MassHire Greater New Bedford Workforce Board
Executive Committee
Thursday, August 22, 2019 @ 12:00pm
Quest Center 2nd floor conference room (center large room)

AGENDA

1. Greetings and Call to Order

2. Announcements

3. Consent Agenda (Votes)
   - July minutes for approval - attached
   - Treasurer's Report (distribute at meeting)

4. Report outs
   - Executive Director – Jim Oliveira
   - Business Development - Rick Kidder
   - Youth Committee – Jeff Pelletier
   - MassHire Career Center – James Daniels/Beth Costa/Elizete Perry

5. Workforce Board to recommend a local policy that will not restrict customers from other areas. WIOA reads that we cannot turn applicants away based upon where they live.

6. Two additions to the Board of Directors – board to ratify

7. Review of the FY20 Integrated Budget

8. Discussion regarding meeting intervals for standing committees – Open discussion to revise/review the By-Laws dated April 10, 2018

9. Other Business
   - Schedule of subsequent Ex-Comm meetings – please save the dates on your calendars
     - Thursday September 19 @ Quest Center
     - Thursday October 24 @ Quest Center
     - Thursday November 21 @ Quest Center - this is a change
     - Thursday December 19 @ Career Center - this is a change
     - Thursday January 23 @ Quest Center

10. Adjourn

Minutes of Thursday, July 18, 2019

Attendance: D. Slutz, C. Tabor, R. Melbourne, R. Kidder, L. Lemieux,
Absent: J. Fernandes, H. D. Hughes, M. Tavares, J. Pelletier
Staff: J. Oliveira, D. J. Ramos, J. Rodriques, D. Meggison
Guests: D. Hurley, J. Daniels, E. Perry, B. Costa,

Greetings and Call to Order – 12:08

Announcements

- Congratulations to Ahead – Awarded a WTFP grant $114K to train 121 employees

Consent Agenda (Votes)

- June 6th minutes for approval – attached – motion to approve L.Lemieux, seconded by R. Kidder
- Treasurer's Report (distribute at meeting) - motion to approve R. Melbourne, seconded by C. Tabor

Report outs

- Executive Director – Jim Oliveira
- Business Development - Rick Kidder
  - Kasey and Kristen presented a ppt showing the hits that we get with Monday morning usually done by J. Oliveira. The discussion ensued with James Daniels sharing all the ideas and information that his staff could present to educate the general population as to what the MHCC center can offer and assist job seekers with employment thereby getting the best bang for our buck. The MHCC will provide a schedule ahead of time at least a week before the broadcast that way it can be live with info simultaneously. General concensus is that we would target job seekers 75% and employers 25%. We alsos discussed linkages to our social media i.e. FB and Twitter. We discussed the possibility of success stories and actual candidiates, hence live speakers and galleries attract more potential clients. A proposal of another 6 months is before us. The offer is under advisement. Need to follow-up with our CFO. Rick made a motion to accept and James seconded it. We will bring before the ex-comm committee members tomorrow.
- Performance & Oversight - Ron Melbourne
  - The FY19 performance report dated 7/1/2018 through 6/30/2019 as of 7/2/2019 reviewed. We discussed training enrollments – WIOA ITA $'s expended 60/65% of the $230. Carry-in fi=or FY20 will be about 300K. Discussions ensued about a further discussion with CC to bring the % of planned enrollments to align more to a 100% rather than the 278 & 181% because it isn't reasonable as shown. Paul discussed how the BSRs should probably visit all employer board members and then follow-up.
  - Charter discussion and POC committee role – copy of charter provided
    A copy of the charter was distributed outlining where the POC plays a part in the charter process. Regarding the Performance Review section on page 15 the committee felt that numbers 1 & 2 were good. For #3 (the workforce board will provide the Lead Operator, Principal Partner and the CEO with verbal and written report of findings from this annual process), we felt that we met this review as well because of the many discussions that Jim Oliveira has with Nestor and/or James Daniels at any given time to make improvements to current procedures. Paul suggested that they all be documented and in report format. Going forward we will incorporate such a change. Deborah will send a copy of the charter to the other three members with the minutes to this meeting.
  - Monitoring updates if any – We shared that Andrea is still in training mode with DCS. To date no concerning issues have been found but rather many different issues on an individual file basis where recommendations will be shared during an exit interview. To be scheduled.
  - Committee input – Paul suggested that we think about expanding the committee to a couple more members. For the past two meetings only Paul and Ron have been present. We need more engaged members.

- Staff input - Jim mentioned that the board will be holding another new board member orientation and he's hoping to gain some interest for this committee. We thanked Paul for attending today as he was on vacation but took the time to attend this meeting.

- Youth Committee – Jeff Pelletier
  - In the absence of J. Pelletier, A. McLaughlin provided the committee with an update to all the youth goings on-report available on request. A discussion ensued regarding unplaced students. Our chair questioned if Andrea connected with employers in the Business Park and how that coud be great contacts.
- MassHire Career Center – James Daniels/Beth Costa
  - James opened up the conversation of what the BSRs have been tasked with now being headed up by B. Costa. Beth shared her plan of how she's been working with both state and non-sate staff to do more cold calling to increase the outreach to employers. Beth shared how she is tracking and how she will continue to keep us abreast of the ongong efforts and progress. A Business Service Unit Report was provided to the committee that recapped how the BSU is in high gear. Noted was that in the past two months they increased their performance #s for repeat customers by 74% and new employers by 18% and referrals by 44%. Our chair asked if a certain employer had ever been contacted out in Wareham which had not. D. Meggison made arrangements with Sharon Martin to visit with Dave Slutz. This employer needed a CNC operator which we may very well be able to help him with from our last manufacturing class.

FY20 Updated Integrated Budget – Initially approved @ annual meeting in June – Vote . The budget was before the executive committee again to review the updates that our CFO, Julie Rodriques made with the receipt of more overdue payments. Another vote was made to accept the revisions. R. Kidder made the motion to accept and J. Daniels seconded the motion.

FY20 Performance Reports – First Submittal of the Annual Business Plan (ABP) – Vote. J. Oliveira shared the first draft of the ABP thanks to the effort of B. Costa assisting us with the carry in #'s and and all other cohort #'s. R. Kidder made the motion to accept and C. Tabor seconded the motion.

Grant updates

- YouthWorks Year Round
- FY20 EOHED Manufacturing $625K – 5 WDB

Other Business

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Adjourned at 1:16