

FY '12 Executive Committee Work Plan (Updated 4-20-12)

Priority Industries	Strategies	Year-to-Date Progress
Healthcare	<ul style="list-style-type: none"> - Align Healthcare consortium with other appropriate healthcare initiatives (i.e. Community College Transformation Project, etc.). - Procure consultant to facilitate healthcare partners to develop assessment and implementation plan to align, support, and expand training efforts to address critical job vacancies in healthcare. - Convene healthcare consortium to validate data and identify short and long term skills/hiring needs. - Determine what advocacy needs to be done by the board based on any new information. - Assist in identifying / securing funding. - Convene H.C. consortium and facilitate development of grant application(s) to secure funding to train incumbent and unemployed workers. 	<ul style="list-style-type: none"> - Received provisional approval for \$25,000 Workforce Training Fund Technical Assistance grant to support healthcare consortium. - Continued follow-up with state for release of TA grant to hire facilitator/grant writer. - Met w/BCC Pres & VP for Workforce Development to align HC consortium w/Community College Transformation Project - Finalized WTF planning grant contract - Developed Scope of Work to procure Project Manager for healthcare initiative. Procurement underway. - Project Manager under contract as of 2/17/12. Currently conducting one-on-one interviews with goal of convening consortium in March. - 3/23, Convened inaugural mtg. with 14 Health Care partners to set Consortium agenda w/short term goals to expand the partnership, conduct workforce needs assessment, and apply for WTF grant(s) for new and incumbent workers
Manufacturing	<ul style="list-style-type: none"> - Align Manufacturing consortium with other appropriate sectoral initiatives (i.e. MIAM/Community College Transformation Project, etc.). - Support Southeastern Massachusetts Advanced Manufacturing Consortium (SMAMC) partners in the region to help align and expand education and training efforts to address critical job vacancies and future needs in manufacturing. 	<ul style="list-style-type: none"> - Working with UMass Dartmouth Advanced Technology & Manufacturing Center (ATMC) to establish the MA Institute for Advanced Manufacturing (MIAM). - Established SMAMC composed of 13 manufacturing companies - Convened two meetings of mfg employers, inaugural mtg and follow-up with senior staff member from Sec. Bialecki's office (EconDev) to discuss plans and budget requirements. - Convened mtg w/BCC and ATMC partners to plan process for developing and submitting consortia WTF grant application. - Met w/ComCorp Pres to discuss support for WIB's healthcare and manufacturing sectoral initiatives and MIAM - Facilitated communications between mfg employers, BCC and the WIB to advance mfg consortium agenda

		<ul style="list-style-type: none"> - Developed draft MOA to formalize relationship w/mfg companies participating in WTF grant application - Launched needs assessment through BCC to identify employee training needs for next 24-30 months - Convened meeting of 7 employers representing 3500 workers. Subsequent one-on-one assessments completed at 6 of 7 employers, Goal to complete writing grant is March 10th - Sought and incorporated state feedback on draft WTF application; refined training needs, ROI, and budgets in anticipation of application submission by 4/30
Clean Energy	<ul style="list-style-type: none"> - Align Clean Energy efforts with other appropriate sectoral initiatives. - Work with NBEDC and Cape Wind to identify future employment opportunities and possible training requirements. 	<ul style="list-style-type: none"> - Entered into Memorandum of Agreement with GNBVRTHS for \$76,000 Clean Energy Center Grant to develop Mobile Training Center. - Contracted with Brockton Area WIB for final phase of SESP Clean Energy Training for \$17,000. New Directions will be Program Manager that will close out project by 12/31/12. - GNBVRTHS \$76,000 grant approved provisionally. RFP to follow.
Other	<ul style="list-style-type: none"> - Develop internal capacity and promote Workforce Training Fund (WTF) and On-the-Job Training (OJT) for all priority industries and provide technical assistance (TA) as appropriate. 	<ul style="list-style-type: none"> - Development Specialist participated in 4 hour WTF "Nuts & Bolts" workshop to develop expertise in providing technical assistance for the WTF - WTF grant application review underway for Epec Engineered Technologies as requested by Tom Davis. Meeting convened on 2/8 with company rep, Tom, and BCC to provide technical assistance. - Work with Epec and BCC continues in anticipation of submitting WTF application for about \$250,000 by April 30th

Other	Strategies	Year-to-Date Progress
<p data-bbox="65 134 291 630">Youth</p> <p data-bbox="65 633 291 857">Summer Jobs</p>	<ul data-bbox="296 134 1461 630" style="list-style-type: none"> - Maximize number of job and internship opportunities to provide youth with “real world” work experience using Work Based Learning Plans (WBLP) with a goal of job readiness for all Youth. <p data-bbox="296 633 1461 857">Collaborate with the Mayor’s Office, Chamber, and other partners to support planning and implementation of 2012 Mayor’s Summer Jobs Program.</p>	<ul data-bbox="1465 134 2007 857" style="list-style-type: none"> - Working w/WIB & YC leadership to establish this as a formal goal of the board. - Adopted as a formal goal at December Quarterly Meeting - Reposted YC Director position, completed 2nd round interview and checking references; preparing job offer with intent to begin planning for FY ’12 summer jobs program - Hired Y.C. Director that started on 2/6/2012 - Conducted year to date inventory of WBLP’s in WIB region. Currently have (#) for In School and Out of School youth. - Introduced discussion paper at 3/7 Executive Committee meeting on 21st Century Workplace Skills for All Youth. - Conducted initial briefing for Mayor on Feb. 8th. Follow up meeting in early March to confirm WIB as lead for Summer Jobs Program. - Launched 2012 Mayor’s Youth Summer Enrichment Program (formerly Stipend Program) with press conference on 4/13.
<p data-bbox="65 860 291 1198">High Performing Board Activities</p>	<ul data-bbox="296 860 1461 1198" style="list-style-type: none"> - Revise WIB Scorecard and Committee Work Plans. - Update and report out regularly at Board and Committee Meetings. - Complete Biennial WIB Certification. - Review current WIB personnel policies including performance evaluation process 	<ul data-bbox="1465 860 2007 1198" style="list-style-type: none"> - Developed Draft FY ’12 WIB Scorecard and Committee Work-plans for ExCom, BDOC, and Youth Council - Reorganized WIB committee structure; approved by WIB at Sept Qtly Mtg. - Conducted extensive review and revisions in the FY ’11 WIB Scorecard and Committee Work Plans - Continued use of Scorecard & Work Plans to maintain focus on WIB priorities and to report out regularly.
<p data-bbox="65 1201 291 1515">Ensure highly engaged board membership</p>	<ul data-bbox="296 1201 1461 1515" style="list-style-type: none"> - Review board composition for compliance with state and federal requirements and bylaws, and prepare recommendations for appointing authority. - Monitor attendance and methods / levels of member engagement. <ul data-bbox="357 1299 1260 1380" style="list-style-type: none"> - Develop and implement new strategies to increase active participation. - Succession Planning: Develop slate of nominees for FY13. - Plan WIB Retreat in FY’ 13 with Leadership and key partners to review and revise key goals, objectives, and strategies. 	<ul data-bbox="1465 1201 2007 1515" style="list-style-type: none"> - Reviewed membership w/Mayor & ExCom Working Group, identified prospects for nomination, met and presented opportunity; 8 nominations pending or in process. - Using W-Gs to increase member participation. - WIB members Slutz, DeJesus, and Muise testified at legislature’s Jobs Creation Commission Hearing on 3/9 held at New Bedford Whaling Museum.

<p>Partnership Development</p>	<ul style="list-style-type: none"> - Foster working relationships with Mayor and other Elected Officials - Strengthen WIB linkages to education and economic development initiatives locally and inter-regionally. - Develop and forge partnerships with other workforce development stakeholders. - Work with City, NBEDC, labor unions, developers, career center staff & community partners to identify hiring and training opportunities. 	<ul style="list-style-type: none"> - Held meetings with mayoral candidate finalists in October - Working with Bristol WIB on inter-regional Healthcare & Manufacturing sectoral initiatives. - Attending meetings with EDC, career center and labor reps re hiring/training opportunities - Invitation pending to meet with Mayor-elect Jon Mitchell Met with Mayor on Feb. 8th - Held 2 meetings with mfg consortia employers to advance the MIAM initiative and get consortia WTF grant application underway - Met with higher ed partners to plan for mtg w/mftrs and develop process for developing WTF grant application - Invited to participate on BCC Middle College Advisory Board - Recruited YC member to participate on Local Stakeholder Group to develop recommendations for a Hayden-McFadden Elementary School Turnaround Plan - Joined BCC's Middle College Advisory Board to support dropout recovery and transition to college initiative - WIB staff participating on NBHS College & Career Readiness Task Force. Operations Director and Youth Council Director participated in the Task Force Pathways Working Group meeting on 2/10/2012 to review NBHS curriculum alignment with WIB sector initiatives - Continued participating in March and April. - Collaborating and contributing to 2 Dept. of Labor Innovation Statewide Partners Grant Responses (1. Career Center Delivery of Services - \$6mm statewide. 2. Advanced Mfg. CNC Youth Pipeline OJT - \$5mm statewide) - \$6mm DOL grant application submitted on 3/22 by statewide coalition of WIBs and Career Centers representing all 16 regions in the Commonwealth. Focus on transformative change for building capacity to deliver business services, make technological improvements, and provide reemployment for the long-term unemployed.
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<p>Advocacy</p>	<ul style="list-style-type: none"> - Foster strong working relationships with Mayor, and other elected officials, and state agencies to support workforce priorities. - Market WTF and OJT and provide technical assistance as appropriate. 	<ul style="list-style-type: none"> - Conducted outreach to state legislative delegation to support Middle Skills Solutions Act and Youth Solutions Act - Conducted outreach to U.S. Senator Scott Brown to support WIA Reauthorization and funding - Communicated HPWB designation to state legislative delegation - Submitted letter of support to Governor, Secretary of State, State legislative delegation, et al. for locating MEDITECH expansion in Freetown - Working w/statewide coalition& Youth Council to advance Dropout Prevention & Recovery bill out of MA Legislature's Education Committee - Attended mtg w/Mayor Mitchell and NBEDC to discuss City's economic development agenda and related workforce development activities - Attended public hearing at State House in support of locating MEDITECH in Freetown - Conducted Lunch Meeting with member of Standard Times Editorial Board for purpose of providing WIB orientation. - Participated in Chamber of Commerce Government Affairs committee. - GNBWIB took lead in organizing 3 WIB-Region Jobs Creation Commission Hearing with Senator Spilka's office. Three WIB members testified along with Brenda Francis and a career center customer. - Participated in Jobs Forum on 3/30 with Mayor's Office and Old Bedford Village Development Corp along with NDS and numerous State Agency senior officials. - Legislative outreach to MA House delegation to support workforce amendments in House Ways & Means budget recommendations.
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New entries highlighted in yellow

Gray indicates secondary tier priority industry for FY '12