

**Attendance:** David Slutz, Bernice Jensen, Margarita Graham, Jane McArdle, Jeffrey Pelletier, Derek Santos, Christopher Mittell, Shannon Finning, Pam Kuechler, Rick Kidder, Haskell Kennedy III, Nelson Abreu, Jean Breault, Stephen Merrill, Charles Quinn, Tracy Silvia, Michael Williams

**Staff:** Joe Lopes, Abbey Despres, Taylor Nichols-Xavier, Kyra Greco, Deborah Meggison, Deven Robitaille, Justin Grotta, Jacqueline Sylvia, Debbie Hartman, Judith Legendre

**Guests:** Elizete Perry, Fran Grey, Rudy Racine, Robert Watt

**Greetings and Call to Order** by David Slutz- Chair – Opened meeting at 4:21PM

**Announcements-** Chair, David Slutz

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

**Consent Agenda** (Votes)

- Approval of Minutes, September 27<sup>th</sup>, 2023
- Approval of Treasurer’s Report
  - David Slutz called for a motion to approve both the September 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

1. **Career Center Certification Policy:** To approve the Career Center Certification Policy as presented in the Live Binder. *Motion to approve made by Rick Kidder, seconded by Jeffrey Pelletier. All voted in favor and the motion carried.*
2. **Amended By-Laws:** To approve the amended By-Laws as presented in the Live Binder and in provided vote background. *Motion to approve made by Derek Santos, seconded by Nelson Abreu. All voted in favor and the motion carried.*
3. **For-profit Entity Discussion Continuation:** To approve the continuation of engagement with Partridge, Snow & Hahn legal counsel with the possible intention of creating a for-profit entity. *Motion to approve made by Helena DaSilva Hughes, seconded by Jane McArdle. All voted in favor and the motion carried.*
4. **Audit of Financial Statements:** To approve the audit of financial statements as presented in the Live Binder. *Motion to approve made by Rick Kidder, seconded by Margarita Graham. All voted in favor and the motion carried.*

**Executive Director/CEO Report** – Joe Lopes

- Executive Director/CEO Report was presented by Joe Lopes
  - BayCoast Bank Open House Event will be held on January 31<sup>st</sup>, 2024, to display the new Workforce Board and Career Center space.
  - Joe Lopes reviewed current and upcoming grants/grant applications within industries including education, manufacturing, healthcare, early childhood, and offshore wind.
  - Recently awarded Related Technical Instruction (RTI) funds related to the Apprenticeship Program

**MassHire Career Center Report** – Elizete Perry, Fran Grey

- MassHire Career Center Report was presented by Elizete Perry and Fran Grey
  - Career Center credentials are reporting low as these reports do not reflect participants who are currently in the pipeline for obtainment.
  - A full dashboard report developed by the Department of Career Services (DCS) was presented.
    - Fran Grey noted some deficiencies within this report that he planned to bring to DCS.
  - The Career Center recently lost a few staff members on the Business Services Team and have onboarded new staff members since.

**Adjourned at 5:05PM**– Motion to adjourn made by Helena DaSilva Hughes, seconded by Rick Kidder.

**Next Meeting:** Wednesday, March 20<sup>th</sup>, 2024

**Location:** Rachel’s Lakeside