



CAPE AND ISLANDS WORKFORCE BOARD

426 North Street, Suite 9
Hyannis, MA 02601
508.775.5900

MassHire Cape & Islands Workforce Board

Board of Directors Meeting Agenda, Thursday November 19, 2020@ 8:00 AM

Virtual Zoom Meeting Can Be Accessed As Detailed Below

Note: the meeting will be held by remote participation by MassHire Cape & Islands Executive Committee pursuant to Massachusetts Governor Charles D. Baker's order suspending certain provisions of the Open Meeting Law dated March 12, 2020.

Members of the public can join the meeting by calling 1-646- 558-8656 and entering meeting ID 718-326-0589

- **Call Meeting to Order (Roll Call)**
- **Introduction of Guest Speaker: Dr. Kerry Akashian, Career Development Education Lead; Department of Elementary & Secondary Education**
- **Review & Approval of the Meeting Minutes from the September 24, 2020 Meeting**
- **Treasures Report & Monthly Financial Update – David Sampson**
- **MassHire Cape & Islands Career Center Update – Kris Dower**
- **MassHire CIWB Youth Council Update – Ken Jenks**
- **Executive Director Report:**
 - **Healthcare HUBs Grant Update**
 - **UMDI Regional Plan/ UMass Marketing Phase 2**
 - **Career Center Operator/Service Provider Updates**



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MassHire Cape & Islands Workforce Board

Virtual Meeting via Zoom

Meeting Minutes from September 24, 2020

Meeting was called to Order by Chris Richards, CIWB Chair at 8:01 (this included a roll call as meeting was held virtually)

Review and Acceptance of the June Minutes – Bev/Melissa

Treasure's Report & Monthly Financial Update – David Sampson provided an overview of the CIWB finances, which included the specific work the CIWB Finance Committee had been doing over the summer to prepare for the upcoming fiscal year.

MassHire Cape & Island Career Center – Kris Dower provided an overview of the services that are being provided by the MassHire Cape & Islands Career Center. The career center has continued to provide services to both job seekers and employers despite being closed to foot-traffic. The career center will continue to offer workshops, however, they will now be held virtually. The career center will also be holding future job fairs by remote participation.

MassHire CIWB Youth Report – Ken Jenks provided an update on the Connecting Activities Program. Which included a discussion on how schools will continue to offer career awareness education, exploration and immersion experiences while dealing with the pandemic. How impactful and necessary virtual services have become.

Financial Literacy Tool Kit Update – Samantha Fonseca provided an overview on the newly created CIWB Financial Literacy Tool, which is geared towards students in grades 9-12. The tool kit will be launched during STEM week, which will be held October 19 – 23. The CIWB partnered with an educator from Lowell HS for this initiative, who was recommended from Dr. Kerry Akasian. This was possible due to the reallocation of DESE funding.



CIWB Executive Director Report:

Healthcare HUBS Grant: The CIWB was awarded a planning grant for the Healthcare HUBs Grant. The CIWB will be working with CCCC, MassHire Cape & Islands Career Center and Greater NB Workforce Board. Additionally Duffy Health Center and Outer Cape Health Services are noted employer partners.

Learn to Earn Initiative: The CIWB partnered with UMass Online, MassHire Cape & Islands Career Center, Cape Cod Community College and the Wampanoag Tribe to submit an application for the Learn to Earn Grant. The Learn to Earn Initiative (LTE), is designed by the EOLWD, as a comprehensive approach to providing individuals who are receiving assistance from public benefit programs with the supports, skills and credentials they need to gain and retain employment in occupations for which employers have persistent demand. These programs will help participants set and achieve goals necessary for employment and economic stability. Awardees should be notified in mid-November.

UMDI Strategic Plan: The CIWB was recently awarded 30K to continue their work on revising the Regional Blueprint. This will include continued work with UMDI, prioritizing occupations, analyzing the data and impacts of COVID, continuing to leverage local and state grants to help grow the CIWB programs and to help initiate short and long term goals.

Mass Online Marketing Plan: UMass Online will be doing a three part series on the work that UMDI, UMass Online, CIWB and the MassHire system are doing together on the Regional Blueprint. This work is even more critical now, as we are on the road to recovery. Phase One of this series will launch in mid-October.

Competitive Selection of the Career Center Operator/Service Provider: Diane Hurley spoke to the process and answered questions regarding the process. The Executive Director had asked all of those individuals who may be interested in applying to please step off the call (Kris Dower excused herself from this discussion).

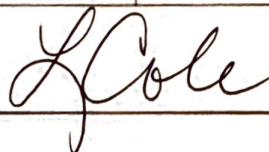
Kara and Chris Richards both took the time to acknowledge Bev Horan, as this was her last CIWB BOD, she retired over the summer and was looking forward to spending time with her family. Bev was a long term member of the CIWB BOD, additionally she was involved in the CIWB Youth Council, CIWB Human Resource Committee and CIWB Age Forward Committee. Bev has participated in and attended countless events she will certainly be missed, however we wish her well.

Meeting Adjourned: 9:00 (Chris / Lindsay)

Board Member Attendance:

First, Last	Yes	No	First, Last	Yes	No
Joe Bazzinotti		X	Ken Jenks	X	
Ron Beaty	X		Peter Karlson	X	
Sally Bowles, Vice Chair		X	Matt Lee		X
Chris Boyd	X		Carol Lidard		X
Dora Camara		X	Tim Melia	X	
Marnell Cash	X		Wendy Northcross	X	
Barbara-jean Chauvin	X		Sara Piccone		X
Lindsay Cole, Secretary	X		Jamie Regan		X
Laurie Colwell	X		Christopher Richards, BOD Chair	X	
Dr. John Cox	X		Ann Robinson		X
Peter Danzell	X		Maryanne Ryan	X	
Kris Dower	X		David Sampson, Treasurer	X	
Dr. Bob Dutch		X	Robert Sanborn		X
Melissa Farrell	X		Wendy Savary		X
Jerry Fishbein		X	Anne Stout	X	
Nancy Gardella		X	David Sykes		X
Bev Horan	X		Teri Whelan	X	
Diane Hurley	X		Bill Zammer		X

Clerk:



Date:

11/13/20

10:34 AM

11/04/20

Accrual Basis

MassHire Cape & Islands Workforce Board, Inc.
Profit & Loss YTD Comparison
October 2020

	Oct 20	Jul - Oct 20
Ordinary Income/Expense		
Income		
4202000 - WIA & DCS Revenue	6,793.36	20,798.15
4303101 - STC - Connecting Activities	56,096.00	76,404.68
Total Income	62,889.36	97,202.83
Gross Profit	62,889.36	97,202.83
Expense		
5010000 - GROSS PAYROLL	15,201.44	45,251.82
5700000 - PAYROLL TAXES	1,269.46	3,671.82
5900000 - FRINGE BENEFITS	-141.46	-455.89
6100000 - School To Careers Grant	0.00	591.70
7010000 - Marketing and Advertising	500.00	500.00
7025000 - Meeting/Event Expense	40.79	192.40
7100000 - Office Expenses	0.00	283.49
7110000 - Office Supplies	89.94	240.56
7130000 - Equipment Repair/Rental	296.92	857.68
7150000 - Postage	0.00	88.89
7300000 - Subscriptions	26.54	299.58
7320000 - Dues & Memberships	0.00	5,517.84
7400000 - Insurance	194.74	979.96
7500000 - Service Charges	121.50	364.50
7620000 - Accounting	4,080.76	6,963.92
7650000 - Contractual Services	4,000.00	4,000.00
7710000 - Telephone/Internet	332.50	1,328.13
7810000 - Rent	1,500.00	6,000.00
7820000 - Utilities	233.16	977.49
7830000 - Cleaning	325.00	1,135.00
8200000 - Miscellaneous	18.50	18.50
9100000 - Interest Income	-0.01	-8.01
9500000 - Allocated Indirect	0.00	0.00
Total Expense	28,089.78	78,799.38
Net Ordinary Income	34,799.58	18,403.45
Net Income	34,799.58	18,403.45

10:37 AM

11/04/20

Accrual Basis

MassHire Cape & Islands Workforce Board, Inc.
Balance Sheet
As of October 31, 2020

	<u>Oct 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	58,798.80
Accounts Receivable	22,521.50
Other Current Assets	
1210 - Prepaid Insurance	2,106.70
Total Other Current Assets	<u>2,106.70</u>
Total Current Assets	83,427.00
Fixed Assets	0.00
Other Assets	
1700 - OTHER ASSETS	
1710 - Security Deposit	1,300.00
Total 1700 - OTHER ASSETS	<u>1,300.00</u>
Total Other Assets	<u>1,300.00</u>
TOTAL ASSETS	<u>84,727.00</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	1,718.31
Credit Cards	288.11
Other Current Liabilities	9,432.43
Total Current Liabilities	<u>11,438.85</u>
Total Liabilities	11,438.85
Equity	
32000 - Unrestricted Net Assets	54,884.70
Net Income	18,403.45
Total Equity	<u>73,288.15</u>
TOTAL LIABILITIES & EQUITY	<u>84,727.00</u>

MassHire Cape & Islands Workforce Board, Inc.
A/R Aging Detail
As of October 31, 2020

Type	Date	Num	Name	Terms	Due Date	Aging	Open Balance
Current							
Invoice	10/31/2020	20352	Department of Education:School To Careers Grant	Due on r...	10/31/2020		10,595.68
Invoice	09/30/2020	20349	JTEC	Net 60	11/29/2020		5,132.46
Invoice	10/31/2020	20353	JTEC	Net 60	12/30/2020		6,793.36
Total Current							22,521.50
1 - 30							
Total 1 - 30							
31 - 60							
Total 31 - 60							
61 - 90							
Total 61 - 90							
> 90							
Total > 90							
TOTAL							22,521.50

10:40 AM

11/04/20

MassHire Cape & Islands Workforce Board, Inc.
A/P Aging Detail
As of October 31, 2020

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	10/28/2020		National Grid - U8	11/07/2020		14.19
Bill	10/28/2020		National Grid - U9	11/07/2020		13.36
Bill	10/31/2020		JTEC {Aflac & Misc.}	11/30/2020		1,580.76
Total Current						1,608.31
1 - 30						
Bill	10/16/2020	3635	Small Office Compu...	10/26/2020	5	110.00
Total 1 - 30						110.00
31 - 60						
Total 31 - 60						
61 - 90						
Total 61 - 90						
> 90						
Total > 90						
TOTAL						1,718.31



MassHire Cape & Islands Workforce Board

Connecting Activities Q1 Report

July 1, 2020 – September 30, 2020

The CIWB in partnership with the regions nine partner schools will prioritize the following throughout the upcoming academic year:

- Expansion of the Innovation Pathway Program; the CIWB is currently working with Dennis-Yarmouth School district on their application, the CIWB is also on the advisory board at BHS with their Innovation Pathway (business)
- Continue to provide career awareness education, exploration and immersion experiences for students in a safe in-person environment or virtually
- Continue to utilize social media platforms and newly created CIWB YouTube Channel to enhance programmatic design and bring awareness to program.
- Promote STEM education and career awareness, as well as priority sectors within the region and continue to bring awareness to the Regional Blueprint
- Promote Work-Based Learning Tool

Narrative:

Financial Literacy Tool Kit: The CIWB will be launching their new Personal Financial Literacy Toolkit during STEM Week. This toolkit is an online guided instruction that consists of three interactive modules. Each of the modules explore the concepts of financial literacy. Students in grades 9 through 12 will participate in this toolkit to enhance their knowledge of personal finance education. The toolkit can be completed individually by a young adult or as an addition to an educators instruction. Activities included in the modules support English Language Arts, Math, Social Studies and Economics. The learning modules also align with High Schools standards for Personal Financial Literacy (HHS.PFL).

Artworks Program: As with many programs, the program design will be changing for the upcoming academic year. During July & August a group of artist mentors, administrators and CIWB staff convened to design the ArtWorks Program. The ArtWorks Program which is entering its 24th year, will continue to provide career awareness within the arts. Although the model will be different, we are confident the program will be successful, to ensure we are meeting the needs of all involved we are offering a hybrid approach; virtual mentorship, in-person internship (seniors only), a hybrid approach and lastly artistic modules that can be saved to the CIWB YouTube page. The culmination of the ArtWorks Program has always been the exhibit season which has been launched annually at the onsite gallery at Cape Cod Community College. However, due to the pandemic the exhibit will be held on a virtual platform.

CIWB Youth Council: Although not required by WIOA, the CIWB has a long history of providing robust and meaningful internships to high school juniors and seniors on Cape Cod. During their internships students participate in monthly CIWB Youth Council meetings, attend regional activities and also meet with their peers to facilitate a

STEM Week: With our regional work with the STEM network, we were aware that STEM week, was going to be held virtually. With many of our Connecting Activities partners embracing innovation and technology it was critical to ensure the region took part in this event. Planning events that raise awareness for STEM education and employment via a virtual platform, allowed us the CIWB to be creative. The CIWB will be hosting three events during STEM week: an interview with Amanda Hough, STEM Teacher of the Year & a Teacher at Mashpee Middle/High School, a STEM Career Panel with local regional experts and lastly we will be launching our Financial Literacy Tool kit. "See Yourself In STEM", is a theme in which we are embracing.

CIWB Social Media Platforms: The CIWB launched new social media platforms during the summer to assist in highlighting and promoting the Connecting Activities Program. We launched a CIWB YouTube Channel, Instagram, Facebook and LinkedIn. Additionally we launched a new newsletter using Constant Contact which allows us to better target and personalize content, and also allows us to build better brand recognition, which as been exceedingly important as we have created a newsletter for our Young Adult Programs and our "Adult" Programs.

In preparation for migrating our programs to a virtual model, we spent a significant amount of time updating our website. (which is a work in progress).

UMass Marketing/UMass Online: The CIWB has been working with UMDI on updating the Regional Blueprint, as a result, UMass marketing has taken the opportunity to highlight the partnership between the organizations. www.umassonline.net/blog/regional-workforce. This four part series will also highlight the services the CIWB provides to young adults and the collaborative partnerships we have developed.

Focus Topic:

The CIWB is in the process of working with UMDI to update and redefine our Regional Blueprint, this work includes examining our priority sectors and occupations. The healthcare industry will continue to be one of our regions fastest growing sectors through 2029, despite the impact of COVID-19. We have also updated the sector to Technology (to include IT, CyberSecurity; Engineering; Manufacturing; R&D). The Blue Economy is vitally important to the region as we are largely surrounded by water. The economic security of the Cape and Islands region relies on viable and sustainable water resources.