



# City of Somerville

## Job Creation & Retention Trust

Vickie Choitz, Managing Trustee  
Anika Van Eaton, Co-Manager  
*Trustees*  
Thomas Bent  
Jesse Clingan  
Lisa Cook  
Silvana Dinka  
Thomas F. Galligani, Jr.  
Rand Wilson

### Meeting Minutes

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**Location:** Virtual via GoToMeeting  
**Date:** April 13, 2021  
**Time:** The meeting started at 6:03 pm

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#### Attendance

- Trustees: Tom Bent, Vickie Choitz, Tom Galligani, Anika Van Eaton, Rand Wilson
- Guests: City Councilor Kristen Strezo

#### Meeting Minutes

##### 1. Approval of March 9<sup>th</sup>, 2021 Meeting Minutes

- Tom Bent motioned to approve, Vickie Choitz seconded.
- The motion passed unanimously 5-0

##### 2. Guest Speaker: Councilor Kristen Strezo

Councilor Strezo spoke about a resolution brought to the city council to call on the Mayor to declare a State of Emergency facing Somerville women in relation to the Covid-19 pandemic shutdown, job loss, and the economic progress of the women of Somerville and furthermore make available municipal support to elevate the state of all Somerville women to support women who have been disproportionately impacted by COVID-19 pandemic.

The resolution was shared at the meeting.

Examples of how the city is currently prioritizing businesses owned by women and minorities in Economic Development, examples of existing job training programs held at the CTE and examples of adult learning programs at SCALE as well as opportunities for industry-specific job training and how the JCRT looks at recruiting women and minorities into these programs were shared. The Jobs Trusts welcomes revisiting the conversation in the future.

##### 3. Updates

- Ethics training

A reminder that before our next week that all members of the jobs trust need to acknowledge they have taken the class, and to provide proof via email to our city clerk by the end of April.

- Staffing and Trustee status

The jobs trust position has been posted. Interviews will happen soon in the coming weeks. The Economic Development Specialist position has also been posted.

*Tom Galligani had to leave the meeting at approximately 6:25pm, which caused Trust to lose the meeting quorum. V Choitz decided to continue the meeting without a quorum for the purposes of sharing and reviewing information. No votes would be held until T Galligani returns and a quorum is reached.*

#### **4. JCRT Investments**

- Review of ranked priorities

The result of the 2021 investment priorities voted on at the March 13<sup>th</sup> meeting were shared.

Tom Bent suggested regarding the municipal apprenticeship program, JCRT may want to consider commissioning a feasibility study, and researching what a potential program might look like.

- Budget review and projection

The JCRT reviewed the projections of income at \$1.2 million. There may be an additional \$876,000 in projected fees.

- Discussion of next steps for investments

Two new Economic Development City staff will be starting at the beginning of June. The board will review the RFP's from last year with the idea of putting them out in the fall. New city staff would write RFP's for our funding priorities, including childcare, industry specific training, and contextualized adult education.

Vickie Choitz asked for feedback from the committee of the RFP's about how to improve the RFP's to get the best responses. The goal is to release the RFPs in September, and contract with vendors in October.

Additional, small budget, big impact items may be able to funded.

Tom Bent asked if the JCRT may be able to provide another round of funding to existing programs if we are pleased with how current grantees are doing, is it possible, or do we need to go through with another competitive process?

Action: Tom Galligani will provide additional information.

Existing commitments made for job training programs were reviewed in 2020 for 2021.

- Share 2021 estimated budget document.

\$267,345 of funding is leftover from 2020 and available to invest.

Approximately \$982,345 is available to spend by the end of this year.

Tom Bent: Additional research with city staff to understand current municipal hiring processes should be included in the study of a municipal apprenticeship program.

*Tom Galligani returned at approximately 6:55pm. A quorum was present.*

- New Idea: Training scholarships

Vickie Choitz asked if the jobs trust would consider setting up a fund for adult education, teachers, and workforce professionals to be able to apply and receive scholarships to attend professional training.

- Vickie Choitz will share the memo prepared by SCC.
- Blake Roberts Crawl of SCC will be invited to the next meeting to discuss the proposal more in detail.
- Action: Read Blakes memo and consider next set of investment priorities.
- Action: Consider priority description list for next set of investments.

## **5. Proposed Topics for May Meeting**

- Updated workforce data
- Reviewing the updated labor market and in demand job data and projected jobs based on the impacts of Covid-19 will be discussed to understand where we should be targeting our funding. Additionally, it will provide more information of race and gender information specifically in Somerville.
- Data report out on 2020 grantees
- Life Science Careers Working Group
  - Blake from SCC will join to further explore a workforce training fund.

## **6. Other Business Not Reasonably Anticipated by the Chair**

Tom Galligani shared that the business representative that was nominated by the committee was rejected by the appointments committee primarily based on the fact that the business owner is not a small business representative.

The committee discussed if the committee should advocate for their initial business representative nominee or if that should be done individually by members of the council.

### **Meeting Schedule**

- The next Jobs Trust meeting will be held on May 18<sup>th</sup>, 2021 6pm
- June 8<sup>th</sup>, 2021 6pm
- July 13<sup>th</sup>, 2021 6pm

## **7. Adjournment**

- Rand Wilson motions to adjourn
- Anika Van Eaton Seconded the motion
- The motion passes unanimously. The meeting is adjourned at 7:26 PM

## **Meeting Documents**

- Resolution to declare a state of emergency facing Somerville women in relation to the COVID-19 pandemic shutdown, job loss, and economic progress of the women of Somerville.
- 2021 Investment Priorities
- 2021 JCRT Revenue Projections
- 2021 Estimated budget

Meeting minutes approved on May 18, 2021