



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 October 21st, 2021: 8:00am

- Meeting was called to order at 8:02am by Christopher Richards, Board Chair
- Roll Call
- Approval of March 25th, 2021 & May 27th, 2021, meeting minutes.
- Chris Richards and Kara introduced new board members and a motion to approve.
 - Chris Flanagan, Home Builders & Remodelers Association of Cape Cod
 - Roger Forget, Upper Cape Cod Regional Technical School
 - Paul Niedzwiecki, Cape Cod Chamber of Commerce
 - Dr. William Roberts
 - Julie Wake, Arts Foundation of Cape Cod
- **By-Laws Revision Discussion:** Chris & Kara touched upon attendance and the obligation of certain partners. Kara explained the suggestion to go 'no less than 4' meetings a year, as this is a pattern across the state due to other demands and quorum needs. Diane Hurley spoke on behalf of DUA in support of this revision. Kara discussed remaining virtual through winter due to weather, health/safety, but noted a desire to be in person in May. Dr. Cox offered CCCC as they have ability to hold meetings virtually. Barbara-jean offered motion, Maryanne seconded, by-law was unanimously approved.
- **CIWB Finance Report & Monthly CIWB Financial Update:** David provided a finance update, stating that assets are strong. Kara included the uptick in funding the CIWB has received. The Healthcare HUBs grant has resembled some challenges, however, noted the pending grant applications with the Arts Foundation of Cape Cod, Cape Cod Foundation, and Regional Planning. The CIWB is also looking into area banks community resource grants as well.
- **MassHire Cape & Islands Career Center Update:** In Kris's absence, Kara provided a Career Center update. The MassHire Cape & Islands Career Center has been fully operational and has provided in-person services since October 5th. Virtual services, including workshops and appointments, remain available during this time. All visitors to the Career Center are required to wear a mask during their visit.
- **MassHire Cape & Islands Young Adult Update:** Samantha provided an overview of the five virtual events the CIWB hosted during #MASTEMWeek. Despite STEM week taking place virtually for the second year, the CIWB was thrilled to present a variety of activities for all schools to participate in across region. Samantha also discussed the

launch of the ArtWorks Logo Contest. This contest was held in honor of this years ArtWorks 25th anniversary. The ArtWorks program will continue to reflect last years model that was implemented. All mentors and participating students will have the opportunity to take part in the program using a virtual, in-person, or hybrid model. This long-standing program has developed and enhanced over the years and the CIWB is looking forward to sharing this special year with our community. The CIWB Youth Council is continuing to meet virtually this year. It is noted that the CIWB will be recruiting new student interns to begin during the new year. Samantha also introduces the success of the Virtual Job Shadow software that was launched as a pilot to four Connecting Activities partner schools. This software provides a diverse population of students with career guidance tools to help prepare them for workplace success. Lastly, Samantha presents all CIWB marketing updates such as, organization focused and programmatic QR Codes, essential website improvements, and a new Google Voice text number.

- **MassHire Cape & Islands Workforce Board Update:** Kara gave a welcoming introduction to the new CIWB staff members, Michael Edwards (Accountant) and Silene Gordon (Business Development Coordinator). Kara also discussed and previewed the CIWB's 2021 Annual Report. This report was presented in a virtual flipbook format created by a local graphic designer, Alison Caron. Board vacancies were also noted, in particular private sector individuals. All board members were encouraged to do outreach to people in their community and relay any referrals to Kara and/or Chris Richards. Kara closed out the update with FY22 initiatives and extended an invite to the CIWB's upcoming Regional Blueprint Convening on November 4th, 2021 via Zoom from 10:00am-12:00pm.

Meeting Adjourned: 9:02am



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Board Member Attendance: October 21st, 2021

| First, Last | Yes | No | First, Last | Yes | No |
|--------------------------|-----|----|-----------------------------|-----|----|
| Dora Camara | | X | Paul Niedzwiecki | X | |
| Marnell Cash | X | | Jamie Regan | | X |
| Dr. Barbara-jean Chauvin | X | | Christopher Richards, Chair | X | |
| Lindsay Cole, Secretary | X | | Dr. William Roberts | | X |
| Dr. John Cox | X | | Ann Robinson | X | |
| Kris Dower | | X | David Rose | | X |
| Melissa Farrell | X | | Maryanne Ryan | X | |
| Chris Flanagan | X | | David Sampson, Treasurer | X | |
| Roger Forget | X | | Robert Sanborn | X | |
| Nancy Gardella | X | | Wendy Savary | | X |
| Dr. Hope Hanscom | X | | Anne Stout | X | |
| Diane Hurley | X | | Julie Wake | X | |
| Carol Lidard | X | | Theresa Whelan | X | |
| Sheila Lyons | | X | | | |

Clerk: L Cole

Date: 1/24/22



CAPE AND ISLANDS WORKFORCE BOARD

426 North Street, Suite 9
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MassHire Cape & Islands Workforce Board Board of Directors Meeting Minutes January 27th, 2022: 8:00am

- Meeting was called to order at 8:02am by Christopher Richards, Board Chair
- Roll Call
- Approval of October 21st, 2021, meeting minutes.
- Chris Richards and Kara introduced new board member, Christopher Mittell, Regional Director at the Massachusetts Commission for the Blind.
- Julie Wake, CIWB board member and the Executive Director of the Arts Foundation of Cape Cod gave a presentation on her organization and the services they provide to the community.
- CIWB Finance Report & Monthly CIWB Financial Update: David provided a finance update and noted that since Kara has taken over leadership of the CIWB, finances have more than doubled. Kara included that in a recent Finance Committee meeting, the board agreed to meet more often to address finances regularly. Kara also discussed the "Grant Overview" document that was provided in the board packet. The CIWB had been awarded four grants with CommCorp. During Q&A, Julie Wake inquired about potential for the Cape to see some of the \$40 million promised through the state to Barnstable County. In response, Diane Hurley discussed getting Market Maker and Navigator roles started.
- MassHire Cape & Islands Career Center Update: Kris Dower provided the Career Center update and stated that job seekers are still limited. However, she stated that the Career Center is being creative in working with job seekers, including virtual meetings, as some are still hesitant to visit in-person. During Q&A, Dr. Cox asked if information could be shared as the College is experiencing similar lack of numbers and would like to see if there is a correlation in the data. Kris welcomed this suggestion and will provide concrete reports to all at next meeting. Bob Sanborn suggested conducting a survey to uncover where the job seekers are. Kris agreed that this would be productive. Additionally, Kara suggested researching the Cape Cod Commission's extensive library of data reports.
- MassHire Cape & Islands Young Adult Update: Samantha began the young adult update with an introduction to the five new Youth Council interns. She was thrilled to announce that the CIWB has two interns from Sturgis Charter Public School, 2 students from Monomoy Regional High School, and one student from Cape Cod Academy. Samantha

also notified the board that the annual Youth Council Scholarship is now available to all high school students in the region. She was happy to announce the progress and success that the ArtWorks program is experiencing and emphasized this in relation to the 25th anniversary celebration. Samantha noted how grateful the CIWB is for Julie Wake's collaboration with the ArtWorks program and thanked her the recent grant award from the AFCC. Dr. Hope Hanscom, CIWB Youth Council Chair, thanked Sam for attending a Mashpee School Committee meeting where she presented the ArtWorks logo winner with her prize. Dr. Hanscom thought it was beneficial for the School Committee to know that the CIWB does and suggested more outreach to other school committees as well. Lastly, Samantha touched upon the High School Senior Internship in Education Program (HSSIEP) as this program has doubled in size and has seen an increase in participation from school districts. The Connecting Activities program has also doubled in size and is on target to reach the 700-student goal.

- MassHire Cape & Islands Workforce Board Update: Kara provided an update on the CIWB beginning with the recent Board Certification. A deadline extension had been granted and the CIWB is aiming to submit on time. Kara also discussed a potential update to the Healthcare HUBs grant due to the lack of workforce, but has led to the addition of other areas such as EMTs and Paramedics. This also included covering precursor classes for other support services on which the CIWB, CC, and CCCC are working together.

Meeting Adjourned: 9:01am

Attendees:

Marnell Cash
Lindsay Cole
Dr. John Cox
Kris Dower
Melissa Farrell
Chris Flanagan
Roger Forget
Dr. Hope Hanscom
Diane Hurley
Carol Lidard
Christopher Mittell

Jamie Regan
Christopher Richards
Dr. William Roberts
David Rose
Maryanne Ryan
David Sampson
Robert Sanborn
Anne Stout
Julie Wake
Theresa Whelan



CAPE AND ISLANDS WORKFORCE BOARD

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Board Member Attendance: January 27th, 2022

| First, Last | Yes | No | First, Last | Yes | No |
|--------------------------|-----|----|-----------------------------|-----|----|
| Dora Camara | | X | Paul Niedzwiecki | | X |
| Marnell Cash | X | | Jamie Regan | X | |
| Dr. Barbara-jean Chauvin | | X | Christopher Richards, Chair | X | |
| Lindsay Cole, Secretary | X | | Dr. William Roberts | X | |
| Dr. John Cox | X | | Ann Robinson | | X |
| Kris Dower | X | | David Rose | X | |
| Melissa Farrell | X | | Maryanne Ryan | X | |
| Chris Flanagan | X | | David Sampson, Treasurer | X | |
| Roger Forget | X | | Robert Sanborn | X | |
| Dr. Hope Hanscom | X | | Wendy Savary | | X |
| Diane Hurley | X | | Anne Stout | X | |
| Carol Lidard | X | | Julie Wake | X | |
| Sheila Lyons | | X | Theresa Whelan | X | |
| Christopher Mittell | X | | | | |

Clerk:

L Cole

Date:

3/14/22



**MassHire Cape & Islands Workforce Board
Board of Directors Meeting Minutes
March 24th, 2022: 8:00am**

- Meeting was called to order at 8:03am by Christopher Richards, Board Chair
- Roll Call
- Approval of January 27th, 2022, meeting minutes (David S./Kris D.)
- Kara introduced Senator Julian Cyr, guest speaker.
 - Sen. Cyr is the Chairperson of the Joint Committee on Mental Health, Substance Use and Recovery; he is Vice Chair of the Elder Affairs Committee and of the Joint Committee of Racial Equity, Diversity, and Inclusion
 - Sen. Cyr's discussion included some of the challenges facing his district and the Cape and Islands, including the climate crisis, wastewater, and housing, specifically workforce housing.
 - There has been a 90% drop in housing inventory since 2012 and a 97% drop since 2020.
 - Sen. Cyr said this is not a problem we can "fix" but one that needs to be addressed by local changes; he encouraged attendees to get involved in the happenings with local ZBAs, selectboards, and planning committees.
 - Sen. Cyr said he filed an act relative to housing and discussed potential revenue streams for traditional housing.
 - Jamie Regan echoed the senator's thoughts, saying that this is an "unbelievable time" in real estate and called for zoning to be updated near transportation centers.
 - Julie Wake shared that the transportation issue has impacted the arts; she said that moving forward transportation needs to include infrastructure near the arts.
 - Discussion ensued about deeper train service into the Cape; Cyr noted that the Southcoast Rail System could see improvements to existing service in Bourne.
 - Hope asked for talking points from the senator as it relates to housing.
 - Anne raised the issue of the message that not everyone wants "affordable, low-income housing" because they believe it equates to negative messaging; Cyr said attainable housing or workforce housing are more correct and better terms for what is needed.
- **CIWB Finance Report & Monthly CIWB Financial Update:** David Sampson stated that from a budget standpoint the CIWB is in "very good shape." Kara added that there have been four grants that were brought in since the prior meeting.
- Approval of FY22 CIWB Budget (Anne/Roger)
- **MassHire Cape & Islands Career Center Update:** Kris discussed the recent job seeker survey and stated they would like to do another survey in June to see what trends are happening. Kris also discussed the series of job fairs being held in the coming months with attendees being awarded with incentives such as gas cards and raffles. She said that these were necessary to drive interest with so many people still unemployed. The Career Center is engaged in a CVS training program as part of Healthcare Hubs which they are enthusiastic about and will help since

demand is so high. Kris also explained that the Career Center was preparing for monitoring. Chris Mittel requested copies of job fair information for visually impaired job seekers as it could be an access point for that group. Barbara-jean asked if there was any discussion to include the islands; Kris explained that this training was through CVS and not independent pharmacies.

- **MassHire Cape & Islands Young Adult Update:** Samantha provided an update on the 25th Anniversary of ArtWorks. The CIWB staff is working diligently to prepare for the upcoming two-night art exhibit. This is the first in-person exhibit since the onset of the pandemic. Along with the CIWB, students and artist mentors are looking forward to a great showcase. Samantha also provided a brief overview of the regionwide Connecting Activity goals. Samantha noted how thrilled they were to already meet the goals for the fiscal year. Samantha concluded her discussion with a reminder of the Youth Council Annual Scholarship application.
- **MassHire Cape & Islands Workforce Board Update:** Kara explained about the upcoming monitoring along with the Career Center and praised the great work being done at the CC. She also mentioned that Healthcare Hubs has five new participants and that she and Sam have been working with CommCorp and the CC. Kara also discussed the kick-off of the behavioral health grant and the consortium being developed. She then discussed the new Market Maker position as well as the Inspiring Women's YouTube series created internally with nine local female leaders. Kara also discussed the upcoming Brainstorm session with Community Action Partners, a Harvard Business School alumni group that works to support non-profits in their work. Kara asked Silene to discuss her participation in a recent radio broadcast. Silene appeared on WCAI-NPR in a program that was done in tandem with a radio station (Source FM) in Cornwall, UK. The series, "Falmouth to Falmouth" documents challenges being faced in both Cape Cod and the Cornwall community, with this session addressing housing insecurity and costs and included a live conversation with participants in both countries. Kara also discussed upcoming grant opportunities being pursued, including through the Cape Cod Foundation. Lastly, Kara reminded everyone that the in-person annual meeting would be held at the Hyannis Yacht Club on May 26 at 8am.

Meeting Adjourned: 9:21am

Attendees:

Marnell Cash

Dr. Barbara-jean Chauvin

Kris Dower

Melissa Farrell

Roger Forget

Dr. Hope Hanscom

Diane Hurley

Christopher Mittel

Paul Niedzwiecki

Jamie Regan

Christopher Richards

Dr. William Roberts

Ann Robinson

David Rose

Maryanne Ryan

David Sampson

Robert Sanborn

Anne Stout

Julie Wake



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Board Member Attendance: March 24th, 2022

| First, Last | Yes | No | First, Last | Yes | No |
|--------------------------|-----|----|-----------------------------|-----|----|
| Dora Camara | | X | Paul Niedzwiecki | X | |
| Marnell Cash | X | | Jamie Regan | X | |
| Dr. Barbara-jean Chauvin | X | | Christopher Richards, Chair | X | |
| Lindsay Cole, Secretary | | X | Dr. William Roberts | X | |
| Dr. John Cox | | X | Ann Robinson | X | |
| Kris Dower | X | | David Rose | | X |
| Melissa Farrell | X | | Maryanne Ryan | X | |
| Chris Flanagan | | X | David Sampson, Treasurer | X | |
| Roger Forget | X | | Robert Sanborn | X | |
| Dr. Hope Hanscom | X | | Wendy Savary | | X |
| Diane Hurley | X | | Anne Stout | X | |
| Carol Lidard | | X | Julie Wake | X | |
| Sheila Lyons | | X | Theresa Whelan | | X |
| Christopher Mittell | X | | | | |

Clerk: L Cole Date: 5/24/22



CAPE AND ISLANDS WORKFORCE BOARD

MassHire Cape & Islands Workforce Board

Board of Directors Meeting Minutes

May 26th, 2022: 8:00am

- Welcome & call meeting to order at 8:18am by Christopher Richards, Board Chair
- Chris Richards provided welcome remarks to all, as it was a delight to be back in person.
- Executive Director, Kara O'Donnell-Galvin delivered opening remarks pertaining to how the CIWB has moved forward through the last two fiscal years. She emphasized her gratitude to the Executive Committee and Board of Directors, along with all educators and community partners in attendance. Noting that the CIWB is a stronger organization due to the new team.
- Secretary of Labor and Workforce Development, Rosalin Acosta attended as our special guest and presented as our keynote speaker.
- Christopher Richards moderated the formal business portion of the meeting.
 - Approval of March 24th, 2022, meeting minutes.
 - Approval of FY22 Executive Committee Members (Christopher Richards, Melissa Farrell, David Sampson, Anne Stout, Kris Dower, Lindsay Cole, & Julie Wake).
 - Approval of slate of CIWB officers Christopher Richards (Chair), Anne Stout (Vice Chair), Lindsay Cole (Clerk), and Melissa Farrell (Treasurer).
 - Approval of new CIWB Board Members, Christine Hochkeppel, Fabienne Renelien-Hannigan (MRC/WIOA Partner).
 - MassHire Cape & Islands Young Adult Update: Samantha began her update with an introduction to Virtual Job Shadow. She emphasized how this new platform has strengthened the CIWB's participation in STEM and allowed equitable access to career pathway education to all students. Samantha also provided a short discussion on ArtWorks. The CIWB was happy to announce the continuation of virtual and hybrid models, as this allowed student participation from the Islands. In regard to concrete data regarding the Connecting Activities program, Samantha announced that the HSSIEP doubled in size and that 692 students were enrolled in a work-based learning experience. She touched upon how this data attests to the CIWB's tagline of "Growing our future workforce."
- A regional update and outlook for Summer 2022 was provided by the CEO of Cape Cod Chamber of Commerce, Paul Niedzwiecki.
- MassHire CIWB staff and Board Chair, Christopher Richards, presented the 2021 & 2022 Awards.

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- Christopher Richards wrapped up the Annual Meeting with closing remarks.

Meeting Adjourned: 9:36am

Attendees:

Marnell Cash

Dr. Barbara-jean Chauvin

Lindsay Cole

Dr. John Cox

Kris Dower

Melissa Farrell

Chris Flanagan

Roger Forget

Dr. Hope Hanscom

Christopher Mittell

Paul Niedzwiecki

Fabienne Renelien

Christopher Richards

Dr. William Roberts

Maryanne Ryan

David Sampson

Robert Sanborn

Anne Stout

Julie Wake

Theresa Whelan



CAPE AND ISLANDS WORKFORCE BOARD

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Hyannis, MA 02601
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Board Member Attendance: May 26th, 2022

| First, Last | Yes | No | First, Last | Yes | No |
|--------------------------|-----|----|-----------------------------|-----|----|
| Dora Camara | | X | Paul Niedzwiecki | X | |
| Marnell Cash | X | | Jamie Regan | | X |
| Dr. Barbara-jean Chauvin | X | | Fabienne Renelien* | X | |
| Lindsay Cole, Secretary | X | | Christopher Richards, Chair | X | |
| Dr. John Cox | X | | Dr. William Roberts | X | |
| Kris Dower | X | | Ann Robinson | | X |
| Melissa Farrell | X | | Maryanne Ryan | X | |
| Chris Flanagan | X | | David Sampson, Treasurer | X | |
| Roger Forget | X | | Robert Sanborn | X | |
| Dr. Hope Hanscom | | X | Wendy Savary | | X |
| Christine Hochkeppel* | X | | Anne Stout | X | |
| Diane Hurley | | X | Julie Wake | X | |
| Carol Lidard | | X | Theresa Whelan | X | |
| Sheila Lyons | | X | | | |
| Christopher Mittell | X | | | | |

*Voted in on the day of meeting.

Clerk:

L Cole

Date:

10/25/22

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