

MassHire Greater New Bedford Workforce Board

Executive Committee

Thursday, September 19, 2019 @ 12:00pm

Quest Center 2nd floor conference room (center large room)

**AGENDA**

1. Greetings and Call to Order
2. Introductions / Announcements
   * Jacqueline Sylvia, Website Designer - new employee to MassHire Workforce Board
   * The Workforce Board – received a thank you letter from NorthStar Learning Center (letter attached)
3. Consent Agenda (Votes)
   * August minutes for approval - attached
   * Treasurer’s Report (no changes from last meeting)
4. Report outs
   * Performance & Oversight – Ron Melbourne
   * Business Development - Rick Kidder
   * Youth Committee – Jeff Pelletier
   * MassHire Career Center – James Daniels
5. IRS Releases 2019 Standard Mileage Rates

The Internal Revenue Service (IRS) released [Notice 2019-02](https://www.irs.gov/pub/irs-drop/n-19-02.pdf) providing the 2019 standard mileage rates. Beginning January 1, 2019, the standard mileage rates for the use of a car (vans, pickups or panel trucks) will be:

* 58 cents per mile for business miles driven, up from 54.5 cents for 2018

[Notice 2019-02](https://www.irs.gov/pub/irs-drop/n-19-02.pdf) contains the standard mileage rates, the amount taxpayers must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that may be used in computing the allowance under a fixed and variable rate (FAVR) plan.

The workforce board is recommending an increase to the new rate of 58 cents which requires a vote. If yes, we will bring before the full board for ratification.

1. Workforce Board amended their WIOA local policy to not restrict customers from other areas with a stipulation that reads; we are open and amenable to this practice as long as funding is available. WIOA reads that we cannot turn applicants away based upon where they live. Revision pages attached and highlighted.
2. After an open discussion at the August 18 meeting a unanimous decision was reached to amend the By-Laws dated April 10, to read that the Executive Committee will meet at least 6 times per year ensuring a quarterly rather than locking in to monthly meetinga or at least 9 times per year. Revision page attached and highlighted.

1. Other Business
   * Schedule of subsequent Ex-Comm meetings all held at the Quest Center @ noon – please save the dates on your calendars
     + Thursday October 24
     + Thursday November 21
     + Thursday December 19
     + Thursday January 23
2. Adjourn

**Minutes of Thursday, August 22, 2019**

**Attendance**: D. Slutz, R. Melbourne, R. Kidder, M Tavares, J. Pelletier, J. Fernandes, J. Daniels

**Absent:** H. D. Hughes, C. Taber

**Staff**: J. Oliveira, D. J. Ramos, J. Rodriques, D. Meggison

**Absent**: A. McLaughlin

**Guests**: D. Hurley, E. Perry, B. Costa

**Greetings** and Call to Order – 12:03

**Announcements**

* + Jim Oliveira announced the part-time position has been filled for the Web Designer by Jacqueline Sylvia and she will be joining us after the Labor Day Holiday.

**Consent Agenda** (Votes)

* + July minutes for approval – attached – motion to approve M. Tavares, seconded by R. Kidder
  + Treasurer’s Report - J. Rodriques provided a final report for FY2019; motion to approve R. Kidder, seconded by M. Tavares.

**Report outs**

* + Executive Director – Jim Oliveira
    - Reviewed the annual plan and provided a recap of grants the staff is applying for on behalf of the board.
  + Business Development - Rick Kidder
    - The Business Development Committee has not met since the last meeting – nothing to report.
  + Youth Committee – Jeff Pelletier
    - Jeff recapped the recent Summer Youth Works Program. To date there have been average 173 youth/week served and approximately 3985 hours/week averaged in the program. The program will wrap up the week of August 24, 2019.
  + MassHire Career Center – James Daniels/Beth Costa
    - James informed the group that the Acushnet Company expects to hire 60-80 new employees between September 2019 and June of 2020. Ten in September and the remainder in between December – June. They have also implemented a new on-line application process.

**WIOA Policy Discussion** - After much discussion in the group it was decided a local policy change is needed regarding training funds and whether to turn applicants away that are not in the service delivery area. The 2005 WIA policy will be reviewed by staff and a policy developed for approval at the next Executive Committee meeting.

**Two Nominations** to the Board of Directors Mayor Mitchell has approved the following candidates and the Executive Committee needs to ratify.

* Nelson Abreu – Director of Transitional Assistance (Mandated Partner under WIOA)
* Lauren DeSimon Johnson – Senior Vice President & Chief Human Resources Officer Southcoast Health

J. Fernandes made the motion to accept and R. Kidder seconded the motion.

**Review of FY2020 Integrated Budget –** J. Rodriques reviewed the minor adjustments based on monies received from the state.

**Discussion regarding meeting intervals for standing committees/review By-Laws**

Currently the Executive committee is required to meet 9 times/year per the by-laws. Should we change to a set number, meet quarterly or increase the number of sub-committees? A number of times during the year it is not feasible to meet due to weather conditions or there isn’t a business need. The staff will bring a proposal forward at the next meeting to amend the by-laws.

**Other Business**

* + J. Rodriques informed us that the auditors will be here on Monday 8/26/19 for the annual audit.
  + Schedule of subsequent Ex-Comm meetings – please save the dates on your calendars pending the upcoming change to the by-laws.
    - Thursday October 24 @ Quest Center
    - Thursday November 21 @ Quest Center
    - Thursday December 19 @ Career Center
    - Thursday January 23 @ Quest Center

Adjourned at 12:44

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