

**MassHire Cape & Islands Workforce Board  
Board of Directors Meeting Minutes  
October 24<sup>th</sup>, 2024: 8:00am**

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- Welcome & call meeting to order at 8:09 AM by Christopher Richards, Board Chair.
- Approval of Annual Meeting Minutes, June 5<sup>th</sup>, 2024 (Samantha/Roger)
- CIWB Board Member, Dr. Joan Gallagher, Director of the Adult Education Center at Cape Cod Community College gave a presentation on the ESOL Healthcare Bridge Pilot.
- **CIWB Treasurers Report & Financial Update:**
  - Kara provided updates on each funding stream, including DWD, Healthcare Hubs, Connecting Activities, Offshore Wind, and YouthWorks.
  - While the CIWB has not yet received the YouthWorks contract, efforts are ongoing to address the matter in collaboration with CommCorp.
- **MassHire Cape & Islands Career Center Update:**
  - Kris discussed the recent increase in activity at the Career Center, reflecting growing community engagement.
  - Updates were provided on youth programs, with a focus on strategies to enhance participation and drive meaningful results.
  - Kris also outlined details of scheduled hiring events and employer engagement initiatives.
- **MassHire Cape & Islands Young Adult Update:**
  - Samantha informed the Board that applications for the ArtWorks program are now open to all high school students and artists interested in serving as mentors.
  - Samantha also announced that the CIWB is now the YouthWorks provider for the region, with plans to mirror the traditional ArtWorks program by offering students paid opportunities to mentor within the creative economy.
  - Samantha also highlighted the success on Residential Construction Career Day that took place on October 17<sup>th</sup>, 2024. Samantha noted that over 350 participating students and 30 employers who engaged in hands-on activities to explore construction career pathways.
  - Samantha concluded with the CIWB's recent partnership with the Cape Cod Commission to host a Digital Equity Youth Focus Group in early December. The purpose of the group is to ensure young adult voices contribute to strategies addressing digital inclusion across the region.
- **MassHire Cape & Islands Workforce Board Update:**

- Following Dr. Gallagher's presentation, Kara provided an update on the Healthcare Grant, noting that both programs remain on track. She extended her gratitude to Jason LaValle and Roger Forget for their contributions to the grant. UCT hosted a successful Healthcare Round Table in mid-September, which brought together healthcare partners, state representatives, Alicia Ordway (Undersecretary for Workforce Development), and Tommy Haven from CommCorp.
- Kara was announced as a new member of the Mass Workforce Association Board of Directors.
- The MWA Annual Meeting will take place at Ocean Edge on April 3 and 4, with additional details to follow.
- The Residential Construction Career Day was held on Thursday, October 17, at the Cape Cod Fairgrounds, with over 350 students from grades 9-12 in attendance. Special thanks were extended to board members Lindsay Cole, Molly Viera, Samantha Arrone, Tricia Murray, and Jamie Regan for their participation. Cape Cod Tech and Upper Cape Cod Tech provided lunches and engaged their culinary teams to assist with distribution, making it a collaborative school event.
- Kara, Samantha, and Barbara-Jean will be presenting at the NAWDP Youth Symposium in Phoenix, Arizona.
- The CIWB will now oversee the YouthWorks Program, which will integrate with the ArtWorks Program. By combining funding from YouthWorks and Connecting Activities, the initiative will expand to include a larger program, featuring a summer session in July 2025.
- The CIWB has been selected as one of three workforce boards to participate in a Digital Equity Grant opportunity led by Commonwealth Corporation. If awarded, each board will receive funding to address digital equity in their respective regions.

***Meeting Adjourned: 9:03 AM***

**Attendees:**

Samantha Aronne  
James Beck (Iris Govoni)  
Marnell Cash  
Christopher Cataldo  
Dr. Barabara-jean Chauvin  
Lindsay Cole  
Kris Dower  
Noelle Forde

Roger Forget  
Dr. Joan Gallagher  
Dr. Hope Hanscom  
Jason Lavallee  
Russell Leete  
Sheila Lyons  
Christopher Mittell  
Tricia Murray

Jamie Regan  
Christopher Richards  
Dr. William Roberts  
Maryanne Ryan  
Dr. Robert Sanborn  
Ashley Terrill  
Mollie Vieira



# CAPE AND ISLANDS WORKFORCE BOARD

426 North Street, Suite 9  
Hyannis, MA 02601  
508.775.5900

## Board Member Attendance: October 24<sup>th</sup>, 2024

First, Last	Yes	No	First, Last	Yes	No
Samantha Aronne	X		Russell Leete	X	
James Beck <sup>1</sup>	X		Sheila Lyons, CEO	X	
Dora Camara		X	Melissa Maranda, Treasurer		X
Marnell Cash	X		Christopher Mittell	X	
Christopher Cataldo	X		Tricia Murray	X	
Dr. Barbara-jean Chauvin	X		Paul Niedzwiecki		X
Lindsay Cole, Clerk	X		Jamie Regan	X	
Dr. John Cox		X	Christopher Richards, Chair	X	
Kris Dower	X		Dr. William Roberts	X	
Noelle Forde	X		Maryanne Ryan	X	
Roger Forget	X		David Sampson		X
Dr. Joan Gallagher	X		Dr. Robert Sanborn	X	
Dr. Hope Hanscom	X		Wendy Savary		X
Christine Hochkeppel		X	Ashley Terrill	X	
Jason Lavallee	X		Mollie Vieira	X	

Clerk: L Cole Date: 1/21/25

<sup>1</sup> Iris Govoni, DTA Assistant Director, attended as a representative for James Beck.



**MassHire Cape & Islands Workforce Board  
Board of Directors Meeting Minutes  
January 23<sup>rd</sup>, 2025: 8:00am**

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- Welcome & call meeting to order at 8:03 AM by Christopher Richards, Board Chair.
- Approval of October Meeting Minutes – October 24<sup>th</sup>, 2024 (Kris/Roger)
- Tracy K. O'Neill, Founder & CEO, of Two Crows Creative Group, gave a presentation highlighting the work they have done to enhance the CIWB's marketing presence both positively and professionally.
- CIWB Board & Executive Committee Member, Dr. Barbara-jean Chauvin, the Executive Director of the Martha's Vineyard Boys & Girls Club, gave a presentation on the Mindful Mentorship Toolkit.
- **CIWB Treasurers Report & Financial Update:** Kara acknowledged the diligent efforts the CIWB has made in addressing slow payments with our vendors, noting that she is pleased with the progress and that we are now in a much stronger position than in the past. She also highlighted the support of MWA in this improvement. Additionally, Kara shared that the YouthWorks contract was received later than expected. As a result, we will be strategically braiding this funding with Connecting Activities to ensure continuity and effective use of resources.
- **MassHire Cape & Islands Career Center Update:** Kris Dower was present, however, jumped off early to discuss the RFP Process of the Career Center Operator Service Provider.
- **MassHire Cape & Islands Young Adult Update:** Samantha shared that ArtWorks is the largest youth program this year in terms of both student and mentor participation. She highlighted the introduction of new artistic mediums, including culinary arts, violin, and music production, which have expanded the creative opportunities available to students. Samantha also noted that, for the first time, students are receiving a paid opportunity through the integration of YouthWorks funding into the ArtWorks program. She announced that the Youth Council's annual scholarship application is now live. Samantha concluded with updates on two upcoming events: the Regional Youth Symposium and the annual ArtWorks Exhibit.
- **MassHire Cape & Islands Workforce Board Update:** Kara provided an update on several key initiatives and upcoming events. She discussed the RFP process for the Career Center Operator Service Provider, including the formation of the RFP Committee. She also shared details about the upcoming Board Retreat, scheduled for April 11 at the

Hyannis Yacht Club. Kara highlighted the strong progress being made through the Healthcare Grant and emphasized the importance of wraparound services in supporting students. She announced that the Massachusetts Workforce Association (MWA) will return to the Cape in early April to host its Annual Member Meeting, a two-day event that will spotlight the CIWB ArtWorks Program and the Healthcare Grant. Kara also noted that Program Monitoring is set to begin on March 17 and encouraged board members interested in participating to get involved. She reported that Fiscal Monitoring with JTEC/MassHire Career Center was recently completed and reflected strong outcomes. Kara shared that an increase in funding is anticipated for next year's YouthWorks program, which will allow CIWB to serve a greater number of students across the region. Lastly, she noted that CommCorp did not receive the funding for the Digital Equity grant, though more information is expected soon.

***Meeting Adjourned: 9:00 AM***

**Attendees:**

James Beck  
Marnell Cash  
Dr. Barabara-jean Chauvin  
Lindsay Cole  
Dr. John Cox  
Kris Dower  
Noelle Forde  
Roger Forget  
Dr. Joan Gallagher  
Jason Lavallee  
Russell Leete  
Sheila Lyons  
Tricia Murray  
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First, Last	Yes	No	First, Last	Yes	No
James Beck	X		Sheila Lyons, <i>CEO</i>	X	
Dora Camara		X	Melissa Maranda, <i>Treasurer</i>		X
Marnell Cash	X		Christopher Mittell		X
Christopher Cataldo		X	Tricia Murray	X	
Dr. Barbara-jean Chauvin	X		Paul Niedzwiecki	X	
Lindsay Cole, <i>Clerk</i>	X		Jamie Regan	X	
Dr. John Cox	X		Christopher Richards, <i>Chair</i>	X	
Kris Dower	X		Dr. William Roberts	X	
Noelle Forde	X		Maryanne Ryan	X	
Roger Forget, <i>Vice Chair</i>	X		David Sampson	X	
Dr. Joan Gallagher	X		Dr. Robert Sanborn	X	
Dr. Hope Hanscom		X	Wendy Savary		X
Christine Hochkeppel		X	Ashley Terrill	X	
Jason Lavallee	X		Mollie Vieira	X	
Russel Leete	X				

Clerk: \_\_\_\_\_

*L Cole*

Date: \_\_\_\_\_

*3/25/2025*