



**MassHire Cape & Islands Workforce Board  
Board of Directors Meeting Minutes  
October 27<sup>th</sup>, 2022: 8:00am**

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- Welcome & call meeting to order at 8:04am by Christopher Richards, Board Chair
- No quorum at the start of the meeting, so Melissa presented finance report.
- **CIWB Finance Report & Update:**
  - Melissa stated “cash flow is healthy” as the CIWB recently received funds that were waiting from DESE.
  - Youth budget has seen a significant increase.
  - Discussion on how budget has trended upward (\$1.2 million); the highest ever.
  - Kara discussed the recent award letter for STEM, but still no contract. Kara has spoken with folks at DOE, and they have released the funding, but are waiting on CommCorp.
  - Kara reminded the group that the money in budget is not cash in hand, but cost reimbursement and funds given out, e.g., Connecting Activities.
  - CIWB updated to full online banking with Cape Cod 5.
- **MassHire Cape & Islands Career Center Update:**
  - Kris noted all workshops and seminars are not in person but are slowly getting people back to in person.
  - Career Center provided a presentation with focus on employment, reemployment, and Veterans.
    - 280k jobs in JobQuest right now.
    - Approximately every week, 2,000 people attend RESEA training across the state.
    - Veterans have priority of service.
  - Chris Mittell asked what marketing was being done to explain that the CC is a resource and not just an agency that helps unemployed people.
  - Kris stated that they advertise through flyers, social media, and marketing events.
  - Chris Mittell suggested ideas to design a more community-friendly resource center.
  - Kris noted, “In 40 years I have never seen anything like this,” with regard to people not seeking employment through Career Center.
- **MassHire Cape & Islands Young Adult Update:**
  - Samantha discussed ArtWorks updates.
    - Student enrollment is at 50+. These are pre-pandemic numbers and the CIWB is thrilled to see student interest increase.
  - Samantha stated that Youth Council is consistently continuing to meet and the CIWB is thrilled to welcome six new potential CIWB interns.
  - Samantha provided an RCCD update.
    - The premiere event had over 300 students in attendance.
    - Roger Forget provided positive feedback on the event.
- **MassHire Cape & Islands Workforce Board Update:**
  - Kara stated Behavioral Health grant extended through June 2023.

- Silene and Kara hosted an employer forum that was very well attended.
  - Paul Niedzwiecki mentioned Economic Development Roundtable and discussed there is more to come.
  - Kara discussed YouthWorks and the goal of 40 student enrollments.
    - Dr. Billy Roberts asked about the outreach for disadvantaged students.
    - Kara explained that YouthWorks is a Career Center program that CIWB is partnering on.
    - Dr. Billy Roberts asked why other schools were not participating in larger ways other than Sturgis, Monomoy, MV which were mentioned.
    - Kara explained that all schools are eligible to participate and that programs, such as Virtual Job Shadow, allow students, despite transportation, socioeconomic, and financial barriers, to participate in a work-based learning experience.
    - Bob Sanborn suggested that the CIWB attend an upcoming monthly superintendent meeting to update on young adult programming.
- Mission and Vision Statements:
  - Majority suggested they still need some work.
  - Dr. Billy Roberts asked how CAP session with Harvard.
    - Kara explained, despite a lot of efforts, that the Harvard alum involved were not understanding the difference between CC and CIWB which impaired making full use of the opportunity.
  - Kara mentioned that she and Silene were assembling a small taskforce to meet for final discussion, input, and will then take a virtual vote prior to next BOD Meeting.
    - Dr. Billy Roberts, Dr. Joan Gallagher, and Melissa Farrell will join the taskforce.
- Votes (Quorum established at 8:17am):
  - Annual Meeting Minutes Approved – *Melissa F. & Lindsay C.*
  - New CIWB Board Members Slate Approved: Christopher Cataldo and Tricia Murray, as well as WIOA required partners, Wendy Buttrick (DTA), Dr. Joan Gallagher (Adult Education Center, CCCC), Joanne Sellstone (MRC). – *Anne S. & Paul N.*
  - CIWB FY23 Budget Approved – *Bob S. & Christine H.*

**Meeting Adjourned: 9:28am**

**Attendees:**

Wendy Buttrick  
 Christopher Cataldo  
 Lindsay Cole  
 Kris Dower  
 Melissa Farrell  
 Roger Forget  
 Dr. Joan Gallagher  
 Christine Hochkeppel  
 Christopher Mittell  
 Tricia Murray

Paul Niedzwiecki  
 Jamie Regan  
 Christopher Richards  
 Dr. William Roberts  
 Maryanne Ryan  
 Robert Sanborn  
 Joanne Sellstone  
 Anne Stout  
 Theresa Whelan



# CAPE AND ISLANDS WORKFORCE BOARD

426 North Street, Suite 9  
Hyannis, MA 02601  
508.775.5900

## Board Member Attendance: October 27<sup>th</sup>, 2022

First, Last	Yes	No	First, Last	Yes	No
Wendy Buttrick	X		Christopher Mittell	X	
Dora Camara		X	Tricia Murray	X	
Marnell Cash		X	Paul Niedzwiecki	X	
Christopher Cataldo	X		Jamie Regan	X	
Dr. Barbara-jean Chauvin		X	Christopher Richards, Chair	X	
Lindsay Cole, Clerk	X		Dr. William Roberts	X	
Dr. John Cox		X	Maryanne Ryan	X	
Kris Dower	X		David Sampson		X
Melissa Farrell, Treasurer	X		Robert Sanborn	X	
Chris Flanagan		X	Joanne Sellstone	X	
Roger Forget	X		Anne Stout, Vice Chair	X	
Dr. Joan Gallagher	X		Julie Wake		X
Dr. Hope Hanscom		X	Theresa Whelan	X	
Christine Hochkeppel	X				
Diane Hurley		X			
Sheila Lyons, CEO		X			

Clerk: L Cole Date: 1/20/23



**MassHire Cape & Islands Workforce Board  
Board of Directors Meeting Minutes  
January 26<sup>th</sup>, 2023: 8:00am**

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- Welcome & call meeting to order at 8:03am by Christopher Richards, Board Chair
- Approval of October 27<sup>th</sup>, 2022 Meeting Minutes (Kris D./Anne S.)
- Christopher Richards introduced Alisa Magnotta, CEO of Housing Assistance Corporation.
  - Alisa discussed the work being done to promote advocacy around the affordable/attainable housing on Cape Cod.
  - Alisa indicated that there is still that remains to be done, as the gap between house prices and the regions affordability has not closed.
- Approval of Mission and Vision Statements (Chris C./Chris R.)
- **CIWB Finance Report & Update:**
  - Christopher Richards and Kara O'Donnell-Galvin presented in Melissa's absence.
    - Chris noted that we received payment for the Behavioral Health Grant, but are still waiting on payments for Healthcare HUBs.
    - Kara noted the approval of the STEM Grant for \$180k and the receiving the contract.
    - Kara mentioned that she will be hiring a part-time STEM Coordinator through the STEM Internship grant.
    - Kara discussed that Michael is leaving the CIWB, but the CIWB has brought on Matt O'keefe, also from Boardwalk Business.
    - Kara also mentioned that the CIWB will be bringing on a contract in mid-February to help with strategic planning.
- **MassHire Cape & Islands Career Center Update:**
  - Kris mentioned that there is a big push for Out of School Youth into Career Center.
  - Career Center held an event the evening prior for school counselors to thank them for their work with Out of School Youth.
  - Kris noted that the Career Center continues to get more foot traffic.
  - ITA has increased from \$10k to \$15k as a result of the large amount of training dollars available.
- **MassHire Cape & Islands Young Adult Update:**
  - Samantha updated the Board on the CIWB trip to the NAWDP Youth Symposium with CIWB board member, Barbara-jean Chauvin and CTE Director at Mashpee Middle-High School, Michael Looney.
  - Barbara-jean included her feedback from the trip and how valuable it was to speak to larger regions and to people from across the country.
  - Samantha also discussed an update on ArtWorks, while supplying new information on the Junior Artist of the Year Award.
  - Samantha also noted the great work being done with Youth Works in conjunction with the ArtWorks program.

- HSSIEP is also continuing for its third year and school districts are thrilled with this program continuation.
- **MassHire Cape & Islands Workforce Board Update:**
  - Kara supplied multiple programmatic updates on Healthcare Hubs, Behavioral Health, and the STEM Stipend. Kara provided an in-depth update on each (this update was also incorporated into the fiscal update).
  - Kara noted that the CIWB will host a Legislative Breakfast on 2/10/2023 at UCT for Cape Delegation. It was determined that the event would include CIWB Executive Committee Members and Cape Delegation. Invitations to the legislative delegation were sent during the week of 1/10/2023. Roger Forget was extremely helpful with logistics.
  - MassHire CIWB was awarded the Partner of the Year Award at December's HBRACC Annual Meeting.
  - Kara updated the team on the pending DCS and DOL monitoring that is scheduled to take place in March. Kara, Kris, and their teams will work together to ensure the region is prepared. Kris noted that DOL has not monitored the region in over 20 years.

***Meeting Adjourned: 9:00am***

**Attendees:**

Wendy Buttrick  
Marnell Cash  
Christopher Cataldo  
Dr. Barbara-jean Chauvin  
Lindsay Cole  
Dr. John Cox  
Kris Dower  
Chris Flanagan  
Roger Forget  
Dr. Joan Gallagher  
Christine Hochkeppel  
Christopher Mittell  
Tricia Murray  
Paul Niedzwiecki  
Christopher Richards  
Dr. William Roberts  
Maryanne Ryan  
Robert Sanborn  
Joanne Sellstone  
Anne Stout  
Ashely Terrill



# CAPE AND ISLANDS WORKFORCE BOARD

426 North Street, Suite 9  
Hyannis, MA 02601  
508.775.5900

## Board Member Attendance: January 26<sup>th</sup>, 2023

First, Last	Yes	No	First, Last	Yes	No
Wendy Buttrick	X		Christopher Mittell	X	
Dora Camara		X	Tricia Murray	X	
Marnell Cash	X		Paul Niedzwiecki	X	
Christopher Cataldo	X		Jamie Regan		X
Dr. Barbara-jean Chauvin	X		Christopher Richards, Chair	X	
Lindsay Cole, Clerk	X		Dr. William Roberts	X	
Dr. John Cox	X		Maryanne Ryan	X	
Kris Dower	X		David Sampson		X
Melissa Farrell, Treasurer		X	Robert Sanborn	X	
Chris Flanagan	X		Joanne Sellstone	X	
Roger Forget	X		Anne Stout, Vice Chair	X	
Dr. Joan Gallagher	X		Ashley Terrill	X	
Dr. Hope Hanscom		X	Julie Wake		X
Christine Hochkeppel	X		Theresa Whelan		X
Sheila Lyons, CEO		X			

Clerk: L Cole Date: 3/27/23





**MassHire Cape & Islands Workforce Board  
Board of Directors Meeting Minutes  
April 27<sup>th</sup>, 2023: 8:00am**

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- Welcome & call meeting to order at 8:04am by Anne Stout, Vice Chair
- Kara introduced guest speaker, Christopher Flanagan, State Representative & CIWB Board Member.
  - Chris shared news from the recent House session which included passage of the upcoming state budget. He explained that all of the information was preliminary, as it had yet to pass the Senate. Details included increases in the following budget line items:
    - MassHire Career Centers - +\$9 million
    - CTI - +\$5 million
    - Youth Works - +\$15 million
    - Apprenticeships – increase, but no final number.
  - Chris mentioned that there is a continued investment in workforce development to help employers and to keep people employed.
  - Bob Sanborn asked about continuation or news about Mass Skills Capital Grants and funding. Tricia Murray also asked about increase to the SBTA. Chris mentioned that he would filter information through Kara and the CIWB, but urged people to also check online as the final bills will be posted.
- Approval of January 26th, 2023, meeting minutes (Chris F./Jamie R.)
- **CIWB Treasurers Report & Financial Update:** In Melissa’s absence, Kara discussed an overview of financials. She noted that the healthcare grant may be extended for several years. Kara also noted Silene’s hard work and efforts with both grants. Kara also mentioned that Kim is working on a planning grant for off-shore energy. Kara and Kim have met with Dr. Bob Sanborn and Roger Forget and are appreciative of both vocational school’s support and efforts.
- **MassHire Cape & Islands Career Center Update:** There was no Career Center update, as Kris Dower was not in attendance.
- **MassHire Cape & Islands Young Adult Update:** Samantha provided a Young Adult update with attention to the ArtWorks Exhibit during Cape Cod Art Week. Samantha noted that Youth Works students will also be participating in the exhibit. She discussed the success of Youth Works over both February and April school vacation. Samantha highlighted the new Junior Artist of the Year Award and the upcoming Award and Celebration Night in mid-June. Samantha also discussed the CIWB efforts during Financial Literacy Month, as they have been ongoing and robust. Samantha and Kara also attended MassHire MSW recently at their Trade and Construction Expo. Samantha was on the planning committee, as this event was mirrored after RCCD. The CIWB was awarded Outstanding Partner Award for their efforts. Samantha also noted that HSSIIEP and the STEM Grant has continued to be a success in the locals. Christopher Mittell asked what the outreach was for these program and throughout the region. Kara and Samantha explained in

detail the 11 partner schools and the 900+ students in various schools are invited to participate in all programs. Chris asked to have information passed along to share with this contacts. Samantha also mentioned to the creation of the Connecting Activities Guide which has proven to be very beneficial.

- **MassHire Cape & Islands Workforce Board Update:** Kara introduced Kim as the newest team member and her extensive experience in workforce development and grant writing. Kara also discussed the DOL and DCS monitoring. She noted that DCS went very well and as of now there have been no findings. The DOL audit was more intense as the region had not been visited in two decades. Kara thanked Lindsay and Christopher Richards for their involvement. The CIWB was praised for its onboarding, partnership with the Career Center, as well as its connectivity with WIOA partners. Kara noted that much time was spent discussing migrant seasonal farm workers during the monitoring despite low numbers in the region. Kara wrapped up with discussing that the CIWB is constantly looking for new funding by various sources. A note was also made about the upcoming CIWB Annual Meeting on June 1<sup>st</sup>, 2023 at the Hyannis Yacht Club.

***Meeting Adjourned: 8:59am***

**Attendees:**

Wendy Buttrick  
Marnell Cash  
Christopher Cataldo  
Dr. Barbara-jean-Chauvin  
Lindsay Cole  
Chris Flanagan  
Roger Forget  
Christine Hochkeppel  
Christopher Mittell  
Tricia Murray  
Paul Niedzwiecki  
Jamie Regan  
Dr. William Roberts  
David Sampson  
Robert Sanborn  
Joanne Sellstone  
Anne Stout  
Ashley Terrill





# CAPE AND ISLANDS WORKFORCE BOARD

426 North Street, Suite 9  
Hyannis, MA 02601  
508.775.5900

## Board Member Attendance: April 27<sup>th</sup>, 2023

First, Last	Yes	No	First, Last	Yes	No
Wendy Buttrick	X		Christopher Mittell	X	
Dora Camara		X	Tricia Murray	X	
Marnell Cash	X		Paul Niedzwiecki	X	
Christopher Cataldo	X		Jamie Regan	X	
Dr. Barbara-jean Chauvin	X		Christopher Richards, Chair		X
Lindsay Cole, Clerk	X		Dr. William Roberts	X	
Dr. John Cox		X	Maryanne Ryan		X
Kris Dower		X	David Sampson	X	
Melissa Farrell, Treasurer		X	Robert Sanborn	X	
Chris Flanagan	X		Joanne Sellstone	X	
Roger Forget	X		Anne Stout, Vice Chair	X	
Dr. Joan Gallagher		X	Ashley Terrill	X	
Dr. Hope Hanscom		X	Julie Wake		X
Christine Hochkeppel	X		Theresa Whelan		X
Sheila Lyons, CEO		X			

Clerk: L Cole Date: 5/23/23



**MassHire Cape & Islands Workforce Board  
Board of Directors Meeting Minutes  
June 1<sup>st</sup>, 2023: 8:00am**

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- Welcome & call meeting to order at 8:28am by Lindsay Cole, Secretary
- MassHire Cape & Islands Workforce Board held their Annual Meeting on Thursday, June 1, 2023, at the Hyannis Yacht Club. MassHire values: collaboration, respect, reliability, and Ingenuity was the theme of the annual meeting. More than 85 people were in attendance. Lindsay Cole, CIWB Secretary presided over the event. Guest speakers included Senator Susan Moran (D-Falmouth) and Jennifer James, Undersecretary of Labor and Workforce Development. Representative Kip Diggs, Representative Steven Xiarhos and DA Galibois were also in attendance.
- Kara, CIWB Executive Director, noted several areas of impact over the fiscal year:
  - CIWB's enrollment of more than 1,000 students into work-based learning internship experiences
  - Implementation of healthcare training initiatives
  - Generating new funding opportunities in alignment with in-demand sectors
  - Strengthening of internal systems and staffing to support operational efficiency
  - Ongoing career pathway explorations
- MassHire CIWB Board Business:
  - Review & Approval of April Meeting Minutes (David/Paul)
  - Approval of new CIWB Board Member, Samantha Aronne, Encore Construction (David/Paul)
  - MassHire CIWB Young Adult Update:
    - Samantha provided an overview of the success of the youth programming during FY23.
      - Increase in paid, high quality work-based learning experiences through the STEM Grant & HSSIIEP.
      - Increase in collaboration and engagement with regional school districts and employers across the region.
      - Increase in enrollments within the ArtWorks program and the incorporation of YouthWorks.
      - Introduced a new marketing tool – Connecting Activities Guide.
      - Emphasized that the CIWB surpassed their regional CA goals:
        - +1,000 student enrollments
        - 245 STEM enrollments
        - 445 paid enrollments
- MassHire CIWB 2023 Awards
  - **Academic Partner of the Year:** Upper Cape Cod Regional Technical High School
  - **Business Partner of the Year:** Encore Construction

- **Mentor of the Year:** Jeanne Tassinari & Aiste Zitnikaite
- **Non-profit Partner of the Year:** Arts Foundation of Cape Cod
- **Economic Development Partner of the Year:** Cape Cod Commission
- **Legacy Award:** Carol Woodbury, Superintendent of the Dennis-Yarmouth School District, for her dedication and lasting contributions to the CIWB.
- The CIWB also presented six Rising Star Awards to individuals and businesses who have continued to support the CIWB: Broach Reach Healthcare, Relief Home Health Services, Jacob Stapledon, Lee Moynihan, Cheri Armstrong, and Anne Tochka.
- Debbie Maranhas, JTEC was also recognized for her ongoing commitment to workforce development within the region.

***Meeting Adjourned: 9:45am***

**Attendees:**

Anne Stout  
 Lindsay Cole  
 Melissa Farrell  
 Dr. Hope Hanscom  
 Marnell Cash  
 Christopher Cataldo  
 Dr. John Cox  
 Roger Forget  
 Dr. Joan Gallagher  
 Christopher Mittell  
 Tricia Murray  
 Paul Niedzwiecki  
 Jamie Regan  
 Dr. William Roberts  
 David Sampson  
 Dr. Robert Sanborn  
 Joanne Sellstone  
 Ashley Terrill  
 Julie Wake



# CAPE AND ISLANDS WORKFORCE BOARD

426 North Street, Suite 9  
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508.775.5900

## Board Member Attendance: June 1<sup>st</sup>, 2023

First, Last	Yes	No	First, Last	Yes	No
Samantha Aronne	X		Sheila Lyons, CEO		X
Wendy Buttrick		X	Christopher Mittell	X	
Dora Camara		X	Tricia Murray	X	
Marnell Cash	X		Paul Niedzwiecki	X	
Christopher Cataldo	X		Jamie Regan	X	
Dr. Barbara-jean Chauvin		X	Christopher Richards, Chair		X
Lindsay Cole, Clerk	X		Dr. William Roberts	X	
Dr. John Cox	X		Maryanne Ryan		X
Kris Dower		X	David Sampson	X	
Melissa Farrell, Treasurer	X		Dr. Robert Sanborn	X	
Chris Flanagan		X	Wendy Savary		X
Roger Forget	X		Anne Stout, Vice Chair	X	
Dr. Joan Gallagher	X		Ashley Terrill	X	
Dr. Hope Hanscom	X		Julie Wake	X	
Christine Hochkeppel		X			
Joanne Sellstone <i>(New Rep: Russell Leete)</i>		X			

Clerk: L Cole

Date: 10/24/23