



MERRIMACK VALLEY WORKFORCE BOARD

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. Performance Update

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

Brian Norris presented the annual plan performance charts.

Below is the FY22 Labor Exchange Program Summary.

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 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 Exitters (= 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

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

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 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.

Fiscal Year 2022 Lower Merrimack Valley Workforce Investment Area Annual Budget Summary					
	FY2022	FY2021	\$ Increase/(Decrease)	% Increase/(Decrease)	Updates
Customer Funding - Training/Wages/Stipends/Support	\$2,781,928.53	\$2,400,737.71	\$381,190.82	15.88%	FY20/21 Carry In Customer Funding - \$1,974,085.53; FY22 Customer Funding - \$807,843
Merrimack Valley Workforce Board - MVWB					
Funding Allocation	\$2,076,518.83	\$1,436,959.81	\$639,559.02	44.51%	FY20/21 Carry In Funds; Funding increases of various programs to support staffs and related activities; New Southwick Trade & NDWG Programs
# of Staff	17	13			Transferred (1) Youth Admin Assistant from the CC to the WB; New Positions - IT Director, Employer Liaison, Grants Accountant; Office Manager will be a full time position
Northeast Advanced Manufacturing Consortium - NAMC					
Funding Allocation	\$143,612.86	\$107,686.23	\$35,926.63	33.36%	Additional Funding for Apprenticeship Programs; Executive Director of the Workforce Board is a Board Member of NAMC
# of Staff	1	1			
Northern Essex Community College - NECC					
Funding Allocation	\$3,511,081.88	\$2,286,461.07	\$1,224,620.81	53.56%	FY20/21 Carry In Funds; Funding increases of various programs to support staffs and related activities; new Southwick Trade & NDWG Programs
# of Staff	32	28			Transferred (1) Youth Admin Assistant from the CC to the WB; Eliminated (3) part time support positions and added 2 new program counseling positions during FY21; (7) additional vacancies: (1) Assistant Director; (3) Employment Counselors; (2) Youth Counselors; (1) Business Services Rep; MassHire Accountant Position will be one full time person
Department of Career Services - DCS					
Funding Allocation	\$1,524,387.93	\$1,284,349.43	\$240,038.50	18.69%	Additional Funding from FY21 Carry-In, due to Staffs working on COVID-19 UI Claims Funds; New Southwick Trade & NDWG Programs
# of Staff	17	13			5 Vacancies: Unfilled from FY21 - (1) Office Support Specialist; New in FY22 - (1) Office Support Specialist & (3) Employment Counselors
Total	\$10,037,530.03	\$7,516,194.25	\$2,521,335.78	33.55%	

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. Career Center Report

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