

# CIWB Board of Directors Meeting Minutes

## Sept 26th 2019

### Board Member Attendance

	Y	N		Y	N		Y	N
Brenna Attanasio		X	Tim Melia		X	Wendy Northcross	X	
Joe Bazzinotti		X	Bob Dutch		X	Sara Piccone		X
Ron Beaty	X		Melissa Farrell	X		Jamie Regan	X	
Sally Bowles	X		Jerry Fishbein		X	Chris Richards		X
Chris Boyd	X		Nancy Gardella		X	Ann Robinson		X
Dora Camara		X	Cheryl Gayle	X		Paul Rumul		X
Marnell Cash	X		Bev Horan	X		David Sampson	X	
Lindsay Cole		X	Diane Hurley	X		Robert Sanborn		X
Laurie Colwell	X		Ken Jenks	X		Wendy Savary		X
John Cox	X		Peter Karlson	X		Teri Whelan		X
Peter Danzell		X	Matt Lee		X	Bill Zammer		X
Kris Dower	X		Carol Liddard	X				

### Staff/Guests

Tanja Mettlach, Kara Galvin, Razza Millard

### Call to Order

Sally Bowles called the meeting to order at 8:09am. The meeting was held at Hampton Inn 99 Route 28 West Yarmouth MA.

### Review of last Board of Director Meeting Minutes

A motion was made by Cheryl Gayle and seconded by Chris Boyd, to accept the June meeting minutes, and the vote passed unanimously.

### Treasurers Report

The monthly financials were presented, everything is right on target. We are in a good cash position. Our accounts receivable and payable are up to date. We will be moving more of our banking services and bill services online to streamline the process. Our Bookkeeper has resigned, and we are now utilizing JTEC as our fiscal agent. Due to the high turnover and the fund accounting knowledge needed for his position we decided this was the best fit. There was some discussion about the process and how accounts will be handled.

### Guest Speaker

Kara introduced Tonja Mettlach, Executive Director of the Massachusetts Workforce Board Association. Tonja explained the historic changes of the workforce development system. There used to be separate associations for career centers & workforce boards; they are now under one association. She gave an overview of how the association assists workforce boards & career centers with their knowledge sharing practices. The reauthorization of WIOA will occur in the next couple of years. Tonja also described the mission of the Workforce Solutions Group. She spoke about the collaboration efforts and how the association can help workforce boards with their goals and obtain different streams of funding.

Tonja talked about skills training and capacity building opportunities. Another area of focus is how to better engage businesses and being more employer focused. STEM and innovation pathways are a big focus. She described the changes with the Family medical leave act and how it has impacted businesses. She spoke about how to better utilize technology to help understand the data and sharing data with other regions. There was discussion about what innovation pathways are and how they are designed to streamline education for specific occupations.

## Career Opportunities

Kris Dower gave a brief overview of the Career Centers activities. They have noticed we have less people coming through the doors to find employment and people are less engaged. Workshops have been canceled due to lack of interest and attendance. The Career Center has moved some of the workshops online and they are still working out the glitches with the data gathering. John Cox President of CCCC mentioned that the fall enrollments at Cape Cod Community College are up for the first time in a decade.

## Youth Council Update

There was a written report in the packet. Ken Jenks gave an overview of the Youth Council's activities. The ArtWorks program is gearing up. Residential Construction Career Day will be on Oct 10th and we have changed the structure of the event. He spoke about the Leadership Academy and how the program cultivates future leaders and equips them with workforce skills. He mentioned the issues with vaping in the schools.

## Executive Directors Report

### Age Forward Awards Breakfast / 55+ Committee Update

The event went exceedingly well. There were over 70 individuals in attendance. Cheryl thanked the board members who attended the event. This was our 2<sup>nd</sup> annual awards event. There were several local elected officials in attendance. We awarded Cape Cod Chronicle, Town of Barnstable recreation Department and Hy-Line Cruises this year. The 55+ Committee will regroup and are looking for more members to join the committee. Cheryl announced she is retiring and there will be another representative from Elder Services who will replace her as a 55+ Committee member. Chris Boyd expressed interest in joining the 55+ Committee. Cheryl shared information about National Older Workers week, she passed out a flyer.

### WorkSmart

The WorkSmart Executive Team met recently and discussed the blueprint and better employer engagement going forward. The full WorkSmart group is scheduled to meet next week but that may be moved back to November to allow us more time to fully engage the group and have time to update the data in the blueprint. Kara invited members to attend an upcoming convening, we already added a couple if members to the WorkSmart group.

### Board Membership & Retreat

Our board retreat will be scheduled in March. There was discussion about attendance of board members and reaching out the members who have not attended in a while and possible new recruitments. Our meetings going forward will be held at the Career Center. Our intention is to have members be more familiar with services offered at the Career Center.

The meeting adjourned at 9:23am.

  
Clerk

11/6/19

Date