

**Executive Committee
December 8th, 2021 – Noon
Via ZOOM
Meeting Minutes**

Attendance: David Slutz, Ron Melbourne, Carl Taber, Rick Kidder, Ron Melbourne, Jennifer Patnaude, Helena DaSilva-Hughes

Staff Attendance: Deborah Meggison, Justin Grota, Debbie Hartman, Kyra Greco, Jim Oliveira, Taylor Nichols-Xavier, Jacqueline Sylvia, Rick Marshall, Abigail Despres

Career Center Staff & Guests: Bob Diehl, Elizete Perry, Beth Costa, Diane Hurley

Greetings and Call to Order – David Slutz, Chair

David Slutz called the meeting to order at 12:04PM. Motion to open meeting was made by John Fernandes and seconded by Rick Kidder. Remote meeting guidelines were read. David Slutz introduced new Career Center Systems Director, Bob Diehl.

Consent Agenda

- Treasurer's Report
- Minutes of Special Meeting on August 13th, 2021
 - Motion to approve Treasurer's report and minutes made by Rick Kidder, seconded by John Fernandes.

Votes to Approve

1. **To approve the utilization of the state's proposed performance goal measures for FY22 to be forwarded as a change to originally submitted goals.** John Fernandes moved to accept the motion, Rick Kidder seconded, followed by roll call. The motion carried.
2. **To approve the purchasing of new computers not to exceed the amount of \$50,000 without prior approval of the Executive Committee.** Rick Kidder moved to accept the motion, John Fernandes seconded, followed by roll call. The motion carried.
3. **To approve the increased training cap for Individual Training Accounts (ITAs) from \$3,500 to \$5,000.** John Fernandes made the motion to accept, Rick Kidder seconded the motion, followed by roll call. The motion carried.
4. **To approve 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.** John Fernandes made the motion to accept. Carl Taber seconded the motion, followed by roll call. Abstention by Rick Kidder. The motion carried.

Apprenticeship Updates – Rick Marshall

Rick Marshall provided an update on apprenticeship programming. He mentioned the participation levels relative to the COVID-19 pandemic, and the assistance he has received from Debbie Hartman and Deven Robitaille. Rick discussed the expansion of programming to other sectors, such as healthcare, and other areas of interest.

Workforce Board FY21 Auditing Report – Abigail Despres

Abigail Despres reviewed the recent auditing report. She reported that there were zero findings and no material weaknesses. Moreover, Abigail Despres discussed that there was an increase on the reserve balances.

Executive Director/CEO Report – Jim Oliveira

Jim Oliveira gave a brief report out on general changes at the board. He discussed organizational changes, such as the onboarding of three new staff members, and their contributions to the team. Jim Oliveira also highlighted the grants that are in process, and potential funding that may be available in the future. He discussed the idea of adding an Apprentice Navigator to help assist Rick Marshall and team. Jim Oliveira also discussed the back to work status, stating that as of now it is looking positive.

Deputy Executive Director Report – Joe Lopes

Joe Lopes was unable to be at the meeting. He submitted a written report that can be read upon request and/or via Live Binder.

The WorkPlace/MassHire Career Center Updates– Beth Costa/Elizete Perry

Career Center (CC) senior management team provided a report on their current numbers. Beth Costa highlighted that they are on target for their goals as far as the Adult and Dislocated Workers programs, and mentioned they have seen an increase across the board in numbers. Elizete Perry touched upon their organizational changes, such as new staff and training.

Other Business

- **FY22 Meeting Dates (At least 6x/year 12:00 – 1:00)**
 1. Wednesday, March 16th, 2022

Adjourn - Dave Slutz – Chair

Motion to adjourn made by Dave Slutz, seconded by Rick Kidder, followed by roll call. Meeting was adjourned at 1:01PM.