

Board of Directors Quarterly Meeting Minutes of Wednesday, March 23, 2022

Full Audio Recording available upon request

Attendance: Jean Breault, Helena DaSilva Hughes, John Fernandes, Margarita Graham, Bernice Jensen, Rick Kidder, Pam Kuechler, Lisa Lemieux, Jane McArdle, Bonnie Mello, Stephen Merrill, Jennifer Patnaude, Jeffrey Pelletier, Aaron Polansky, Derek Santos, Duarte Silva, David Slutz, Michael Watson, Corinn Williams, John Williams
Staff: Donna Ramos, Jim Oliveira, Joe Lopes, Rick Marshall, Jacquie Sylvia, Deborah Meggison, Taylor Nichols-Xavier, Deven Robitaille, Jamilyn Gordon, Justin Grotta, Kyra Greco
Guests: Diane Hurley, Francis Grey, Christopher Mittell, Elizete Perry, Bob Diehl
Greetings and Call to Order by David Slutz- Chair – Opened meeting at 8:09AM

Announcements- Chair, David Slutz

David Slutz welcomed all to the board meeting and began by formally introducing Francis Grey, the new Operations Manager of the Department of Career Services. David Slutz went on to have all in attendance introduce themselves.

Consent Agenda (Votes)

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

CFO Report – Joe Lopes

In Abbey Despres' absence, Joe Lopes reviewed the CFO report. Joe Lopes highlighted two votes relative to the CFO that will be voted upon later in the meeting: the procurement of a new accounting system and an update to the educational reimbursement policy. Joe Lopes discussed how the implementation of both would benefit the MassHire Greater New Bedford Workforce Board. Detailed information regarding these two votes are available upon request.

- Motion to approve the CFO report made by Lisa Lemieux, seconded by Margarita Graham. All voted in favor and the motion carried.

Ratification Votes (background and detail available upon request)– Jim Oliveira and Joe Lopes

- **To approve the procurement of the SAGE Intact Accounting System up to \$15,000 annually.**
 - Motion to approve made by Rick Kidder, seconded by Margarita Graham. All voted in favor and the motion carried.
- **To adopt a new sick time policy to adhere to Massachusetts state law as well as the change in annual accrual of sick time.**
 - Motion to approve was made by Duarte Silva, seconded by Helena DaSilva Hughes. All voted in favor and the motion carried.
- **To approve the update to the educational reimbursement policy to not exceed \$5,000 per calendar year.**
 - Motion to approve made by Rick Kidder, seconded by Lisa Lemieux. All voted in favor and the motion carried.
- **To accept the strategic plan in its current format and require staff to record and update on its progress bi-annually.**
 - Motion made by Rick Kidder, seconded by Margarita Graham. All voted in favor and the motion carried.
- **To approve the increased OOSY expenditure range to \$2,000-\$5,000 per pupil.**
 - Motion to approve made by Rick Kidder, seconded by Jennifer Patnaude. All voted in favor and the motion carried.

Executive Director Report - Jim Oliveira

Jim Oliveira provided updates on the work that has been done at the board in the last quarter, and emphasized how busy it has been. He mentioned the work that has gone into the Strategic Plan as well as the WIB Certification that had been completed in the previous months. Jim Oliveira reviewed the current format of the Strategic Plan, displayed the edits that have been made to it, and how the Board plans to utilize it moving forward. He discussed the grants that he foresees flourishing in the upcoming months in collaboration with local schools and organizations. Jim Oliveira also provided an update on current position changes, such as Francis Grey taking over for Beth Costa, and the permanent retirement of Rick Marshall. Finally, Jim Oliveira reviewed the Operator Procurement that is in progress for the Career Center. He

Board of Directors Quarterly Meeting Minutes of Wednesday, March 23, 2022

Full Audio Recording available upon request

discussed that the review team has been very thorough in their on-going review. *A full copy of this report is available upon request.*

MassHire Career Center Report- Bob Diehl

Bob Diehl discussed the infrastructure issues that were faced at the Career Center in the past few months. However, he emphasized that staff have recently been able to come back into the office full time. Bob Diehl also reviewed that the Career Center is now open to foot traffic once again, and new computers are in the process of being installed, hopefully increasing productivity of the center. He emphasized that they feel as though they have turned a corner, and are ready to get down to work.

Deputy Executive Director Report- Joe Lopes

Joe Lopes highlighted the youth teams progress on their goals and their on-going work with the Career Center. He mentioned that efforts are being made to improve collaboration between the Workforce Boards Youth Team and the Career Centers Youth Team. Joe Lopes also discussed the current training program that are in process and the progress that has been made thus far. *A full copy of this report is available upon request.*

Other Business & Community Input- Rick Kidder

Rick Kidder emphasized a need for more committee members and encouraged all to consider in participating.

Adjourned at 9:04AM– verbal roll call all in favor - Motion to adjourn made by Rick Kidder, seconded by John Fernandes.

Next Meeting: June 22nd, 2022

Location: TBD