



Board of Directors Quarterly Meeting Minutes of Wednesday, December 15th, 2021

Full Audio Recording available upon request

Attendance: Jean Breault, Helena DaSilva Hughes, Bernice Jensen, Diane Hurley, Haskell Kennedy III, Rick Kidder, Pam Kuechler, Jane McArdle, Ron Melbourne, Bonnie Mello, Aaron Polansky, Charles Quinn, Stephen Merrill, Tracy Silvia, David Slutz, Yvonne Tobey, Michael Watson, Corrin Williams, John Williams

Staff: Donna Ramos, Jim Oliveira, Joe Lopes, Rick Marshall, Jacquie Sylvia, Abbey Despres, Deborah Meggison, Taylor Nichols-Xavier, Deven Robitaille, Jamilyn Gordon, Justin Grota, Kyra Greco, Debbie Hartman

Guests: Pamela Brown, Beth Costa, Maria Friedman, Christopher Mittell, Elizete Perry, Bob Diehl

Greetings and Call to Order by David Slutz- Chair – Opened meeting at 3:36PM

Announcements- Chair, David Slutz

David Slutz welcomed all to the holiday board meeting and began with introductions of all present board members. David Slutz also introduced Bob Diehl, the MassHire Career Center's new Systems Director.

Welcoming of New Board Members- Rick Kidder

Rick Kidder welcomed Jane McArdle, John Williams, Bernice Jensen, and Bonnie Mello to the board.

Consent Agenda (Votes)

- Approval of Minutes SEPTEMBER 2021 Quarterly Meeting
- Approval of Treasurer's Report
 - David Slutz called for a motion to approve both September minutes and the Treasurer's report. Rick Kidder made a motion to accept items, seconded by Pam Kuechler. All voted in favor and the motion carried.

CFO Report – Abbey Despres

- FY21 Auditing Report
 - CFO Abbey Despres reported that both the single audit and the fiscal audit have been completed for this fiscal year. Abbey Despres reported that there were no instances of non-compliance, no findings, no material misstatements, and no material findings for both of the audits.

Ratification Votes – Jim Oliveira

- **To ratify the utilization of the state's proposed performance goal measures for FY22 to be forwarded as a change to originally submitted goals.**
 - Motion to approve made by Rick Kidder, seconded by Ron Melbourne. All voted in favor and the motion carried.
- **To ratify the purchasing or leasing of new computers not to exceed the amount of \$50,000 without prior approval of the Executive Committee.**
 - Motion to approve was made by Rick Kidder, seconded by Pam Kuechler. All voted in favor and the motion carried.
- **To ratify the proposed training cap for Individual Training Accounts (ITAs) from \$3,500 to \$5,000.**
 - Motion to approve made by Rick Kidder, seconded by Helenda DaSilva Hughes. All voted in favor and the motion carried.
- **To ratify to rescind the current contract between MassHire Workforce Board and the Chamber of Commerce, enlist the chamber staff person to the workforce board, and approve the budget for the aforementioned deliverables for the MassHire GNB Workforce Board in the amount of \$15,000, with the contract to be reviewed on an annual basis.**
 - Motion made by Ron Melbourne, seconded by Charlie Quinn. Rick Kidder abstained. The rest of the board voted in favor and the motion carried.

Executive Director Report - Jim Oliveira

Jim Oliveira reported out on the current budget and provided updates on grant statuses. Jim Oliveira also highlighted the work that is being done as far as onboarding new staff and what the future looks like for the board overall. He discussed the departure of Brian Silva-Boutwell in the past month. Jim Oliveira emphasized the improvement on the back to work status, and that performance goals are being met.

Experiential Education Center of Bristol Community College (BCC) Presentation– Pamela Brown



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Pamela Brown, Coordinator at the Experiential Education Center of BCC, discussed programming offered through BCC, targeting non-profit organizations. These programs place students at non-profit organizations to provide support. This could benefit organizations that need more people, but may not necessarily be able to afford it.

MassHire Career Center Report- Bob Diehl

Bob Diehl briefly introduced himself and his extensive workforce system experience. He discussed his goals for the Career Center and his ideas for the future.

Deputy Executive Director Report- Joe Lopes

Joe Lopes touched upon the work that is being done by the board staff. He provided a brief summary of his DED report. A copy of his report has been uploaded onto the Live Binder for review and is available upon request.

Other Business & Community Input-

All relevant committee chairs emphasized a need for more committee members.

Adjourned at 4:19PM– verbal roll call all in favor - Motion to adjourn made by Helena DaSilva Hughes, seconded by Charlie Quinn.

Next Meeting: March 23rd, 2022

Location: TBD