



# GREATER LOWELL WORKFORCE BOARD

107 Merrimack St  
Lowell, MA 01852  
978.937.9816

MassHire Greater Lowell Workforce Board  
Quarterly Meeting  
December 8, 2022  
In Person Meeting

**Call to Order:** 8:05 AM

**Presiding Officer:** Judy Burke

**Attendees:** Judy Burke, Jill Davis, Jonathon DaSilva, Karen Frederick, Beth Gougen, Chris Hayes, Charlene Jancsy, Nancy Ludwig, Elizabeth McKiernan, Tracey Meek, John Palmieri and Cynthia Smith, Quorum *present*.

**Staff:** Kevin Coughlin, Katy Gentile, Cathy Sturtevant, Abby Seripais, Hunter Berube, Gabriela Boscaja, Shannon Norton-Calles, Heather Donovan, Shaun McCarthy, and Nancy Gagnon.

## **I. Welcome & Introductions**

Judy Burke welcomed and thanked everyone for coming to the meeting and provided an overview of the agenda. Judy informed everyone that Raymond Wrobel will be stepping down as the Chair of the Board and Maureen Fitzpatrick has left the Board to start a new position at a new company. Judy welcomed new board member Tracey Meek from U-Mass Lowell.

## **II. Approval of September 22nd, 2022, Minutes**

Judy Burke requested that the board review the September 22<sup>nd</sup>, quarterly meeting minutes. With no comments or questions and a quorum present, Judy Burke requested a motion to accept the September 22<sup>nd</sup>, 2022, minutes. Motion made by Charlene Jancsy; seconded by Elizabeth McKiernan. All in favor? Yes. Opposed? No. Vote: Unanimous.

## **III. Updates from the MHGLWB Executive Director**

Kevin Coughlin welcomed and wished everyone a Happy Holiday. Thanked the Board and Career Center for their hard work and that the next meeting would be back to Hybrid. Mr. Coughlin spoke about the plan to re-invigorate the youth council and is working with Cathy Sturtevant on the plan. He wants students from each area of our region to be represented on the council, student government participants would be ideal and wants to bring new private sector businesses.

## **IV. Establishing Satellite locations**

Mr. Coughlin discussed two satellite locations. The Career Center has an already established program where we have a bilingual career advisor located onsite at the Lowell Housing Authority. When the grant ends, it was decided MassHire would continue to offer onsite services at housing locations. Secondly, Kevin Coughlin announced that MassHire would have a satellite location at the MCC Lowell Campus.

Mr. Coughlin spoke about the Job Fair that Shaun McCarthy ran at Middlesex, and it was such a success that we will try and do another in the Spring of 2023.

**V. Staff Position filled**

Mr. Coughlin spoke about the Board vacancies and introduced new hire Hunter Berube, Program Specialist. Also, two others have been selected and are waiting for their start dates.

**VI. City Manager Actions/ARPA Funds**

Mr. Coughlin announced that MassHire Board and Career Center will be receiving 2.5M in ARPA Funds. Working on a design plan to spend the money by the end of 2024. Through the Board if you have any thoughts or ideas, we would like to hear from you.

Charlene Jancsy asked where can you appropriate the ARPA funds? Restrictions on the ARPA money must be used on Lowell employers and Lowell residents.

Shannon Norton-Calles stated that they are not as stringent with the ARPA funding. Shannon stated that there is a dedicated person from the Manager's office in charge of the ARPA money.

**VII. New Board Initiatives**

**a. Employment Transportation Initiative**

Mr. Coughlin spoke about a couple of pilot programs that we will be trying. Many employers from the Devens area are asking how do we get employees there? Logistics have failed in the past. Mr. Coughlin spoke about how the city is having a hard time filling vacancies with pay scale being one of the reasons. Working on a career path for people to work for the city after graduating from school. Possibly tuition reimbursement for students that come back and work for the city.

Work on designing a model with Middlesex Community College and U-Mass Lowell initiative using ARPA money.

Jill Davis stated that 30% of the seniors at Greater Lowell Tech. are out on Co-ops.

**b. Mobile Van Purchase**

Mr. Coughlin informed everyone that he has been attending meetings with the LRTA and we have obtained a bus and thanks to Superintendent Jill Davis from GLTHS, the students at the school will be renovating the bus and hoping for the big reveal summer 2023.

**VIII. Career Center Report**

Shannon Norton-Calles introduced and congratulated Gabriela Boscaja on her promotion to Assistant Director of the MassHire Career Center.

Karen Frederick spoke about the United Way and that they don't see and hear that Workforce Boards Career Centers get along and work so well together like Lowell.

**XI. Adjournment**

Judy Burke requested a motion to adjourn. Motion made by Karen Frederick; seconded by John Palmieri. All in favor? Yes. Opposed? No. Vote: Unanimous.

DRAFT