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March 26, 2018

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Business and Economic Affairs (DBEA), Division of Economic Development (DED) Office of Workforce Opportunity (OWO) to hold a NH Works American Job Center training day on May 29, 2019 at the Manchester Community College, 1066 Front Street, Manchester, NH. Total cost not to exceed \$5,014.00 for up to 200 NH Works and partner agency staff, contingent upon Governor and Council approval. All services for this event were procured in accordance with State procurement policy and procedures. **100% Federal and Other (State Workforce Innovation Board Funds)**

Funds to support these requests are available as follows:

	<u>FY 2019</u>
03-22-22-220510-22530000 Workforce Opportunity Board Fund	\$5,014.00

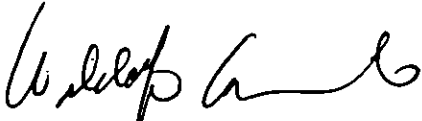
EXPLANATION

The NH Works American Job Center system of partners is hosting a staff training day on May 29, 2019 at Manchester Community College (MCC). MCC is a partner in the NH Works one-stop delivery system and offered the location at no cost, i.e., the lowest bidder. The training will be held between 8:00 am and 3:30 pm. All services were procured in accordance with State policy, or selected based on current contract agreements. Costs are delineated as follows:

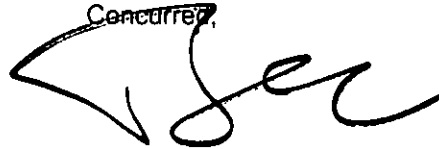
Service	Cost	Procurement Process
Tidewater Catering Group lunch for 200 guests	\$4086.00	Sole source – under contract with MCC
Manchester Community College	No Cost	3 Bid Process – lowest bidder
Keynote Speaker, Jobs for the Future (JFF)	\$750.00	3 Bid Process – lowest bidder
W.B. Mason Supplies	\$178.00	State vendor – under contract with state

This event is sponsored by the State Workforce Innovation Board (SWIB) in accordance with goals set forth in the Workforce Innovation Opportunity Act (WIOA) to ensure staff performing employment and training services in American Job Centers are adequately trained. Expenditure of board funds is by approval of the Chair of the SWIB. Funds will be used to cover costs for which no other funds are available. The SWIB letter of approval, a draft training agenda, estimate of costs from Tidewater Catering Group (under contract with MCC), and the resume for the keynote speaker, Patricia Maguire, are attached for your review.

Respectfully submitted,



Wildolfo (Will) Arvelo,
Director of Economic Development

Concurred,


Taylor Caswell,
Commissioner





DATE: 3/21/2019
MEMORANDUM FOR: Dick Anagnost
FROM: Jacqueline Heuser
SUBJECT: Approve the Use of Board Funds for 2019 Staff Training Day

We respectfully request approval to use Workforce Innovation Board funds to cover training costs for the NH Works Staff Training day to be held at NH Community College in Manchester, NH on May 29, 2019. This training will take place from 8:00 am to 3:00 pm and will cover a range of topics identified by NH Works staff as integral to the service they provide, a draft agenda is attached.

Costs to be covered include the following:

Service	Cost	Procurement Process
Tidewater Catering Group lunch for 200 guests	\$4,086.00	Sole source – vendor contract with college
Manchester Community College	No Charge	3 Bid Process
Keynote Speaker, Jobs for the Future (JFF)	\$750.00	3 Bid Process
W.B. Mason Supplies	\$178.00	State vendor – state contract

We are asking for approval to expend an amount not to exceed **\$5,014.00** based on costs outlined above.

Thank you for your consideration of this request, approval of which is indicated by your signature below.

3/25/19

Jacqueline Heuser
WIOA Director
Business and Economic Affairs
Cell: 271-0337

The Office of Workforce Opportunity, BEA is a sponsor of the NH Works system, a proud member of America's Workforce Network and an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
TDD ACCESS: RELAY NH 1-800-735-2964



A proud partner of the American Job Center network

Conference At A Glance May 29, 2019

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8:00 – 8:45	Registration			
8:45 – 9:00	Welcoming Kickoff			
9:00 – 9:45	Keynote Speaker – Tricia Maguire JFF			
9:45–10:00	Break			
Session 1 10:00 – 11:30	New Programs Overview: Mature Worker, Granite Workforce, National Health Emergency Grant Host: Tracey Jackson	Reentry for ex-offenders (Dan McDonough) Host: Ginette Chandler	Recover Friendly Workplace / Resources for substance abuse (opioid) recovery Host: Meelynn Wong	Dept. of Health and Human Services Whole-Family service delivery Host: Jen Gould
11:30–12:30	Lunch (play video)			
Session 2: Panel 12:30 – 1:45	Compassion Fatigue: Liz Hodgkins NAMI (Intro: Brigitte Bowmar)			
1:45–2:00	Break			
Session 3 2:00 – 3:30	New Programs Overview: Mature Worker, Granite Workforce, National Health Emergency Grant	Reentry for ex-offenders	Recover Friendly Workplace / Resources for substance abuse (opioid) recovery	Dept. of Health and Human Services Whole-Family service delivery

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March 14, 2019

Meelynn Wong
Department of Business and Economic Affairs
State of New Hampshire
603-271-0355 (O)
Meeynn.Wong@livefree.nh.gov

Deli Luncheon and Meeting at MCC
Wednesday, May 29, 2019
Manchester Community College-Gym
200 guests
12:00pm

Deli Luncheon
(set double sided) (set by 11:45am)

Garden Green Salad
Mixed greens, cucumbers, tomatoes and carrots
Ranch Dressing and Balsamic Vinaigrette

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Assorted Deli Sandwiches and Wraps
Veggie and Hummus, Turkey and Cheese, Tuna Salad
Ham and Cheese, Chicken Salad, Italian
Gluten Free Vegetarian Wraps
Gluten Free Chicken Salad Wraps

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Condiments and Pickles

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Assorted Individual Bags of Chips

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Assorted Cookies

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Assorted Soft Drinks and Bottled Waters
(billed on consumption)

Service Notes:

- MCC to provide tables
- Tidewater to provide linens (25 90" rounds and 7 each 60x120)
- Tidewater to provide all necessary disposables.

Pricing:

Deli Lunch \$ 13.95 per person

Cold Drinks	\$ 1.50 each billed on consumption
Linens	\$ 345.00 as listed above
Service and delivery charge	21% of food and beverage total
NH Meals Tax	exempt

Assumption of 1 cold drink per person (Based on 200 guests)
648.90+3090.00+345.00/~~3408.90~~**\$4083.90**

Final Count:

Final count is due no later than 7 days prior to event.

Billing:

An invoice will be emailed to Meelynn on the 1st business day following the event and is payable via check within 14 business days. Payment with a credit card will incur a 3.5% processing fee. Thanks!

PATRICIA M. MAGUIRE, LCSW

SUMMARY AND AREAS OF EXPERTISE

A macro social worker with over 15 years of policy, planning, and administration experience in a variety of roles including direct service, funder, employer, and most recently as a capacity builder and technical assistance coach. Areas of expertise include:

- Apprenticeship and WBL
- Asset mapping & action planning
- Collective impact approach
- Communities of practice
- Content facilitation
- Diversity, equity, & inclusion
- Event planning & coordination
- Grants management
- Industry engagement
- Infrastructure building
- Project & fiscal management
- Role of the intermediary
- Strategic thinking & planning
- Sustainability planning
- Technical assistance & coaching
- Trauma informed supports

PROFESSIONAL EXPERIENCE

Jobs for the Future (JFF) • Boston, MA

Associate Director, Building Economic Opportunity

Oct 2016 - Present

Senior Program Manager, Building Economic Opportunity

May 2014 – Oct 2016

Provide strategic leadership, technical assistance, content facilitation, and coaching to an array of state and local education and workforce development initiatives, including major sector initiatives with the U.S. Department of Labor, Employment and Training Administration, states of New Hampshire and Indiana, The California Endowment, and through JFF's Center for Apprenticeship and Work-Based Learning. Manage the planning of small and large-scale in-person and virtual convenings bringing together business, education, and workforce systems. Build and maintain partnerships with philanthropies, states, community colleges, and workforce agencies. Help develop and manage research projects and data analysis. Develop and track project budgets.

Community Economic Development Assistance Corporation (CEDAC) • Boston, MA

Commonwealth Workforce Coalition (CWC) Manager

September 2012 – May 2014

Managed the statewide capacity building program that provides training, professional development and network opportunities for workforce staff. Included managing a team of consultants; facilitating the Boston and Southeast Peer Learning Networks; planning, fundraising, and implementing the annual statewide conference; setting & implementing the CWC work plan. In FY13, CWC had 1,389 registrations, 989 attendees, for 30 days of professional development events which includes the annual *Sharing Skills~Building Connections Conference*. Member of CEDAC Senior Management Team and organization wide business planning process to set vision for next 3-5 years.

SkillWorks @ The Boston Foundation • Boston, MA

Program Officer

September 2011 – September 2012

Program Associate

June 2009 – August 2011

Coordinated and managed 4 workforce partnerships totaling over \$3 million with goals of serving 1,000+ adults over 5 years for a \$10 million public-private workforce development collaborative. Partnered with Director to staff the Funders Group representing 18 funders and to manage internal and external communications, public policy advocacy, financial management, and evaluation. Oversaw and directed the capacity building component and contract with CWC. Developed and implemented the goals and strategies for the 3-year, \$750,000 Green Collar Career Pathways Initiative including facilitating peer learning

networks and securing and implementing a new \$850,000 federal grant to launch a green automotive training partnership.

The TJX Companies, Inc. • Framingham, MA

Government Programs Specialist

Feb. 2007 – Jan. 2009

Consultant

Oct. 2005 – Feb. 2006

Maintained and built employment relationships with community agencies and provided recruitment resources to the approximately 2,000 domestic stores. Designed and implemented innovative outreach effort that boosted workforce tax credit program compliance and helped TJX realize over \$4 million in tax credits and incentives that year. Represented TJX at Community Events. Distributed marketing materials to TJX Divisions for government and community benefits and incentive programs.

Employment Options, Inc. • Marlborough, MA

Employment Coordinator

Feb. 2006 – Feb. 2007

Provided leadership, development, and management of supported work program for adults with mental illness within a Clubhouse setting. Mentored 8 assigned staff and additional member leaders in implementing and operating the employment programs; provided direct guidance in tracking the 3 employment programs and reporting to 3 funding agencies. Assisted in the agency's marketing efforts and represented organization at community and networking events.

Putnam Investments • Boston, MA

Client Relations Associate, Global Institutional Management

July 2003 – Aug. 2005

Marketing Coordinator, Core Fixed Income

May 2002 - July 2003

Advanced marketing efforts in Core Fixed Income and then promoted to Global Institutional Management. Provided strategic support to Relationship Managers to understand and implement goals of Putnam and of clients by developing appropriate business agendas for high level client meetings. Created and promoted mission and procedures for newly formed team. Established training schedules for department new hires and Alliance (domestic and international) Partners.

SELECT PUBLICATIONS AND CONVENINGS

- The California Endowment 21st Century Pathways to Health Careers Learning Community Convenings (JFF, 2016-18)
- Utilizing the Apprenticeship Model to Build the Healthcare Workforce webinar (JFF, 2018)
- Indiana Sector Partnerships: Statewide Asset Map Report & Recommendations (JFF, 2017)
- The New Hampshire Health Care Sector Partnership: Asset Map and Recommendations (JFF, 2017)
- New Hampshire Sector Partnership Launch Events: Manufacturing, Technology, Health Care, Hospitality (JFF, 2016-17)
- Growing Tomorrow's Nursing Workforce: New Paths to Professional Nursing (JFF, 2017)
- ETA Sector Strategies Technical Assistance Brief: Workforce Boards as Sector Intermediaries (JFF, 2016)
- ETA Sector Strategies Technical Assistance Brief: Industry Champions (JFF, 2016)
- ETA Supporting Sector Strategies Convenings: Atlanta, San Francisco, Boston (JFF, 2014-2015)
- 11th and 12th Annual Sharing Skills~Building Connections Conferences (Commonwealth Workforce Coalition, 2013-2014)
- CWC Regional Peer Learning Networks: Boston & Southeast (Commonwealth Workforce Coalition, 2013-2014)
- Coaching for College and Career: A SkillWorks Toolkit (SkillWorks, 2013)
- Succession Planning for Workforce Partnerships: A Toolkit for Practitioners (SkillWorks, 2012)

EDUCATION

Boston College • Master of Social Work

May 2009

Major: Macro Social Work

Concentration: Policy, Planning, & Administration

Graduate Internships: Boston College Center for Corporate Citizenship (2008-2009)
Massachusetts Clubhouse Coalition (2007-2008)

College of the Holy Cross • Bachelor of Arts

May 2001

Double Major: English and Sociology

Concentration: Women's Studies

Honor Societies: *Alpha Kappa Delta* (English) and *Sigma Tau Delta* (Sociology)

AFFILIATIONS AND CERTIFICATIONS

- Licensed Certified Social Worker (LCSW) 2010 – Present
Association of Social Work Boards
- National Association of Social Workers (NASW) 2007 – Present
- Holy Cross Club of Boston and Club of Greater Boston 2001 – Present

CIVIC ACTIVITIES

- JFF Committee on Diversity and Inclusion (Member from 2017, Co-Chair 2018-Present)
- Boston GLOW: Girls' Leadership, Organized Woman (Volunteer 2019)
- BARCC: Boston Area Rape Crisis Center Walk for Change (2019)
- Needham Community Farm (2017-Present)
- AVON 39 Boston Walk to End Breast Cancer (2016 & 2017)
- Groundwork Somerville, Board Member (2012-2013)
- Commonwealth Legislative Seminar, Graduate (2010)
- Various One Day Volunteer Opportunities through The Boston Foundation (2009-2012)
- Fundraising for Romania Children's Relief/ Fundatia Inocenti (2008-2009)
- Organized Goodwill Clothing Drive at TJX and volunteer team for Clothing Collaborative (2007-2008)
- PRIDE – A TJX Resource Group for Gays, Lesbians, Bisexuals, Transgendered People and Friends (2007-2009)
- Member of the Junior League of Worcester (2005-2007)
- Putnam Women's Leadership Forum Member (2004-2005)

NH Works Training Day, May 2019 – Procurement Results

Bid process conducted by Office of Workforce Opportunity, Program Manager: Meelynn Wong

Training Location – requested bids from four potential providers

Location	Estimated Costs	Food Costs
1. Manchester Community College	No Charge	\$4083.00 Tidewater
2. Courtyard by Marriott Concord	\$2,600.00 min.	\$4,200.00 Hotel
3. Double Tree Manchester	\$3,456.00 min.	\$3,800.00 Hotel
4. Holiday Inn Concord	\$2,500.00 min.	\$3,250.00 Hotel

Keynote Speaker – requested bids from three potential providers

Location	Estimated Costs
1. Jobs for the Future (Patricia McGuire)	\$750 all inclusive
2. Maher & Maher (Carrie Yeats)	\$1,000 plus travel
3. Powernotes (MaryAnn Lawrence)	\$1,500 all inclusive

Supplies – must use contract state vendor – WB Mason