



MassHire Greater New Bedford Workforce Board  
Executive Committee  
Thursday, September 19, 2019 @ 12:00pm  
Quest Center 2<sup>nd</sup> 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
  - Executive Director – Jim Oliveira
  - 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 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 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.

6. 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.
7. 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 meetings or at least 9 times per year. Revision page attached and highlighted.
8. 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
9. 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. Rodrigues, 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. Rodrigues 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. Rodrigues 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

**Executive Director's Office:**

53 Linden Street  
New Bedford, MA 02740  
508-991-5907

**Business Office and Enrollment:**

53 Linden Street  
New Bedford, MA 02740  
508-984-3384

**Mental Health Clinic:**

53 Linden Street  
New Bedford, MA 02740  
508-984-3392

**Early Childhood Centers:**

725 Shawmut Avenue  
New Bedford, MA 02746  
508-996-8531

267 Samuel Barnet Blvd.  
New Bedford, MA 02745  
508-985-1915

**SCHOONER School-Age Program:**

Ingraham Place  
80 Rivet Street  
New Bedford, MA 02744  
774-992-0122

**Youth and Adolescent Services:**

53 Linden Street  
New Bedford, MA 02740  
508-984-3383

Ingraham Place  
80 Rivet Street  
New Bedford, MA 02744  
774-992-0120

**Primary Community Partners:**

New Bedford Public Schools  
Massachusetts 21<sup>st</sup> Century  
Community Learning Centers

September 12, 2019

Mr. James D. Oliveira  
Executive Director  
MassHire Greater New Bedford Workforce Board  
1213 Purchase Street  
New Bedford, MA 02740

Dear Mr. Oliveira:

My team and I wanted to reach out and thank you for your gift to the HEAL Center. Through your office supply donations, we have been able to partially furnish & decorate our community center and will soon be opening the doors to our participants, families and neighbors.

The office supply donations that your agency provided us with are as follows:

• 1 paper shredder	• 1 3x4 filing cabinet
• 1 two-door storage cabinet	• 3 View Sonic monitors
• 2 cherry wood top desks	• 1 Acer monitor
• 1 round 5 ft. table	• 1 Dell monitor
• 1 round 3 ft. table	• 3 Microsoft keyboards
• 1 red 3-seat sofa	• 1 HP keyboard
• 27 black stackable chairs	• 1 sign stand
• 1 whiteboard	• 1 coat rack
• 3 waiting room chairs	• 1 Fold up plastic table
• 1 three door filing cabinet	

Again, thank you for the items listed above; your generosity is greatly appreciated. We are excited to have the support of you and MassHire and we look forward to our partnership on behalf of our youth.

With gratitude,

*Megan Ryan, LCSW*  
Lead Clinician  
NorthStar Learning Centers, Inc.  
**H.E.A.L. Center**  
95 Cedar Street  
New Bedford, MA 02740  
Cell: (508)971-1460