

**Timeline: April-July 2021<sup>i</sup>**

**Responsibilities:**

**Gainesville Team** will identify and introduce the MBC team to industry/workforce partners in any or all the following sectors:

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- HealthCare.
- Food Science/Food Service(culinary).
- Physical Sciences; Chemical Laboratory Technicians, Advance Manufacturing etc.
- Biological Sciences Horticulture/Agriculture; and
- Other sectors known in the City.

**MBC** –Fee \$30,000. Gainesville assumes all cost of travel and staffing incurred by their team during site visits.

- Prepare & attend site visits with other established workforce Centers in MBC network, work to include one on one meeting with site practitioners, these sites include Bidwell Training Center meeting with Dr. Kim Rassau, Executive Director, Brockway Workforce & Opportunity Center meeting with Deb Heigel, Executive Director (Brockway PA has best performance metrics in network) ConnCat meetings with Chairman of Board Carlton Highsmith and President CEO Eric Clemmons. (ConnCat) is building is redeveloping New Haven with other programs in the health and human services sector and finally NECAT, New England Culinary Arts Training Center. Meeting with both the Chairman Maarten Hemsley and Executive Director, Joey Cuzzi. NECAT works primarily with individual with criminal records and is working with Suffolk County Sheriff's Department to design a new program for individuals still incarcerated at South Bay Prison. The program will provide technical skills and emotional and career readiness support, helping participants move directly into career-ladder culinary employment upon release. Our goal is to reduce recidivism rates and help launch stable futures for the formerly incarcerated in our community.<sup>ii</sup>
- MBC will provide a team of practitioners from the MBC Network of Centers to assist Gainesville throughout this phase. MBC will make available all resources to Gainesville for any fundraising opportunities.
- Convene a series of meetings with stakeholders/community asking relevant questions around barriers and their experiences in the workplace. Necessary to determine the focus of who will be the primary stakeholder for the training.

- Convene meeting with employers around their need in attracting a skilled workforce and to learn where their gaps are for an employee to hit the ground with proper preparation and attitude. Determine the level of credentials needs for the successful employee and the ability to move “up” the employment ladder with the employer or in the sector itself
- MBC will conduct interviews with Public school leaders and Principals in designated community.
- MBC will convene focus groups with arts groups, museums and the like to determine focus of Youth Development Programs
- MBC will secure partnership agreements/memorandums of understanding (MOU) around specific program, these agreements will articulate mutual commitments with employers.
- MBC will investigate what State/County regulatory agency will be sought out for the school’s licensing
- MBC will develop MOUs with school leaders and other educational partners
- MBC will provide Gainesville with elemental facility design, the non negotiables to ensure that the Workforce Center will be state of the art and provide its students with access into something that reflect the value of every stakeholder as assets to the community & beyond.
- MBC will propose an operating budget to launch programs in both a temporary space and in its new home.
- MBC will draft a Case for Support which will include the model toward sustainability through its barrier free approach for training
- MBC will make outreach to public officials local, State and Nationally in concert with the leadership of Gainesville through the publication of policy briefs and white papers
- MBC will assist Gainesville in the identification and hiring of Executive leadership and Program instruction staff.

**Timeline: August – December 2021**

**MBC - Fee: Up to Six months no more than \$50,000**

- MBC will assist Gainesville in obtaining non-profit legal status; including but not limited to by-laws and articles of incorporation
- MBC will assist Gainesville is convening the Board of Directors and the onboarding of an Executive Director.
- MBC will establish Employer advisory boards roles and responsibilities.
- MBC will assist Executive Director in preparing the licensing applications.
- MBC will assist Board in identifying location and collaborating on facility design providing information on resources, tools and equipment.
- MBC will provide fully realized curricula/processes for known programs and will work Executive Director to design any new curriculum in fields unknown to the MBC network.
- MBC will Ensure all mutual commitments are in order.
- MBC will provide final operating budgets (year 1-3) to Gainesville Board
- MBC will assist the Executive Director in the hiring of program staff.

**Gainesville:** Implementation /per consultant basis

- Set opening date of Center; (temporary space)
- Recruitment and Enrollment of Students
- Licensing/certificate of occupancy in hand
- Complete Staffing
- MBC & Network to provide ongoing consultation as needed

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<sup>ii</sup> Site tour are not required. We will make them available as per request