

**Executive Committee
June 15th, 2022 – Noon
1213 Purchase St – Quest Center
Meeting Minutes**

Attendance: David Slutz, John Fernandes, Carl Taber, Duarte Silva, Helena DaSilva-Hughes (remote), Ron Melbourne (remote), Lisa Lemieux (remote)

Staff Attendance: Jim Oliveira, Joe Lopes, Taylor Nichols-Xavier, Abigail Despres, Deborah Meggison, Kyra Greco, Jacqueline Sylvia

Career Center Staff & Guests: Bob Diehl, Elizete Perry, Fran Grey, Michael Dunne

Greetings and Call to Order – David Slutz, Chair

David Slutz called to open the meeting at 12:20PM. Roll call vote was had to officially open the meeting and the Remote Guidelines were read as three board members were present via Zoom call.

Consent Agenda

- Treasurer's Report
- Minutes of Meeting May 18th, 2022
 - Motion to approve consent agenda made by Carl Taber, seconded by Duarte Silva, followed by roll call vote.

Votes to Approve

1. **To award the two bids for WIOA Title 1 Youth service providers to both Pace Youth Build and NorthStar Learning Center (Heal, SSYI, and Shannon).** Motion to approve made by John Fernandes, seconded by Duarte Silva, followed by roll call vote.
2. **To approve the integrated budget as presented to initiate FY23.** Motion to approve made by John Fernandes, seconded by Carl Taber, followed by roll call vote.
3. **To approve Nomination Committee's proposal for re-appointments and renewals of board membership.** Motion to approve made by Duarte Silva, seconded by Carl Taber, followed by roll call vote.

Apprenticeship Updates – Jim Oliveira

Jim Oliveira briefly reviewed the Apprenticeship report that was supplied by Debbie Hartman. He highlighted that the Apprenticeship team has been moving along and doing well, especially with the addition of an Apprenticeship Integration Sector Specialist, Matthew de Oliveira. Jim Oliveira stated that he is very satisfied with the efforts of the team. Full report is available upon request.

Executive Director/CEO Report – Jim Oliveira

Jim Oliveira highlighted some updates at the board such as the upskilling of staff, investing in education of staff, and encouraging staff to participate in workforce related conferences across the country. He emphasized that the return on investment in these efforts should be very fruitful. Jim Oliveira went on to discuss his preparation for exit in the following months and how he has been setting up staff for success when he retires. He made note of Mike Dunne and his efforts in helping with the transition. Moreover, Jim Oliveira noted that contracts with Equus are in the process of being signed. On another note, Jim mentioned that the board has received a renewed letter of certification due to the efforts of board staff. As a final note, Jim provided a brief update on the grant applications in progress at the board as well as existing grants, such as behavioral health and healthcare hub grants being managed by Jacque Sylvia.

Deputy Executive Director Report – Joe Lopes

Joe Lopes briefly reviewed his DED report. He noted the conferences and networking events that he has been able to attend in the past few months. Workforce forums and conferences attended by staff recently have been held in Washington DC, Las Vegas, and Atlantic City. Joe Lopes emphasized the connections that have been made recently with organizations, such as LinkedIn, and how it would impact getting individuals back to work. Full report can be reviewed upon request.

The WorkPlace/MassHire Career Center Updates– Bob Diehl & Fran Grey

Bob Diehl and Fran Grey provided Career Center updates to the Executive Committee. Bob Diehl focused on the current operator transition process and the progress that has been made to prepare for the official transition on July 1st. He emphasized that Equus Workforce Solutions has been very involved with the Career Center and have been ensuring an easy change over. He also noted that staff have had a positive response to Equus and are looking forward to the transition at the start of the Fiscal Year. Fran Grey reviewed the performance snapshot that was provided by the Career Center. He evaluated the numbers on the report, highlighting youth numbers and how they have been increasing.

Adjourn - Dave Slutz – Chair

Motion to adjourn made by Dave Slutz. John Fernandes moved to accept the motion, seconded by Dave Slutz, followed by roll call. Meeting was adjourned at 1:01pm.