

City of Somerville, Massachusetts  
Job Creation and Retention Trust

***Trustees***

Thomas Bent  
Vickie Choitz  
Lisa Cook  
Silvana Dinka  
Thomas Galligani  
Anika Van Eaton  
Rand Wilson  
Josh Grehan  
Jesse Clingan

**Minutes**

Somerville Job Creation and Retention Trust  
Tuesday, September 15, 2019, at 6:00PM  
Gotomeeting

In attendance: Vickie Choitz, Anika Van Eaton, Thomas Bent, Rand Wilson, Thomas Galligani, Silvana Dinka

Staff Present: Ben Sommer

Meeting commenced at 6:11pm

Approval of August 4th meeting minutes

- Motion to approve made by Thomas Bent. Anika Van Eaton seconded the motion.
- Motion was unanimously approved by roll-call vote.

2. Updates and announcements

a. Board membership

- Vickie Choitz announced to the board that Josh Grehan would be leaving the board as he is moving to Oregon.

b. Job Quality small business education

- The sub-committee gave an update on small business job quality education. Vickie and Ben have met with an organization called High Road Kitchens and are reaching out to potential funders.

c. Workforce Ecosystem meeting

- Ben Sommer told the board that he would be holding a grantee meeting on September 22<sup>nd</sup> to share updates and build cross program relationships.

d. Childcare task force update

- Ben Sommer, Thomas Bent, Lisa Cook, and Rand Wilson met with members of the Mayor's Childcare task force as well as the director of the high school's CTE program to discuss how the JCRT could collaborate with the task force and support Somerville's childcare ecosystem.

3. Jobs Trust emergency funding pot for students in grant-funded programs
  - Ben Sommer shared draft guidelines for student emergency fund (See Appendix A).
  - Thomas Bent made a motion to re-allocate \$22,254 of the COVID-19 Emergency fund to the student emergency fund. Silvana Dinka seconded the motion.
  - The motion was unanimously approved by roll-call vote.
4. Review JCRT first annual report
  - Ben Sommer shared the 2020 JCRT annual report (See Appendix B).
  - Thomas Bent made a motion to approve the 2020 JCRT Annual Report. Vickie Choitz seconded the motion
  - The motion was approved unanimously by roll-call vote.
5. Discuss Year Two investments
  - Vicky Choitz explained the balance sheet document (See Appendix C).
  - Vicky Choitz asked for new investment ideas.
    - Rand Wilson raised the topic of local hiring as a priority for quality jobs. Thomas Bent asked how those numbers could be acquired. It would probably have to be voluntary. Ben Sommer noted that collecting local hire numbers was part of the job description of the new workforce development hire.
    - Thomas Bent asked about how we would evaluate existing programs. Vickie Choitz said that it would be the expectation that our programs will be evaluated. We would get a pretty good sense of how the programs are performing through our reporting requirements.
    - Silvana Dinka suggested digital literacy and access as an important to continue to invest in.
    - Vickie Choitz proposed that Career Navigation should still be a priority. Ideally, the JCRT would contract with an organization to give a thorough assessment of skills and career paths. Thomas Bent asked if SCC or others were already doing this in Somerville. Thomas Galligani asked if we should invite SCC to an upcoming JCRT meeting to share their model. Vickie Choitz suggested an RFI or “challenge” model to start a conversation around career navigation.
  - Vickie Choitz suggested that the October 13<sup>th</sup> JCRT meeting be held as a public forum for the public to provide input on upcoming investments.
6. Adjournment
  - Motion to adjourn made by Anika Van Eaton. Motion was seconded by Vickie Choitz.
  - Motion was unanimously approved by roll-call vote.

Meeting was adjourned at 7:39pm