

November 2, 2017

Members Attending: Bob Bower, Russ Ashton, Chris Duane, Cathy Glover, Yolanda Ortiz, Elizabeth Watson

Members Absent: Sue Baldauf, Kim Votruba-Matook, Jane Willshire

Staff Attending: Kelley French, Jan Iacovelli

Youth Vendor Attending: Patricia Lucier, Louise Meyer

June Minutes

Bob called the meeting to order and asked for a motion to approve the June minutes. Cathy made a motion to approve the June minutes and Louise seconded the motion. The motion passed.

Bob informed the Board that they needed to vote to reappoint both Cathy Glover and Chris Duane to the Board. Yolanda made a motion to approve their reappointment, and Bob seconded the motion. The motion passed.

Updates

The Board reviewed the July-September 2017 Updates including details on the Marlborough Summer Jobs program, Connecting Activities, and Framingham YouthWorks. Bob spoke about the success of this past summer's SkillsBuild program, which included three women among its graduates. Kelley brought the Board up to date on the app created for the MetroWest Conference for Women by four female students from MHS. The app was well received at the conference, and Lt. Governor Karyn Polito invited the four young women to the State House to speak in front of the STEM Advisory Council. Kelley informed the Board that the Department of Career Services named the ywforward.org website a "best practices" and publicized the designation statewide on a WIOA issuance.

WIOA Contracts and Budgets

The Board reviewed the Career Connections WIOA Youth FY18 budget. Following a discussion of the \$25,000 line item for website development, the Board recommended that \$15,000 be moved to Support Services to increase that line item from \$50,000 to \$65,000, and reduce the website line item to \$10,000. One other change was proposed. The travel line item was initially \$8,221, but the Board suggested the line item be reduced to \$3,221 and the \$5,000 moved to Stipends, increasing that line item from \$50,000 to \$55,000.

The Board would like updates regarding budget vs actual spending at future meetings for both Career Connections and PSW Youth Careers.

Russ made a motion to approve the budget. Cathy seconded the motion. The Board approved the budget with the changes discussed.

The Board turned to a discussion of the PSW Youth Careers budget. The Board decided to table the \$7,500 WIOA funding allocated for upgrades to the [ywforward](http://ywforward.org) website. Kelley explained that this was a financial literacy add-on where she planned to use free resources, but will need to pay for Geisel Software's implementation expertise. Bob said he is uncomfortable endorsing this line item

until the Board is presented with more information on which to make a decision. The \$7,500 was tabled.

Cathy made a motion to approve the budget, with the \$7,500 for YWF tabled. Russ seconded the motion. The budget was approved with one change.

Kelley informed the Board that she was learning the MOSES system in order to run reports as Mike Doak had in the past, since Mike has been laid off. Louise informed the Board that John Carroll was retiring at the end of November, and Bernie Cooper will be the interim CEO for WIOA purposes through June 30, 2018.

Russ Ashton made a motion to adjourn the meeting. Cathy Glover seconded the motion. The motion passed and the meeting adjourned at 9:30 a.m.