

**Executive Committee
December 8th, 2022 12:00PM
Hybrid: In Person and Zoom
Meeting Minutes**

Attendance: David Slutz, Rick Kidder, Yvonne Tobey, Carl Taber, Ron Melbourne, Duarte Silva, Helena DaSilva Hughes (virtual), John Fernandes (virtual)

Workforce Board/Career Center Staff Attendance: Jim Oliveira, Joe Lopes, Taylor Nichols-Xavier, Deborah Meggison, Kyra Greco, Abbey Despres, Jacqueline Sylvia, Rodney Solomon, Fran Grey, Michael Dunne

Greetings and Call to Order – David Slutz, Chair

Remote Meeting Guidelines were read by Jim Oliveira. Vice Chair, Rick Kidder called to open the meeting at 12:10PM. Roll call vote was had to officially open the meeting.

Consent Agenda

- Treasurer's Report
- Minutes of Meeting September 13th, 2022
 - Motion to approve consent agenda made by Rick Kidder, seconded by Carl Taber, followed by roll call vote.

Votes to Approve

1. **Audit Documents**
 - To accept the FY22 Single Audit Report, Financial Statements, and Management Letter
2. **Lease Site Request for Proposals (RFP)**
 - To accept the MHGNBWB/CC Lease Site Request for Proposals as presented in the Live Binder
3. **Proposed name change of Search Committee to Evaluation Committee**
 - To approve the proposed name change and purpose of the Real Estate Search Committee to an Evaluation Committee
4. **Personally Identifiable Information**
 - To accept the 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
5. **Support Services**
 - 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

Motion to approve Votes 1 through 5 made by Rick Kidder, seconded by Duarte Silva, followed by roll call vote

Executive Director, CEO Comments – Joe Lopes, Jim Oliveira

Joe Lopes briefly reviewed his Executive Director report to the Committee. He noted that the Workforce Board recently began joint meetings with the Career Center. Senior management from both entities plan to continue to meet once per week to discuss Career Center progress. These meetings are being implemented with hopes to facilitate communication between the Workforce Board and Career Center. Thus far, Joe Lopes noted that he believes this collaboration has brought momentum to the team. It was noted to the Committee that the Workforce Board has recently submitted four grants in varying industries including healthcare, manufacturing, apprenticeship, and offshore wind. On another note, the State implemented a WIOA Title I Approval/Denial form, which Joe noted was already a part of the Workforce Board procedure, which eventually became a state required issuance. Joe Lopes also touched upon the Workforce Board/Career Center Request for Proposals for office space. He noted that a committee has been developed to discuss and review potential locations. The Workforce Board and Career Center collectively require 10,000-11,000 sq. feet- which Joe emphasized has been difficult to find as far as purchasing. Thus, it has been concluded that it may be more realistic to lease a space rather than to purchase. Joe made mention of his new participation on the Future Skills Cabinet Committee that is a part of EOLWD. Joe Lopes highlighted recent events including the Workforce Board's Youth Team presentation at a National Symposium, as well as Justin Grota's presentation on a virtual event relative to braided funding. Jim Oliveira made mention to the Committee 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.

MassHire Career Center Updates– Rodney Solomon, Fran Grey

Rodney Solomon and Fran Grey combed through the Career Center performance snapshot. Rodney noted to the Committee that Title I WIOA Adult numbers are currently on target and are expected to increase by the end of the December. Historically, these numbers pick up in January, Rodney emphasized. Rodney highlighted the successful onboarding of a Talent Development Specialist (TDS), also known as a Career Counselor. While this TDS has yet to complete MOSES training, she has been helping out in other areas to relieve the workload of other Career Center staff members. Rodney discussed the statewide decline in Title I WIOA Dislocated Worker numbers. Youth programming is on target as well, Rodney noted, however youth programming is still behind on new enrollments. Additionally, there has been an ongoing issue with CDL Certifications that can be attributed to licensing changes made at the state. The Career Center has begun hosting Career Center Seminars back in person at the Career Center, while simultaneously continuing to host virtually. Michael Dunne noted that there are 12 events scheduled for outreach and recruitment in the future. It is believed that with these efforts and presence there will be an overall increase in numbers at the Career Center.

Adjourn – David Slutz, Chair

Motion to adjourn made by Rick Kidder, seconded by John Fernandes, followed by roll call. Meeting was adjourned at 1:22PM.