



NORTH SHORE WORKFORCE BOARD

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Date: April 30, 2019
TO: Board of Directors
FROM: Mary Sarris
RE: May 9, **2019** Board meeting

The North Shore Workforce Board will meet on May 9, 2019 at the City of Salem offices, 98 Washington St., First Floor, Salem. Our agenda for this meeting is below.

1. Chair's Report

- MassHire update – award status
- Funding status for FY2020
- Mass Workforce Association Annual Meeting

2. FY 2020 WIOA Youth Procurement – vote

3. Organizational analysis of the North Shore WB – what changes are we experiencing and how are we preparing to address the changing nature of our work

4. Office Elections

5. Committee Reports – written summaries of activities

6. Upcoming Meeting Schedule for FY 2018 – 8:00AM

- **September 12, 2019**
- **November 14, 2019**
- **January 9, 2020**
- **March 12, 2020**
- **May 14, 2020**

As always your input and leadership is needed – looking forward to seeing you all on November 8th.

Mission: We put the North Shore to work

Through collaborative leadership, the North Shore WB ensures that programming across multiple organizations and educational institutions meets evidence-based business and worker needs for highly valued skills in our very competitive labor market.

c.c.: Dave McDonald, Edward O'Sullivan, Maribeth Forbes, Maquisha Alleyne, Mark Whitmore, Will Sinatra, Kate O'Malley, Katie Crowder



Officer Elections

Below is a list of the nominated members and the positions for which they are nominated.

Elections will take place at the May 9, 2019 NSWB meeting.
8:00am
98 Washington Street, Salem, MA 01970

Position.....Member

ChairTracy Cahalane

Vice Chair.....David Gravel

TreasurerLaurie Giardella

Secretary.....John Flinn



NORTH SHORE WORKFORCE BOARD

BOARD REPORT

May 9, 2019

Prepared on
May 1, 2019

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**MassHire - North Shore Workforce Board
Meeting Minutes**

March 14, 2019

Those in attendance: Tom Daniel, Jon Feinberg, Dianne Palter-Gill (for Pat Gentile), Laurie Giardella, Marcia Griesdorf, Lauren Hubacheck (for John Keenan), Mickey Long, Dave Manning, Lyndsay Harris, Lisa Pais, Heidi Riccio, Laurie Roberto, Steve Shea, Debbie Gaudet (for Diane Smith), Nancy Stager, and Matt West (for Patrick Tutwiler).

Those not in attendance: Bob Bradford, Tracey Cahalane, Brian Cranney, Tim Doggett, John Flinn, David Gravel, Paul Mahoney, Robin Olson, Jocelyn Tiberii, Bill Tinti, Edward Tirrell, Stan Usovicz and Thelma Williams.

Staff: Katie Crowder, Maquisha Alleyne, Mark Whitmore, Maribeth Forbes, Ed O’Sullivan, Kate O’Malley, Ann Marie O’Keefe, Soren Balea, and Mary Sarris.

Special Guests: Rick Jakious of Congressman Moulton’s office, Hannah Mori of Senator Lovely’s office, and Bonnie Carr of Essex Tech.

The meeting begins at 8:07am.

A quorum is present.

Chair’s Report - Nancy Stager

MassHire Update

The State is planning to recognize Workforce Boards for efforts aligning with the MassHire values. We have submitted award nominations for collaboration and ingenuity. Mark Whitmore has been asked to be a judge. He, of course, will not be able to read our submissions. The decision on the nominations was delayed but we are expected to hear a decision next week. The awards are unrestricted cash prizes between \$10,000 and \$15,000.

State-wide Manufacturing Apprenticeship Sponsorship Grant

We have been awarded a grant to lead an effort to develop apprenticeships across the state, but more importantly to develop the concept of a state-wide organization that could act as a sponsor for all manufacturing apprenticeships. We will be working with MassMEP on this project that will be funded for two years. Some work included in the grant will be developing marketing materials, working with the state on improving/updating the documents and procedures around apprenticeships, studying talent gaps in the industry and deciding which can best be filled through apprenticeships, developing on-the-job and classroom training efforts for the positions in these talent gaps, etc. Remember the reason we are doing this is because apprenticeships provide companies a great opportunity to get workers early on and provide them with the outside training necessary while these workers are involved with the company.

Other apprenticeship activity

We continue to build manufacturing apprenticeships across the northeast. We have placed 100 plus apprentices across 14 companies. The State has approved apprenticeships in IT. About 15 people are being trained by Launch Academy to be coders and have received employment offers from companies based on completing this training. They will be hired as apprentices for one year – when they will received on-the-job training and be upgraded to full employee status upon completion of this experience.

Hampden County is working on health care apprenticeships. We are watching this closely to see the lessons learned and hopefully apply them here at some point.

Officer elections

May 9th is the meeting in which we will be elected our new slate of officers. Nancy Stager has been on the board since 2002 and became the Chair in 2012. She will be stepping down as Chair. Nancy encouraged all members think about putting their names in for office. The offices available are Chair, Vice Chair, Secretary, and Treasurer.

Northeast Regional Planning - Mary Sarris

The State has divided the commonwealth in to seven “super regions”. Our “super region” is made up of the 3 WB regions on the northeast (North Shore, Greater Lowell, and Merrimack Valley). We developed a regional plan that showed what we want to do to support the manufacturing, healthcare, and IT industries and to help the supply side make their way into those priority industries. This year we are working on a marketing plan that goes out to the supply side of the workforce to develop a pipeline of talent (MVWB). We are developing an inventory of resources so everyone knows what resources are available and how to access them (GLWB). The North Shore WB is primarily working on a shared measurement system so that we can measure the work we are doing within economic development, education, and workforce development to support the three priority industries. Work is being done with MAPC and the Merrimack Valley Planning Commission to measure the strength and growth of these 3 industries. We are also doing a “heat map” of the 3 regions to show where the industries are located by business establishments and employment. The same map will show where the supply side is or where the people live that will fill these jobs. The map will also show the state of transportation in the region.

Youth Update

The following presentation on our youth activities will be broken into sections and reported on by the WB and Career Center youth staff, Mary, and Mark. During each slide board members were asked to think about how they may already be involved in these efforts or how they would like to be involved. The goal is to get everyone engaged with the future workforce that is critical to replacing the current, aging workforce.

Summer Jobs - Katie Crowder

The summer jobs program has been known as F1rstJobs since 2005. F1rstJobs is the all-encompassing name for several smaller programs within our program that serves youth ages 14-21. We have a mixture of funding sources.

- Youthworks, funded through Commonwealth Corporation, is a state line item that went up this year. There has been a \$60,000 increase in 2019 funding to \$553, 626. We are required to serve to serve at least 187 youth vs 181 in 2018. We plan on serving at least 200 youth with these funds. The Youthworks funds are to serve the gateway cities (Lynn, Salem, and Peabody) for low income households. There is a 10% out of area exception that we can use to serve outside of these cities (usually used for Beverly and Gloucester).
- We just released our RFP for funding. Municipal and Non-profit organizations host youth in jobs funded through Youthworks.
- Non- profit organizations host youth not qualified for Youthworks through funds received from foundations and private donations.
- Private sector businesses hire youth who have gone through the Youth Career Center’s workshops and apply through the center.

Through all the funding and different locations the goal is to serve about 560 youth this summer.

State Funded Initiatives - Ann Marie O’Keefe

- A. **Connecting Activities:** During the school year our staff goes in to 9 schools to teach the youth soft skills related to obtaining and keeping employment. Annual funding for career readiness/exploration activities that connect students and businesses; served 423 students to date this year.
- B. **Early College:** NSWB and NSYCC working closely with SSU and Salem High School providing job readiness, resume workshops, and guest speakers to the 46 juniors and seniors in 2018-19. In 2019-20 there will be recruitment for 50+ additional students. Staff provided career readiness workshops for first half of the school year. Students heard from career speakers from Enterprise Center, GE, Gravoc, Innovent, Mayor of Salem, Microline, Partners Health Care, Sperling Interactive, and NSWB.
- C. **Innovation Pathways:** Danvers High School submitted application for this new grant, we are waiting on approval. Danvers High is proposing 5 Innovation Pathways: Advanced Manufacturing, Information, Environmental /Life Sciences, Health Care/Social Assistance, and Business/Finance for students to enter into within a traditional high school.

Lynn Public Schools Career Fairs Project

WB Staff Attended LPS Principals meeting February 7th with Lynn Area Chamber of Commerce and North Shore Community College to determine how we can be involved in career readiness at each school. The Youth Career Center helps set up businesses to attend and goes in to the schools to prepare the students beforehand.

Upcoming Job Fairs:

- English High School: March 20th
- Classical High School: April 9th
- LVTI: April 25th

Internships - Mark Whitmore

North Shore is one of five WB awarded funding through the Executive Office of Education. This is our second year of a two year grant to provide STEM internships for high school students. The goal is to provide exposure to careers in the Science, Technology, Engineering and Mathematics fields We reached our year 1 goal of 50 students by June 30, 2018 and plan to meet the year 2 goal of 65 students by June 30, 2019, which is a little more of a challenge. There is still a need for 25 placements.

The board was asked to help spread the word and ask colleagues if they are able to provide an internship.

Externships - Mary Sarris

We have been providing teacher externships for years. This program places high school and occasionally middle school teachers in one day externships in a Science or Math field to see practical applications of what they are teaching played out in the workplace. Teachers attend a workshop before to prepare them in what to look for during the day. After the externship, the teachers attend another workshop to create a lesson plan based on their curriculum about what they saw done in the workplace. We have learned that if you want to reach 100 kids, reach 1 teacher.

This year Hamilton-Wenham asked for all their science and math teachers to take part. They participated in the first professional development workshop on Feb. 27 and will be matched with employers in spring externships. In addition, there are four additional teachers representing Beverly, Salem, and Peabody. They will attend a professional development workshop on April 3. Since 2013, we have placed 41 teachers in externships. Many companies represented on the board have participated and have had excellent experiences. Any companies interested are encouraged to participate.

WIOA Youth Services Bid

WIOA youth funding is intended to provide comprehensive programming that supports the attainment of

HI-Set (high school equivalency), entry into postsecondary education/training, and career readiness for participants. This program is for a very high risk population. We have 3 vendors that provide these services: Catholic Charities, North Shore CDC, and Action, Inc. Youth Career Center staff work closely with these vendors to ensure their students meet the strict criteria set for this program. We work with about 70 youth annually.

Every two years we go out to bid for services. Right now we have 3 programs that are funded but we welcome other organizations to bid. The program is for out of school youth ages 16-24. Vendors provide 14 elements, including guidance and counseling, education, career/college planning, occupational skills, financial literacy and more in a well-documented case plan for each participant.

The RFP was released on March 11. There will be a bidder's conference on March 21 to answer any questions. Vendors are not required to attend. Proposals are due on April 11. The review committee (Youth Pipeline and business community) will read and rank the proposals and make recommendations to the board for a vote at the May meeting.

Approval of January 10, 2019 minutes

Nancy entertained a motion to approve the January minutes. S. Shea moved to approve the January 10, 2019 minutes. L. Roberto seconded the motion to approve. All members in attendance voted in favor or approving the minutes. No members opposed.

Adjournment

L. Giardella moved to adjourn the meeting at 9:17 am. L. Roberto seconded the motion. All members in attendance voted to adjourn the meeting. No member opposed.

The meeting concluded at 9:17 am.

The next meeting will be Thursday, May 9, 2019 at 8:00am.

The upcoming meetings for FY20 are:

- September 12, 2019
- November 14, 2019
- January 9, 2020
- March 12, 2020, and
- May 14, 2020

Respectfully submitted by Maquisha Alleyne.

CAREER CENTER OVERVIEW

Youth Career Center ¹	Mar, 19		Actual YTD		Mar, 18 YTD
	Actual	Plan	YTD	Plan thru 6/30/19	Actual
New Customers	303	30	1141	360	528
Total Customers	577	102	3773	1,220	2257

North Shore One-Stop Total ²	Mar, 19		Actual YTD		Mar, 18 YTD
	Actual	Plan	YTD	Plan thru 6/30/19	Actual
New Customers	439	444	3661	5,334	4294
Total Customers	1156	604	5466	7,280	6449

One-Stop Placements	Q1	Q2	Q3	Q4
FY19	4,383/62%	4,467/62%		

Job Seeker Satisfaction

System-Wide (n = 56)	Excellent	Good	Fair	Poor	No Response
Were you satisfied with the results of your visit?	37 (66%)	13 (23%)	3 (5.5%)	3 (5.5%)	0 (0%)

Employer

System-Wide(n = 4)	Excellent	Good	Fair	Poor
Overall satisfaction with Career Center services.	2 (50%)	2 (50%)	0 (0%)	0 (0%)

Employer Services

	Mar, 19		Actual YTD		Mar, 18 YTD
	Actual	Plan	YTD	Plan thru 6/30/19	Actual
New Employer Accounts	86	54	667	650	823
Total Employers Served	214	138	1529	1,650	1187
Number of Employers Listing Job Orders	73	42	246	500	345

*NSWB is currently in discussion with the Career Center Management Team on strategies to increase the number of employers listing jobs.

¹ Youth Career Center New Customer is an unduplicated count while total customers is a count of customers each time a youth received a service.

² North Shore One-Stop New & Total Customers is an unduplicated count of customers who received a service from the either the Salem Hub or an Access Point.

ACCESS POINT OVERVIEW

Salem – The Hub	Mar, 19		Actual YTD		Mar, 18 YTD
	Actual	Plan	YTD	Plan thru 6/30/19	Actual
New Customers	273	331	2861	3,735	3357
Total Customers	823	459	4666	5,512	5231

Gloucester -AP	Mar, 19		Actual YTD		Mar, 18 YTD
	Actual	Plan	YTD	Plan thru 6/30/19	Actual
New Customers	65	40	436	477	610
Total Customers	150	53	644	637	874

NSCC – AP	Mar, 19		Actual YTD		Mar, 18 YTD
	Actual	Plan	YTD	Plan thru 6/30/19	Actual
New Customers	130	60	1113	723	1261
Total Customers	284	71	1405	852	1523

Family Success Center-AP	Mar, 19		Actual YTD		Mar, 18 YTD
	Actual	Plan	YTD	Plan thru 6/30/19	Actual
New Customers	1	6	16	76	7
Total Customers	16	15	32	178	39

Peabody Institute -AP	Mar, 19		Actual YTD		Mar, 18 YTD
	Actual	Plan	YTD	Plan thru 6/30/19	Actual
New Customers	0	8	54	100	64
Total Customers	0	8	55	100	66

TRAINING DIVISION / WORKFORCE INNOVATION AND OPPORTUNITY ACT

Overall WIOA Activity

	YTD Actual	Planned Thru End of Grant	Mar, 18 YTD
Adult	79	104	49
Dislocated Worker	186	165	169

Overall WIOA Placement

	YTD Actual	Planned Thru End of Grant	Mar, 18 YTD
Adult	8	59	10
Dislocated Worker	32	84	38

Preferred Vendor Performance (top 6 vendors in terms of enrollments)

Vendor	Number Served	Number Exited	Number Placed	Placement Rate	Average Wage	Number Served in FY 18
Salem State University	25	3	3	100%	\$29.00/Hr	16
North Shore CC	21	5	5	100%	\$19.42/Hr	55
William George	13	4	4	100%	\$39.26/Hr	17
Essex Tech	12	NA				0
American Red Cross	9	3	3	100%	\$13.33	8
New England TT	8	3	3	100%	\$30.56	10
New Horizons Boston	8	4	4	100%	\$56.13	8

YOUTH DIVISION

Workforce Investment Act Programs

Vendor	Number Served	Number Exited	Number placed/ Average Wage	Number Served in FY 18
Action, Inc.	11	1	1/12.00	12
Catholic Charities	25	11	7/13.26	45
Girls, Inc.				5
North Shore CDC	13	7	4/12.25	10

*Girls Inc. – no longer a vendor

	Goal	Actual
Student Work and Learning Experiences	475	496

Budget-Actual Summary by Expense Category
As of March 31, 2019

	Budget	Actual	Obligations	\$ Remaining	%Rem.
<u>REVENUE</u>					
Current Year Grants	\$3,572,154	\$1,699,674	-	\$1,872,481	52.4%
Current Year Income	113,667	113,667	-	0	0.0%
Prior Year Carry-in	2,220,747	2,167,918	-	52,829	2.4%
Total Revenue	\$ 5,906,568	\$3,981,259	-	\$1,925,309	32.6%
<u>EXPENSES + OBLIGATIONS</u>					
<i><u>Admin Expenses</u></i>					
Personnel	\$290,425	\$196,945	-	\$93,480	32.2%
Expenses	71,910	57,415	-	14,495	20.2%
Total Admin Expenses	\$ 362,336	\$254,360	-	\$107,975	29.8%
<i><u>Program Expenses</u></i>					
Personnel	1,880,534	\$1,164,711	0	715,823	38.1%
Individual Training Accounts	600,927	441,569	153,248	6,111	1.0%
Supportive Services	97,410	49,153	3,966	44,291	45.5%
Youth Jobs	397,734	378,606	8,715	10,413	2.6%
Other Training	943,253	414,713	381,413	147,127	15.6%
Other Program Costs	486,015	269,057	30,367	186,591	38.4%
Business Services Costs	150,763	115,238	150	35,374	23.5%
Total Program Expenses	\$4,556,635	\$2,833,048	\$577,858	\$1,145,730	25.1%
Total Expenses & Obligations	\$4,918,970	\$3,087,408	\$577,858	\$1,253,705	25.5%
Planned Carry-Out	\$987,598				

Budget-Actual Summary by Program
As of March 31,2019

Program Name	FY Budget	FYTD Spent + Obligated	Amount Remaining	Percent Remaining
<u>Federal Funds</u>				
Garelick Farms NEG	\$361,156	\$89,894	\$271,262	75.1%
MassHire Branding FY19	31,823	26,918	4,905	15.4%
NAMC Apprentice Continuation Grant	183,500	129,639	53,861	29.4%
NAMC Apprenticeship Expansion Grant –	145,555	143,515	2,039	1.4%
NAMC Apprenticeship Grant	255,000	209,157	45,843	18.0%
Rapid Response – State Staff, FY19	13,991	13,991	0	0.0%
Re-employment Eligibility Assessments, FY19	53,380	53,380	0	0.0%
Trade Adjustment Assistance Case Management, FY17	22,415	17,886	4,529	20.2%
Trade Adjustment Assistance Case Management, FY18	20,744	16,330	4,414	21.3%
Trade Adjustment Assistance Case Management, FY19	26,751	0	26,751	100.0%
UI Walk-in, FY19	19,000	15,909	3,092	16.3%
Vets: Disabled Veterans Outreach Program, FY19	28,712	2,181	26,531	92.4%
Wagner Peyser ES 90%, FY18	14,902	14,902	0	0.0%
Wagner Peyser ES 90%, FY19	1,143	1,143	0	0.0%
Wagner Peyser ES, 10% FY19	51,225	51,225	0	0.0%
WIOA Formula Funds: Adults	691,425	519,207	172,218	24.9%
WIOA Formula Funds: Dislocated Workers	611,089	489,692	121,397	19.9%
WIOA Formula Funds: Youth	640,229	461,900	178,329	27.9%
WIA/WIOA Formula Funds: Administration	146,627	120,649	25,978	17.7%
<i>Total Federal Funds</i>	<i>\$3,318,666</i>	<i>\$2,377,518</i>	<i>\$941,149</i>	<i>28.4%</i>

Budget-Actual Summary by Program
As of March 31, 2019

Program Name	FY Budget	FYTD Spent + Obligated	Amount Remaining	Percent Remaining
<i>State & Local Funds</i>				
Amp it up FY18	8,867	8,867	0	0%
DESE: Connecting Activities, FY18	202,398	147,572	54,826	27.1%
DTA FY19 Competitive Integrated Employment Services	143,645	89,840	53,805	37.5%
DTA – TAO FY19	53,446	29,793	23,652	44.3%
Early College	12,215	1,877	10,338	86.5%
Earned Funds	47,580	47,580	0	0.0%
EOHED FY19	37,500	19,273	18,226	48.6%
Job Corps FY19	5,000	0	5,000	100.0%
Regional Planning FY19	14,250	11,831	2,419	17.0%
Retention Grant FY19	25,000	5,678	19,322	77.3%
Retention Grant FY18	27,480	27,480	0	0.0%
ROCA – FY 19	5,775	3,169	2,606	45.1%
State One-Stop Career Centers, FY19	243,594	198,496	45,098	18.5%
STEM Focused Internships FY 19	40,000	31,831	8,169	20.4%
Tech Hire FY 17	112,381	80,988	31,393	27.9%
Vets Incentive	11,000	6,336	4,664	42.4%
WIOA Partners FY 19	20,865	11,533	9,332	44.7%
Workforce Training Fund: WIB Support, FY19	95,000	72,696	22,304	23.5%
Youth Works – Summer 2018	494,309	492,908	1,401	0.3%
<i>Total State Funds</i>	<i>\$1,600,304</i>	<i>\$1,287,748</i>	<i>\$312,556</i>	<i>19.5%</i>
TOTAL FUNDS	\$4,918,970	\$3,665,266	\$1,253,705	25.5%