



**Executive Committee
March 16th, 2022 – Noon
1213 Purchase St – Quest Center
Meeting Minutes**

Attendance: David Slutz, Rick Kidder, Ron Melbourne, Helena DaSilva-Hughes, John Fernandes, Lisa Lemeiux

Staff Attendance: Debbie Hartman, Kyra Greco, Jim Oliveira, Joe Lopes, Deven Robitaille, Taylor Nichols-Xavier, Jacqueline Sylvia, Abigail Despres

Career Center Staff & Guests: Bob Diehl, Elizete Perry

Greetings and Call to Order – David Slutz, Chair

David Slutz called the meeting to order at 12:11PM. Motion to open meeting was made by Rick Kidder and seconded by John Fernandes.

Consent Agenda

- Treasurer's Report
- Minutes of Meeting December 8th, 2021
 - Motion to approve Treasurer's report and minutes made by John Fernandes, seconded by Helena DaSilva Hughes.

Votes to Approve

1. **To approve the procurement of the SAGE Intact accounting system up to \$15,000 annually.** John Fernandes moved to accept the motion, Ron Melbourne seconded, followed by roll call. The motion carried.
2. **To adopt a new sick time policy to adhere to Massachusetts state law as well as the change in annual accrual of sick time.** Rick Kidder moved to accept the motion, John Fernandes seconded, followed by roll call. The motion carried.
3. **To approve the update to the educational reimbursement policy to not exceed \$5,000 per calendar year.** Rick Kidder moved to accept the motion, John Fernandes seconded, followed by roll call. The motion carried.
4. **To accept the strategic plan in its current format and require staff to record and update on its progress bi-annually.** It was decided that this item would not be voted on at this time.
5. **To approve the increased Out-of-School Youth (OOSY) expenditure range to \$2,000-\$5,000 per pupil.** Rick Kidder moved to accept the motion, Helena DaSilva Hughes seconded, followed by roll call. The motion carried.

Apprenticeship Updates – Debbie Hartman

Debbie Hartman reviewed her progress on engaging and placing apprentices. She covered the current employer partners that she has been in contact with in regards to apprenticeships, and also noted the events she has attended to help spread the word. Jim Oliveira also noted that Rick Marshall is no longer with the apprenticeship team and has permanently retired.

Executive Director/CEO Report – Jim Oliveira

Jim Oliveira reviewed his DED report. He emphasized new updates to the board such as the introduction to a Strategic Plan as well as an update on the Operator Procurement. He noted that there have been two bidders but no decision has been made as of yet. Jim Oliveira recognized the team of board members that have been working diligently on reading the procurement bids and was hopeful that more information will be available on this topic in the near future. It was decided that further discussion about the Strategic Plan is going to be had before this item will be solidified. Jim Oliveira's full report can be read upon request.

Deputy Executive Director Report – Joe Lopes

Joe Lopes briefly reviewed his report. His full report can be read upon request.

The WorkPlace/MassHire Career Center Updates – Bob Diehl

Bob Diehl reviewed general updates for the Career Center (CC). He provided insight on current infrastructure issues with the CC building and how that has been affecting their teams work. The team at the CC has been remote for a few months due to various obstacles, but are planning to be back in person as soon as they can. Bob Diehl highlighted that they are still on target for their goals despite these issues.

Other Business

- **FY22 Meeting Dates (At least 6x/year 12:00 – 1:00)**
 1. Wednesday, May 18th, 2022

Adjourn - Dave Slutz – Chair

Motion to adjourn made by Dave Slutz, John Fernandes moved to accept the motion, seconded by Ron Melbourne, followed by roll call. Meeting was adjourned at 1:48pm.