counselor, BSR for Healthcare IST. We will be posting for a two Youth Employment Counselors, two Employment Counselors for Trade IST, Employment Counselor for Healthcare IST, and possibly others. Linda shared that attracting qualified candidates is a challenge.

Linda gave an update on Returning to In-Person Services at the Career Centers. Staff returned to working in the office on July 12th on a staggered schedule. Customers served on-site by appointment effective August 16th. Security guards have been hired and trained and are in place in Lawrence and Haverhill. Effective October 4th, walk-in customers will be served on-site at our centers. Like many other regions, traffic in the centers has been down and many that make onsite appointment do not show. We hope that with the additional funding being made available for services and training, increased staff capacity will support intensified outreach, especially for WIOA young adults.

We anticipate moving to new space when Lawrence lease expires 1/31/2022. We have been working on designing a floor plan.

VI. Other Business

No other business.

VII. Adjourn (vote required)

Having no further business, Chairwomen Borgesi called for a motion to adjourn.

Motion by Bob Wescott, seconded by Carol Riemer to adjourn the meeting. The meeting adjourned.

Respectfully submitted,

Corina Ruiz

Recorder