**Greater New Bedford Workforce Investment Board, Inc.**

**Executive Committee Meeting Minutes Thursday, 4/4/18**

**Quest Center First Floor Conference Room 1213 Purchase Street, New Bedford, MA**

**4:00 PM**

**Executive Committee members present:** Tony Sapienza, Chair, Bruce Morell, Rick Kidder, Dave Slutz,

David Sykes, Helena DaSilva Hughes, Lisa Lemieux

**Executive Committee members absent**, John Fernandes, Mike Tavares, Joseph Michaud

**Other present:** Diane Hurley

**WIB Staff in attendance:** Steven Grant, Jim Oliveira, Kaisa Holloway Cripps, Marc Tarpey

Mr. Sapienza called the meeting to order at 9:03 AM. A quorum was present.

**Consent Agenda**

Helena DaSilva- Hughes moved to approve the meeting minutes and Treasurer Report from 2/8/18. Lisa Lemieux seconded, all in favor.

**Executive Director Report**

Jim Oliveira advised of receiving 1 proposal for the Career Center RFP.

Staff has moved forward on plans to consolidate location of WIB, Career Center, Youth Annex, and other CC partners. Commissioned a space evaluation on viability of locating all partners on the 3rd floor of the Quest Center.

Grant activity – WTF award of $575K that will benefit 329 workers from 5 Star, Acushnet, Titleist, HTC and Morgan Ceramics. Sent letter of support for local High Schools seeking Capital Skills grant for $500K for equipment upgrades.

Looking for another Pipeline Training grant and another CEC grant. Also developing several small proposals for Summer youth Scuba program coupled with Aquaculture.

Continue to work on the MassHire Branding initiative.

**Business Development Committee**

Rick Kidder said the committee met on March 1 and has been spending much time on implementation for Re-Branding. This will require seeking DBA designation for the organization. Also supporting Strategic Plan efforts.

**Performance**

Bruce said the committee met on March 29th. IT has been working on the Career Center Certification. He said there is a policy motion to grant all centers with provisional certification since new regulations are virtually impossible to meet. Also continue to look at unresolved findings from the DOL review. He reminded all that the RFP that went out for CC operator was in response to one of the DOL findings.

**Youth Council**

Dave Sykes said they moved forward with proposals for the EMT program and Community Boating Center. Flyers were developed for the programs and have been well received. He referred the members to Marc Tarpey’s report on the Amp it Up program. Next meeting will be held on April 17th and will be chaired by Reverend David Lima.

There was also discussion on recommending change from Youth Council to a Youth Committee.

**Building Working Group**

Kaisa reported that the space planning survey was being conducted for all partners and there would be a meeting of the partners later in the day. She said an RFP would have to go out to find new space but the work of the survey would inform the RFP as to requirements. Diane Hurley pointed out that the Operator has to issue the RFP. Kaisa said the WIB is paying for the survey but the new operator will use the results for the RFP.

**Career Center**

Tony pointed out the CC report was received from New Directions yesterday and has been handed out for the members’ review.

**POLICIES**

Tony read through all items requiring votes:

***MOTION 1:*** *The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS05.102 effective the date of issuance February 16, 2018 on ADA language used in trainings and conferences.* Motion moved by Rick Kidder, seconded by Helena. All in favor.

***MOTION 2:*** *The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 17.104 effective the date of issuance February 12, 2018 on oversight and monitoring requirements of the workforce board.* Motion moved by Rick Kidder, seconded by Bruce. All in favor.

***MOTION 3:*** *To amend the career center certification policy to state: Provisional certification may be granted by the review team should there be evidence that full certification could be feasibly achieved by the operator by the end of the next fiscal year following the review.* Motion moved by Rick Kidder, seconded by Dave Slutz. All in favor.

***MOTION 4:*** *To amend the fiscal policies relating to signature requirements of Greater New Bedford Workforce Investment Board, Inc. checks to raise the threshold requiring two signatures to $10,000*. Motion moved by Rick Kidder, seconded by Helena. All in favor.

***MOTION 5:*** *The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 08.113 effective the date of issuance March 27, 2018 on branding of the workforce system.* Motion moved by Rick Kidder, seconded by Dave Slutz. All in favor.

**REVOCATION OF RESIDENT AGENT**

***MOTION 1:*** *To remove the resident agent of the Greater New Bedford Workforce Board, Inc. as listed with the Secretary of the Commonwealth and to not appoint another resident agent at this time.* Motion moved by Bruce Morell, seconded by Helena. All in favor.

**MASSHIRE BRANDING – DBA**

***MOTION 1:*** *To vote to recommend to the Board of Directors the execution of a Doing Business As (DBA) for the Greater New Bedford Workforce Investment Board, Inc. to be called the MassHire Greater New Bedford Workforce Board per the requirements of 100 DCS 08.113 MassHire Branding Policy and to amend the By-Laws of the Greater New Bedford Workforce Investment Board, Inc. to reflect this change effective July 1, 2018.* Motion moved by Bruce Morell, seconded by Helena. All in favor.

**YOUTH UPDATE**

***MOTION 1:*** *To dissolve the Youth Council effective June 30, 2018 and to establish a Youth Committee of the workforce board effective July 1, 2018 which shall consist of a chair appointed by the Chair of the Board of Directors of the Workforce board and at least three members of the workforce Board of Directors appointed by the Chair of the Workforce board and at least three ex-officio members appointed by the Chief Elected Official of the workforce area.* Motion moved by Rick Kidder, seconded by Dave Slutz. All in favor.

***MOTION 2:*** *To amend the By Laws of the Greater New Bedford Workforce Investment Board Article VI, Section 3 to state:*

*Section 3. Composition of Standing Committees. The initial standing committees of the WIB shall include the Executive Committee, the Business Development Committee (hereinafter sometimes referred to as BD), the Youth Committee, and the Performance and Oversight Committee. The Executive Committee shall meet in accord with the terms of these by-laws to discuss and administer the day to day business of the WIB. The Business Development Committee shall meet at the call of the designated Committee Chair to address development and improvement of relationships with employers and job seekers. The Youth Committee shall serve in an advisory capacity pertaining to all matters of training youth.* Motion moved by Rick Kidder, seconded by Helena. All in favor.

**CAREER CENTER RFP**

***MOTION 1:*** *To accept the GNBWIB RFP #01.2018 reviewer’s affirmative recommendation for The WorkPlace proposal for Career Center and Framework Service Provider services for the Greater New Bedford region and to vote to approve the proposal and send a recommendation to the Board of Directors the acceptance of the proposal. And to designate the workforce board staff to enter into contract negotiations with The WorkPlace after that vote is taken and passed for a July 1, 2018 anticipated contract start date that shall be voted on by the Executive Committee at a date to be determined.*  **Motion moved by Bruce Morell, seconded by Helena**. Discussion followed: Bruce pointed out the serious finance finding from DOL was due to the forward funding process. Kaisa provided highlight of the proposal from the Workplace and noted the average score of the review team was 82. Jim Oliveira said he received very positive feedback from their references. As only one bid received this IS a failed competition and the process has begun to follow up with DCS to approve the RFP and selection. **All in favor.**

**Other Business**

Tony discussed the pending retirement of Steve Grant with a Sept. 30th date. He said he has instructed staff to work out a retirement plan and review the options available for where the Fiscal Agency resides. Kaisa said there is an option for the City to become the F/A, but we are still thinking this through.

**Future Meetings**

May and June meetings are tentatively schedule for the 2nd Wednesday in May and June.

The meeting adjourned at 9:00 A

Respectfully submitted. Steven Grant, CFO, [SGrant@gnbwib.org](mailto:SGrant@gnbwib.org), 508-979-1504 ext. 119