

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, April 7th, 2019, at 6:00PM  
Gotomeeting

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

Staff Present: Ben Sommer

Meeting commenced at 6:06pm

All members were present

1. Approval of March 10 minutes
  - Motion to approve made by Thomas Bent. Seconded by Thomas Galligani.
  - Motion was unanimously approved.
2. Updates and announcements
  - Overview of Economic Development's COVID-19 response
    - Thomas Galligani gave an update outlining the office's communication strategy, business assistance resources, and health guidelines. The economic development office is working closely with business leaders in the community such as the Main Streets, the Chamber of Commerce, and regional partners. One program is an expansion of the small business technical assistance program.
    - The City will also be launching a small business microgrant program with CDBG funding.
  - Update on JCRT Board COVID-19 Assistance Fund
    - The advisory committee will be meeting on Thursday to discuss applications. Ben Sommer will send a notice on the following Monday to the JCRT on awards.
    - Jesse Clingan mentioned that he brought up this grant program at recent non-profit task force meeting and would be interested in hearing what organizations will be needing the extra capacity.

- Vicky Choitz asked if people wanted to hold another special meeting in two weeks to discuss this topic again. A decision was made to hold another meeting on the emergency fund on April 21<sup>st</sup> at 6pm.

### 3. Job Quality RFI

- Vicky Choitz, Rand Wilson, and Ben Sommer reported on the Job Quality RFI partnering forum event held on April 2nd. Rand Wilson said that the event was well attended with about a dozen attendees.
- Vicky Choitz noted that the RFI process was really helpful in hearing from folks and sourcing interesting ideas as well as questions from potential bidders.

### 4. Industry Specific Training

- Vickie Choitz went over the RFP calendar.
- Josh Grehan asked for a reality check if organizations could reasonably apply given everything that was going on. Lisa Cook noted that many grants are coming due around this time as well. The board agreed to consider extending the RFP deadline at the May 12th meeting.
- Anika Van Eaton asked if the physical delivery of bids to the City Hall was still required. Ben Sommer said he would follow up with purchasing.
- A review subcommittee was established with Thomas Bent, Anika Van Eaton, and Silvana Dinka.

### 5. Adjournment.

- Motion to adjourn made by Anika Van Eaton. Thomas Bent seconded the motion.
- The meeting was adjourned at 7:15pm.