



**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)



# CAPE AND ISLANDS WORKFORCE BOARD

426 North Street, Suite 9  
Hyannis, MA 02601  
508.775.5900

### 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: L Cole Date: 11/13/20



# CAPE AND ISLANDS WORKFORCE BOARD

426 North Street, Suite 9  
Hyannis, MA 02601  
508.775.5900

## MassHire Cape & Islands Workforce Board November Meeting Minutes

**Meeting Called to Order – Christopher Richards, Board Chair 8:02**

**Roll Call – As Meeting was held virtually (see attached attendance)**

**Review and Acceptance of the September Meeting Minutes**

**Guest Speaker: Dr. Kerry Akashian** from DESE provided an overview of the Connecting Activities Initiative, both statewide and locally. This included noting the following information regarding the Cape & Islands region for FY20: \$936,588 in employer-paid wages, 10 partner schools, 682 students in Work-Based learning internships and 388 employers engaged within the CA initiative. Kerry also spoke about the flexibility and resiliency within the region during the pandemic. “Virtual” internships, the Face Shield Project with Cape Cod Makers & Multiple Academic Partner, Creation of the Financial Literacy Toolkit which will serve as a model for other workforce boards were several of the noteworthy examples she provided. Kerry spoke about the strong work with Innovation Pathway Grants & Skills Capital Grants – mentioning that academic partner partners within the region have been quite successful with their awards as well as their engagement with the CIWB.

### **Treasures Report & Monthly Financial Update :**

David Sampson provided an overview of the CIWB finances, noting the CIWB is still awaiting funding in the amount of 95K which he noted was essential for annual operational costs. David provided an overview of the CIWB finances year to date.

### **MassHire Cape & Islands Career Center (Kris Dower was absent)**

Kara provided a brief update of the career center, stressing that the career center is operational although closed to foot-traffic. The staff continues to provide services to both job seekers and employers. The career center is now offering workshops online, as well as virtual job fairs to assist with the needs of the region.

### **MassHire CIWB Youth Council:**

Ken Jenks provided an overview of the Quarter 1 Connecting Activities Report which had been previously submitted to DESE. This included a programmatic overview as well as highlights into specific programs that have had to pivot due to the pandemic. Samantha Fonseca provided an updated on the Financial Literacy Tool kit and the launch of the Mini Interview Program.

**MassHire Cape & Islands Workforce Board:**

Kara provided an updated on the Healthcare HUBS Planning Grant, which is a regional collaborative partnership amongst: Cape & Islands Career Center, Cape Cod Community College, MassHire Greater New Bedford Workforce Board, as well as Outer Cape Health Services and Duffy Health Center. During the next 5/6 months the group will be examining the regional training needs within the healthcare sector; paying attention to the impact that Covid has had on specific employers and/or occupations. The group will be meeting monthly for several upcoming months. Kara noted this is a non-competitive grant process.

Continued work with UMDI on the regional plan, as these efforts will continue to help us think in innovative ways as we as a region embark on the Road to Recovery. The CIWB has been working with EMSI and UMDI to redefine their approach to data and better use of EMSI reports. The CIWB is also working with UMass Marketing to launch Phase 2 of the ongoing marketing campaign.

*Career Center Operator/ Service Provider Updates (prior to this discussion all parties who are planning on taking part in this process were asked to remove themselves from the call.)* The RFP is tentatively scheduled to be released on December 1, 2020. The first meeting of the Career Center Operator/Service Provider Workgroup will be held by virtual participation on Monday November 23, 2020. This work group is made up of CIWB staff, required WIOA partners and CIWB board members. Proposals will be due to the CIWB office on Tuesday February 16, 2021.

Meeting Adjourned @ 8:59 (David/Chris B)



**CAPE AND ISLANDS  
WORKFORCE BOARD**

426 North Street, Suite 9  
Hyannis, MA 02601  
508.775.5900

**Board Member Attendance November :**

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

**\*Note: David Rose attended meeting in replace of David Sykes.**

Clerk: L Cole Date: 2/9/21



# 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 Minutes

February 11, 2021 Meeting

**Meeting Called to Order** – Christopher Richards 8:03

**Review & Approval of the November Meeting Minutes** (Ken/Melissa)

**Introduction of Ms. Jennifer James, Executive Office of Labor & Workforce Development & Presentation on the Massachusetts Workforce and Road to Recovery** which included:

- Partnerships for Recovery is a nearly \$774M package – “Partnerships for Growth to Partnerships for Recovery”
- Based on the needs of the Commonwealth, four pillars & five principles were defined as part of the “Partnerships for Growth” strategy and plan....Housing, Communities, Support Business Competitiveness, Trained Skilled Workforce ( growth pillars) & Equitable Opportunity, Environment, Regional Strategies, Accessible Government & Infrastructure (Growth Principles)
- Getting People Back to Work – FY21 97M This includes Skills Programs (Career Technical Initiative, Advanced Manufacturing Grants, Learn to Earn, Workforce Competitiveness Trust Fund to name a few.
- Priority Occupations within the region –
- Successes within the region – Skills Capital Grants awarded & pending as well Innovation Pathway Grants

Jen answered questions from board members regarding the recovery within the region and how we can move forward leveraging the programs, initiatives & grants that will help promote economic stability.

**Treasures Report & Monthly Financial Update** – David provided an overview of the CIWB finances and the financial reports. This also included an update on an increase to the CA budget.

**MassHire Cape & Islands Career Center Update** – The career center remains closed to foot traffic, however, the staff is serving both job seekers and employers. Kris continues to be part of the re-opening team and provided an update as to when career centers may open.

**Youth Council Update** – Ken Jenks provided an update on the programs and initiatives that the CIWB is working on with their school partners. The High School Internship Program, a pilot which four districts are taking part in has launched....64 students will be participating in both in-person and virtual models. Rebekah Gregory will be speaking to students and educators on March 17, as well as workforce development professionals. This event can hold upwards of 1000.

**MassHire Cape & Islands Workforce Board Update:**



# CAPE AND ISLANDS WORKFORCE BOARD

426 North Street, Suite 9  
Hyannis, MA 02601  
508.775.5900

Due to time constraints Kara provided a brief overview of the Healthcare HUBs grant. Two Employer Focus Groups were held earlier in the month which both CCCC and the Career Center assisted in executing and planning. A variety of employers were in attendance which will prove helpful in the planning of Phase Two of the Healthcare Grant.

Regional Blueprint work continues as we navigate the revisions and brainstorm potential marketing ideas within the workgroup. COVID has led to an extension on some of the work, which will now carry over to FY22.

Meeting Adjourned at 9:10 AM





# CAPE AND ISLANDS WORKFORCE BOARD

426 North Street, Suite 9  
Hyannis, MA 02601  
508.775.5900

## Board Member Attendance: February 11<sup>th</sup>, 2021

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

Clerk: *[Signature]*

Date: 3/22/21



**MassHire Cape & Islands Workforce Board**

**CIWB Board of Directors Meeting Minutes**

**March 25, 2021; 8:00AM**

Meeting Called to Order at 8:03 by Christopher Richards, Board Chair

Review and Approval of the February meeting minutes – (Chris/Kris)

The majority of the CIWB board meeting involved the review and approval of the CIWB by-laws, FY21 budget, and the Career Center Operator/Service Provider Proposal. Each of the items were discussed and reviewed in great length, with specific attention to changes and updates. Kara provided an overview of the Career Center Operator process and introduced the workgroup whom were also given the opportunity to provide feedback. The workgroup consisted of: Chris Richards, Diane Hurley, Laurie Colwell, Anne Stout and Barbara-jean Chauvin. Questions were welcomed, it was noted by the entire workgroup that the quality of the presentation was quite high; and scores reflected this. *Kris Dower, excused herself from this discussion.*

- Review and Approval of the revised CIWB By-laws (Chris/Kris)
- Review and Approval of the CIWB Budget (David/Melissa)
- Review and Approval of the Career Center Operator/Service Provider (Chris B/Melissa)

**Treasures Report & Monthly CIWB Financial Update** – David Sampson provided a review of the monthly financial reports, as well as well as an overview of specific funding streams.

**MassHire Cape & Islands Career Center Update** – Kris discussed the on-going re-opening updates. As well how the career center is providing services to both job seekers and employers despite being closed to foot-traffic. The annual monitoring will begin on Monday April 12, 2021, this will be a virtual event.

**MassHire Cape & Islands Workforce Board update** - A discussion was held on the comfort of holding the CIWB Annual Meeting in-person vs virtually; there is still some concern over the comfort level. A final determination will be made prior to the next CIWB Board meeting.

Kara provided an update on the Healthcare Hubs grant, the phase two application is due on April 16, the CIWB has been meeting with Cape Cod Community College and Upper Cape Cod Tech. The planning grant phase will successfully expire at the end of March.

\*All votes were unanimous.



# CAPE AND ISLANDS WORKFORCE BOARD

426 North Street, Suite 9  
Hyannis, MA 02601  
508.775.5900

## Board Member Attendance: March 25<sup>th</sup>, 2021

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

Clerk: L Cole

Date: 5/24/21



**MassHire Cape & Islands Workforce Board**

**Board of Directors Meeting Minutes**

**May 27<sup>th</sup>, 2021; 8:00am**

- Meeting called to order at 8:04 AM by Christopher Richards, Board Chair
- Roll Call
- Approval of the March Meeting Minutes was *delayed due to the absence of a quorum*
  
- Chris Richards introduced guest; Will Crocker, from the Massachusetts Office of Business Development. MOBD, assists businesses relocating to Mass, as well as those wishing to expand their current operations, with specific attention being paid to job creation & job retention, both of which are critical in the road to recovery. Will, is the Regional Director for the Southeast Region. He has already met with the Business Service Team at the career center and is looking forward to meeting with many of the businesses within his region. As a former State Rep he is familiar with many of the businesses however, in this position his territory is larger and the opportunity to collaborate with other regions may present itself.

**Treasurers Report & monthly CIWB Financial update:** In David's absence Kara provided an overview of the CIWB finances paying particular attention to the Connecting Activities/EOLWD/STEM funding streams. Kara been consistently meeting with Judi to ensure all funding streams will be spent appropriately by 6/30.

Kara will continue to provide updates to the Executive Committee as the fiscal year comes to a close.

**MassHire Cape & Islands Career Center update:**

Kris provided updates pertaining to the re-opening of the career center. The career center, will return to in-person services by appointment only.

Kris did mention the Annual Monitoring; overall a positive experience



## CAPE AND ISLANDS WORKFORCE BOARD

426 North Street, Suite 9  
Hyannis, MA 02601  
508.775.5900

### **Youth Council Update:**

- Samantha provided an overview on the recently held Residential Construction Career Day, this was the first year in which the event was held virtually; the overall response was quite strong. Chris Lambton, Selectman from Dennis and HGTV participated in the event which excited students.
- On Wednesday May 5, 2021 the CIWB held an event specific for educators, as a thank you for all of their hard work and dedication that has been displayed over the last year. Kim Bearden, co-founder of the Ron Clark Academy & National Teacher Hall of Fame winner shared her inspirational “six steps to passion, power and purpose”. This event was held in honor of National Appreciation Week, Senator Cyr opened the event, the event and Dr. Kerry Akashian present the closing remarks.
- The ArtWorks Exhibit will also be taking place on a virtual platform this year, the staff is working diligently with the students and artists to ensure the event will be interactive.

### **MassHire Cape & Islands Workforce Board:**

- The Annual Monitoring was recently completed, despite being virtual, overall everything went exceedingly well. MOSES was reviewed, as were programmatic folders for Adults/OSY/Dislocated Workers. Time was spent attending a Career Center Seminar (CCS), meeting with career center staff and management and hearing first-hand about the positive impact the virtual services has had on both job seekers and employers. Collaboration with MassHire WB was a theme that was echoed throughout the monitoring. Erin attended a Connecting Activities meeting, and although this was not “required” she received an over of the services that are being provided despite the pandemic and the high number of students enrolled in the program (550).
- Behavioral Health Grant will be released from CommCorp this summer with an expected quick turn-around time for submittal. MWB & CC staff had the opportunity to participate in a workshop regarding the urgent need facing the behavioral health sector. This included break-out sessions with employers in the region.



## CAPE AND ISLANDS WORKFORCE BOARD

426 North Street, Suite 9  
Hyannis, MA 02601  
508.775.5900

- CIWB will be meeting with CommCorp shortly regarding the HealthCare Hubs II grant – CIWB is working with the Career Center and CommCorp to increase the funding proactively.
- CIWB has recently hired a contractor to assist with the Career Center Certification
- Kara had mentioned that CIWB is seeking a few new board members, as we are losing a few long-term members. All referrals can be sent to Kara or Chris Richards. Kara is meeting with all potential members.



**CAPE AND ISLANDS  
WORKFORCE BOARD**

426 North Street, Suite 9  
Hyannis, MA 02601  
508.775.5900

**Board Member Attendance: May 27<sup>th</sup>, 2021**

<b>First, Last</b>	<b>Yes</b>	<b>No</b>	<b>First, Last</b>	<b>Yes</b>	<b>No</b>
Joe Bazzinotti		X	Matt Lee		X
Sally Bowles, Vice Chair	X		Carol Lidard		X
Chris Boyd		X	Sheila Lyons		X
Dora Camara		X	Wendy Northcross		X
Marnell Cash	X		Jamie Regan		X
Barbara-jean Chauvin		X	Christopher Richards, BOD Chair	X	
Lindsay Cole, Secretary	X		Ann Robinson	X	
Laurie Colwell	X		Maryanne Ryan	X	
Dr. John Cox	X		David Sampson, Treasurer		X
Peter Danzell		X	Robert Sanborn	X	
Kris Dower	X		Wendy Savary		X
Melissa Farrell	X		Anne Stout	X	
Jerry Fishbein		X	David Rose		X
Nancy Gardella		X	Teri Whelan		X
Diane Hurley	X		Bill Zammer		X

Clerk: L Cole Date: 6/21/21

**\*Meeting Canceled. No Meeting Minutes\***



**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**

**June 24<sup>th</sup>, 2021; 8:00am**

**Virtual Meeting To Be Accessed As Detailed Below**

**Note:** This meeting will be held by remote participation by the MassHire Cape & Islands Workforce Board 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: 646-558-8656 passcode #407482**

- Call Meeting to Order – Christopher Richards, Board Chair
- Roll Call
- Review & Approval of Meeting Minutes the May meeting (*approval for March meeting is also needed, as we did not have a quorum at the May CIWB Mtg.*)
- Introduction of State Representative Steve Xiarhos
- Treasurers Report & CIWB Financial update – David Sampson
- MassHire Cape & Islands Career Center – Kris Dower
- CIWB Youth Council Updates – Samantha Fonseca
- MassHire Cape & Islands Workforce Board – Kara Galvin
  - Board of Directors New Members – September 23 Meeting (in-person)
  - Connecting Activities / Programmatic Updates
  - Career Center Certification/4-Year Plan