

Executive Committee
August 12th, 2022 8:00AM
Zoom
Meeting Minutes

Attendance: David Slutz, Yvonne Tobey, Carl Taber, Ron Melbourne, Lisa Lemieux

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

Career Center Staff & Guests: Elizete Perry, Fran Grey

Greetings and Call to Order – Rick Kidder, Vice Chair

Rick Kidder called to open the meeting at 8:09AM. Roll call vote was had to officially open the meeting and the Remote Guidelines were read.

Consent Agenda

- Treasurer’s Report
- Minutes of Meeting June 15th, 2022
 - Motion to approve consent agenda made by Lisa Lemieux, seconded by Carl Taber, followed by roll call vote.

Votes to Approve

1. **Policy Adjustments: MDSCS Review**
 - Timesheets/Internal Control Policy
 - Travel Reimbursement Policy
 - Staff Meetings/Conferences Policy
 - Motion to approve made by Lisa Lemieux, seconded by Yvonne Tobey, followed by roll call vote.
2. **Policy Adjustments: In-house**
 - Additional Check Signatory – DED
 - Motion to approve made by Carl Taber, seconded by Lisa Lemieux, followed by roll call vote.
 - Vacation and Sick Pay Policy
 - Motion to approve made by Lisa Lemieux, seconded by Carl Taber, followed by roll call vote.

Executive Director/CEO Comments – Jim Oliveira

Jim Oliveira noted that the main purpose of calling the meeting was to review MDSCS policy adjustments however, the team will review recent updates as well. He recognized the work that has been done in collaboration with both Vineyard Wind and Mayflower Wind, and the progress that has been made in the planning phases. Moreover, Jim Oliveira discussed the comprehensive paraprofessional grant training program that is on track to be submitted in September through Commonwealth Corporation. This grant opportunity would benefit local public schools in filling open positions for paraprofessionals. Jim reviewed the opportunity in depth and discussed the planned partners for this program. Jim Oliveira noted that infrastructure issues are still being faced at both the Workforce Board and the Career Center. He mentioned his desire to develop an Ad HOC Building Committee to convene about this topic. Rick Kidder, Carl Taber, and Dave Slutz volunteered to be a part of this committee.

MassHire Career Center Updates– Elizete Perry & Fran Grey

Elizete Perry reviewed the Career Center (CC) Performance Snapshot with the Executive Committee. She discussed the CRYSTAL report and noted that the CC is on the right path in their efforts to meet the numbers for adult workers. Elizete Perry also noted that YouthBuild recently had a graduation, and these numbers have yet to be submitted into MOSES. They expect the earned credentials from this graduation to increase some of the numbers on the report. Fran Grey reviewed the OSCCAR report with the committee as well as a staff entered referral report compared to the remainder of the state. He also noted that there will be a complete opioid update available at the next committee meeting.

Adjourn – Rick Kidder, Vice Chair

Motion to adjourn made by Rick Kidder, seconded by Lisa Lemieux, followed by roll call. Meeting was adjourned at 8:51AM.