

Manufacturing Innovation Advisory Board
Meeting Minutes
Department of Economic and Community Development
May 18, 2023
1:00 PM - 2:30 PM
via Teams Meeting

Attendance

- Board Members Present: Paul Lavoie, Kelli Vallieres, Colin Cooper, Chris DiPentima, Mike Rocheleau, Beverlee Dacey, Emir Redzic, Raquel Rivera, and Mark Burzynski
- Board Members Absent: John Zoldy
- Quorum: Yes
- Stakeholders & Guests: Ron Angelo (CCAT), John Glidden (CCAT), Jessica Taylor (ACM), Mike Stimson (CONNSTEP), Todd Berch (DOL)
- DECD Staff: Michelle Hall and Andrew Lavigne

Welcome

Paul Lavoie opened the meeting at 1:04 PM

Minutes (Vote)

Paul requested a motion to approve the Dec 2022, Feb 2023, and March 2023 meeting minutes. Mark Burzynski moved the motion. Kelli Vallieres seconded the motion. The motion passed unanimously.

Proposed Alternate 2023 Schedule (vote)

- Reviewed proposed schedule for the remainder of 2023.
- Two (2) key in-person dates (7/27 and 9/28) did not work for several members.
- Paul requested a motion to approve, with the directive that Michelle Hall would work with the board members to seek alternate dates in July and September that are more suitable. Mike Rocheleau moved the motion. Kelli Vallieres seconded the motion. The motion passed unanimously.

****Follow-up required****

IWT Procedures & Guidelines (vote)

- Reviewed the letter submitted by the ACM asking for a change to the P&G that would increase the amount of time (6 months to 12 months) companies had to use IWT funds.
- Other discussion threads emerged: multi-employer training and creating a set-aside (block of funding). It was agreed that a sub-committee meet to further explore these threads (Colin Cooper and Jessica Taylor have volunteered to be part of this committee).
- Paul requested a motion to approve the request put forward by the ACM. Mike Rocheleau moved the motion. Kelli Vallieres seconded the motion. The motion passed unanimously.

****Follow-up required****

Pre-Apprenticeship (vote)

- Reviewed employer request to add pre-apprenticeship back to the apprenticeship program administered by CCAT.
- Several additional questions were raised:
 - Will apprenticeship move to OWS? (no)
 - Are there procedures in place to prevent fraudulent use of funds? (yes)
 - How do we define “pre-apprenticeship”? (a part-time apprenticeship for students)
 - Examining the use of a pre-apprenticeship cap was raised.
- Paul requested a motion to approve using MIF funding for pre-apprenticeship. Mark Burzynski moved the motion. Colin Cooper seconded the motion. Beverlee Dacey opposed the motion. The motion passed.

****Follow-up required****

Budget

Reviewed program and admin budgets

Hire Executive Admin Position (vote)

- Paul Lavoie requested the use of MIF Admin funds to hire a FT Executive Assistant for the Office of Manufacturing.
- Position duties would primarily fall under three (3) buckets: scheduling, contracts, and concierge/triage; however, Michelle Hall has been directed to share the job description that has been developed for this position with the board.
- Paul requested a motion to approve using MIF Admin funds for this position. Mike Rocheleau moved the motion. Colin Cooper seconded the motion. The motion passed unanimously.

****Follow-up required****

MVP Program Review

Ron Angelo, CCAT, shared information about the current programmatic and fiscal activity of the MVP program.

Meeting Adjournment

Paul Lavoie requested a motion to adjourn the meeting. Mike Rocheleau moved the motion. Kelli Vallieres seconded the motion. Motion passed unanimously. Paul Lavoie closed the meeting at 2:46 PM.