

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, July 14th, 2019, at 6:00PM
Gotomeeting

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

Staff Present: Ben Sommer

Meeting commenced at 6:05pm

All members were present

1. Approval of April 21st and May 12th minutes
 - Motion to approve made by Thomas Bent. Seconded by Anika Van Eaton
 - Motion was unanimously approved.
2. Updates and announcements
 - a) Rapid Response Plan
 - Ben Sommer gave a brief update on the timeline for the Rapid Response Plan. MAPC said that the final report would be completed in a few weeks.
 - b) Job Quality RFP
 - Vicky Choitz gave a brief update on the timeline for the Job Quality RFP review. The review sub-committee would be reviewing and interviewing candidates and will have a recommendation ready for the full board at the next meeting on August 4th.
3. Summary of Budget and Anticipated Spending
 - Ben Sommer shared an updated budget (see appendix A) and a discussion was held on the current economic environment and its effect on development. Thomas Galligani noted that the projects currently underway, those that had already

received building permits, would likely be making a second payment. Thomas Bent said that lab developers were still very bullish. Josh Grehan said that he would love to see an updated budget so we don't have to recalibrate our spending in the near future, if some projects don't materialize. Vickie Choitz suggested making a note in the last column of the budget spreadsheet to reflect project standing.

- Vickie Choitz summarized the funding allocation spreadsheet (see appendix B). Thomas Galligani provided an update on the hiring process for the workforce development position and said that the City would likely begin hiring for that position to start in the new calendar year.

4. Adult Education and Industry Specific Training RFP

Lisa Cook and Silvana Dinka recused themselves from this discussion and vote and left the meeting.

- a) Sub-committee recommendation
 - Ben Sommer gave a summary of the review sub-committees recommendations (see appendix C). Anika Van Eaton described the multi-step process. Thomas Bent described the discussions around program delivery due to COVID 19.
 - Josh Grehan asked why the sub-committee decided to go with SCALE over SCC even though SCC scored higher in the initial review. Ben Sommer noted that SCC and Bunker Hill had similar programs and so the committee was comparing between those two, not SCC and SCALE.
 - Josh Grehan asked if we could make suggestions in the contract process. Ben Sommer replied that yes, we could, as long as it fell within the scope of the RFP.
 - Josh Grehan asked if the reviewers had talked with the City of Boston about AACA's program. Ben Sommer replied that he did not, but that AACA was receiving funding annually from Boston.
 - Vickie Choitz asked what the sub-committee recommended doing with the remainder of the funding. Anika Van Eaton noted that she would consider funding for additional support to students, given the economic impact of COVID.
- b) Vote to accept the sub-committee's recommendation to fund \$734,162 of Adult Education and Industry Specific Training programs.
 - Motion made by Vickie Choitz. Thomas Bent seconded the motion.
 - Motion was unanimously approved.
- c) Next Steps
 - The board suggested that City staff go back to Per Scholas and request a revised proposal that includes student financial assistance. The revised proposal would be reviewed and voted on in the August 4th meeting.

5. Covid 19 Emergency Funding

- Lisa Cook and Silvana Dinka rejoined the meeting at this time.
- Ben Sommer will discuss additional funding for SCALE with Lisa Cook in the following week.
- Ben Sommer would be able to bring some progress reports from funded programs to the August meeting.

6. Fall Meeting Schedule

- The regular meetings in the fall will be held on Tuesday September 15th, Tuesday October 13th, Tuesday November 10th, and Tuesday December 8th.

7. Adjournment

- Thomas Bent made a motion to adjourn. Vickie Choitz seconded the motion
- The meeting was adjourned at 7:27pm.

APPENDIX A

JCRT Budget Updated 7/14/20

| Status | Address/Name | Jobs Linkage | 2019 | 2020 | 2021 |
|-------------------|----------------------------------|-----------------|----------------|----------------|----------------|
| In-hand | Block J/K (Cambridge Xing) | \$286,682.00 | \$286,682.00 | | |
| | FRIT Covenant | \$150,000.00 | \$150,000.00 | | |
| Received SP | Block EF (Cambridge Xing) | \$995,141.34 | \$497,570.67 | \$497,570.67 | |
| | *1 Mcgrath Highway (Somerbridge) | \$66,144.62 | | \$33,072.31 | \$33,072.31 |
| | 2 Earle St (Bldg 2) | \$647,700.00 | \$323,850.00 | \$323,850.00 | |
| | City Club | \$136,017.00 | | \$68,008.50 | \$68,008.50 |
| | 1154 Broadway | \$108,775.80 | | \$54,387.90 | \$54,387.90 |
| | 515 Somerville Ave (Cambria) | \$211,304.52 | \$105,652.26 | \$105,652.26 | |
| | D2 | \$410,671.80 | | \$205,335.90 | \$205,335.90 |
| | *74 Middlesex Ave (Edge) | \$1,315,800.00 | | \$657,900.00 | \$657,900.00 |
| | Total | \$3,012,437.08 | \$1,363,754.93 | \$1,945,777.54 | \$1,018,704.61 |
| In-hand Total | | | \$1,363,754.93 | | |
| Applied for MP/SP | 5 Middlesex Ave (Xmbly) | ~\$4,128,000.00 | | | |

APPENDIX B

Weighted ranked voting
 Somerville Jobs Trust Initial Investment Ideas
 January 28, 2020

| Jobs Trust Board Initial Investment Ideas | | | | 2019 Funding | |
|---|---|----------------|-----------------------|--------------|-----------------|
| Rank | Idea | total # points | Est'd funding amt/cap | Committed | |
| | | | | | \$ 1,361,239.39 |
| #1 | Wage Theft/Worker Rights and Responsibilities Training + HR and Job Quality Training for Small Businesses | 63 | \$ 200,000 | | \$ 1,161,239.39 |
| #2 | Coordination and Data Collection Staff Position | 62 | \$ 95,000 | | \$ 1,066,239.39 |
| #3 | Contextualized Education for Adult and English Language Learners | 50 | \$ 250,000 | | \$ 816,239.39 |
| #4 | Industry-Specific Training Program | 47 | \$ 600,000 | | \$ 216,239.39 |
| #5 | Rapid Response Strategy | 45 | \$ 40,000 | \$ 61,547 | \$ 176,239.39 |
| #6 | The SPS-BHCC program to provide one year of pre-college courses, career coaching, and work experience for SHS graduates not going directly to college (Yr 13) | 40 | \$ 75,000 | | \$ 101,239.39 |
| #7 | Career Navigation Resources | 38 | | | \$ 101,239.39 |
| #8 | Professional Development for Adult Education Teachers and Workforce Professionals | 34 | | | \$ 101,239.39 |
| #9 | The Somerville Public Schools (SPS) - Bunker Hill Community College Pell Grant gap funding and college counseling | 24 | | | \$ 101,239.39 |
| | | | \$ 1,260,000 | \$ 61,547 | |

| | |
|-------|-----------------|
| 50% = | \$ 680,619.70 |
| 66% = | \$ 898,418.00 |
| 80% = | \$ 1,088,991.51 |
| 90% = | \$ 1,225,115.45 |

APPENDIX C

To: Job Creation and Retention Trust Board of Trustees
From: Ben Sommer, Thomas Bent, Anika Van Eaton
Re: RFP 20-69 Award Sub-Committee Recommendations

Dear Members of the Job Creation and Retention Trust,

In the winter of 2020 the Job Creation and Retention Trust (JCRT) Board of Trustees allocated \$250,000 towards contextualized adult education programming and \$600,000 towards industry specific training as its first ever commitment of funds. On April 1st a combined Request for Proposals (RFP) of \$850,000 was released for both program types, denoted Program A for adult education and Program B for industry specific training. A subcommittee of two board members and a City of Somerville staff member was designated to review RFP responses and make recommendations to the full board.

Seven responses to RFP 20-69 were received, totalling \$1,218,023 in funding requests. Three programs fell into the Program A category and four fell into the Program B category:

| | |
|---|--|
| Program A: Bunker Hill Community College (BHCC) Somerville Center for Adult Learning Experiences (SCALE) Somerville Community Corporation (SCC) | Program B: Asian American Civic Association (AACA) Just-A-Start Per Scholas Tech Talent South |
|---|--|

The subcommittee reviewed proposals based on a 100 point scale as outlined in the RFP. The averaged scores were as follows:

| | | | |
|---|----------------------------------|---|--|
| Program A: BHCC SCALE SCC | Scores: 88 78 83 | Program B: AACA Just-A-Start Per Scholas Tech Talent South | Scores: 93 86 76 82 |
|---|----------------------------------|---|--|

[A more comprehensive comparison spreadsheet can be seen here.](#)

Following the initial review, the sub-committee interviewed all seven candidates.

While all proposals had merit, the sub-committee ultimately arrived on five programs we recommend for funding: **Bunker Hill Community College and SCALE for Program A and AACA, Just-A-Start, and Per Scholas for Program B.** Under this package Program A would receive \$368,993 in funding, above the \$250,000 originally allocated,

and Program B would receive \$365,229, less than the \$600,000 originally allocated. While more funding in this package is dedicated to adult education than originally envisioned, we feel that this is appropriate given the lack of foundational skills in low-education and low-income populations in Somerville being a major barrier to placing into training programs and high quality careers. In total, these five programs will cost the JCRT \$734,162.

The sub-committee looks forward to answering any questions the full JCRT board has on these recommendations.

Sincerely,

Thomas Bent
Anika Van Eaton
Ben Sommer