

## Board of Directors Quarterly Meeting Minutes of Wednesday, December 15<sup>th</sup>, 2022

Full Audio Recording available upon request

**Attendance:** David Slutz, Bernice Jensen, David Cabral, Margarita Graham, Diane Hurley, Rick Kidder, Pam Kuechler, Jane McArdle, Ron Melbourne, Derek Santos, Duarte Silva, Carl Taber, Bonnie Mello, Corinn Williams, John Williams

**Staff:** Jim Oliveira, Joe Lopes, Jamilyn Soares, Kyra Greco, Taylor Nichols-Xavier, Deborah Meggison, Justin Grota, Debbie Hartman, Deven Robitaille, Matthew De Oliveira, Jacqueline Sylvia

**Guests:** Elizete Perry, Rodney Solomon, Fran Grey

**Greetings and Call to Order** by David Slutz- Chair – Opened meeting at 3:30PM

**Announcements-** Chair, David Slutz

David Slutz welcomed all to the holiday meeting and began with introductions of all present board members and guests.

### Consent Agenda (Votes)

- Approval of Minutes JUNE 2022 Annual Meeting
- Approval of Treasurer's Report
  - David Slutz called for a motion to approve both June meeting minutes and the Treasurer's report. Rick Kidder made a motion to accept items, seconded by Margarita Graham. All voted in favor and the motion carried.

### Votes to Approve – Joe Lopes

- **To accept the FY22 Single Audit Report, Financial Statements, and Management Letter**
- **To accept the MassHire Greater New Bedford Workforce Board and MassHire Greater New Bedford Career Center Lease Site Request for Proposals as presented in the Live Binder**
- **To approve the proposed name change and purpose of the Real Estate Search Committee to an Evaluation Committee**
- **To accept the Personally Identifiable Information (PII) policy for the MassHire Career Center to ensure personally identifiable information is no longer on file for any customers within the MCC as a standard of protection of customers' personal identity per MDCS' request**
- **To approve the newly revised Support Services policy to reflect our support service payment via a reimbursement process and/or a Purchase Order procurement should the need arise**
  - *Joe Lopes called for a motion to approve Votes 1 through 5. Motion approved by Rick Kidder, seconded by Duarte Silva. All voted in favor and the motion carried.*

### Executive Director and CEO Report - Jim Oliveira/Joe Lopes

Joe Lopes reviewed his Executive Director report that was made available in the Live Binder. He noted the work that has been done at the Workforce Board from all staff members. He noted that the MassHire Greater New Bedford Workforce Board Youth Team recently traveled to North Carolina to attend and present at a Youth Symposium. Moreover, Joe highlighted that Justin Grota presented on a Workforce GPS event relative to braided funding. The youth team's presentation in North Carolina sparked interest from a group in Arizona who asked the youth team if they would be interested in presenting at their organization. Joe noted that our local plans were approved by the state. Jim Oliveira made mention to the Board of the work he has been completing in the background, including the development of proposals for Donnelly grants that are available through CommCorp. These proposals include industries such as healthcare, paraprofessional/education, and early childhood education. Jim Oliveira went on to provide a general update on the work that he has been doing at the board while he inches closer to retirement.

### MassHire Career Center Report – Rodney Solomon, Elizete Perry

Rodney Solomon reviewed the numbers presented on the Career Center Performance Snapshot. He noted a recent delay in CDL certificates, but this issue is being experienced statewide. Margarita Graham provided an explanation for why this is the case and the issues that are being faced at the state level relative to CDL certification. Fran Grey reviewed the other CC reports that were provided to the Board. He noted that the Career Center is doing particularly well on the numbers for individuals served. Fran noted that the Career Center had a great meeting yesterday on how they plan to achieve the numbers relative to employer partners. It was emphasized that both the Career Center and the Workforce Board are developing plans on how to draw eligible participants into the Career Center, rather than waiting for people to come in to be served.

**Adjourned at 3:53PM**– Motion to adjourn made by Rick Kidder, seconded by Margarita Graham.

**Next Meeting:** Wednesday, March 22<sup>nd</sup>, 2023

**Location:** Rosebrook Event Center, Wareham, MA