

**MassHire Greater New Bedford Workforce Board
Executive Committee Meeting Minutes
Thursday, 8/28/18 4:00 PM**

Quest Center First Floor Conference Room 1213 Purchase Street, New Bedford, MA

Executive Committee members present: Dave Slutz, Chair, Rick Kidder, Helena DaSilva Hughes, Lisa Lemieux, Ron Melbourne, John Fernandes

Executive Committee members absent, Mike Tavares, Carl Taber, Jeff Pelletier

Staff in attendance: Steven Grant, Jim Oliveira, Kaisa HollowayCripps

Others: Neil Mello

Mr. Slutz called the meeting to order at 8:04 AM. A quorum was present.

Consent Agenda

Rick Kidder moved to approve Treasurer Report from 7/31/18. Ron Melbourne seconded, all in favor.

Treasurer Report

Steve Grant advised the members that the spending report is not available until after August 31st. The new operator has not completed billing and has only been reporting on Summer YouthWorks spending to date. We have reimbursed the over \$200K related to YouthWorks.

Steve said we have not had to hit our line of credit yet since Commcorp has been funding us and we have been able to access some of our carry in money and much of our year end receivables has come in. We will probably access the credit line in September while we wait for WIOA funds to be released.

Dave Slutz inquired about the final receivable balance with New Direction. Steve said Jim Andersen just sent a check last week to pay in full -\$1,736. Dave also asked if there was any additional money to be spent to fully resolve the close out of New Directions. Steve said there were two findings in the NDS monitoring relating to consultants/contract which might total about \$15K. Kaisa said they have an opportunity to correct the problem and we hope to resolve in September. Motion to accept Treasurer's Report by Rick Kidder. Seconded by Ron Melbourne. All were in favor.

Executive Director Report

Jim Oliveira and Kaisa reported on the last 30 days activity. Highlights:

- The Workplace operation is running well. Holding weekly meetings with them and everyone is happy with the current culture. Everyone being trained on all aspects of service...
- Local plan is all set and local goals established and we are planning to meet the 30% training requirement.
- Mass Technology Collaborative Cyber Security application is in and we expect award to be announced end of September. We are the lead for the region.
- Meeting with New Bedford High on a Chapter 74 program application for their finance academy. Will be due in October.
- We are looking at a draft RFP from Office of Housing and Economic Development for Advanced Manufacturing. Funding has increased and it has to be a region wide effort. We will be the lead applicant for \$625K and it is renewable for another 4 years. Due Sept. 24th.
- Doing background work for an EPA pipeline training grant, centered in hazardous waste training.
- Expect grant opportunities from WCTF, between \$200K to \$250K.
- 166 Youth got summer jobs in the YouthWorks program.
- Received template for the 4 year plan which now has to align with the Regional plan.

A discussion followed about reaching out more outside of New Bedford, including presence in libraries, virtual Career Center, reaching customers in Plymouth and Wareham.

Business Development Committee

Rick Kidder said their next meeting is on Oct. 10th. Most of the time has been spent on rebranding and the launch tomorrow.

Performance

Ron Melbourne said the committee met last week. They are looking at new reporting metrics and goals. Dave Slutz said it is important that we get 3 to 5 REAL metrics that are important. Kaisa mentioned The Workplace having a data team and they actually discovered the double counting issue with NDS.

Youth Committee

Kaisa announced a new partnership with Old Colony where student can be dual enrolled to receive a certificate from BCC after 3 years. The committee will be meeting on the 12th of Sept.

Career Center

James Daniels went over the preparations for the rebranding launch.

He said the staff is starting to form teams and Beth & Elizete are working on the operations process. Jim discussed how they plan to use technology more in order to expand services.

Votes

Annual Plan

Kaisa provided an overview of the various reports for the annual plan submission, which the members had in their packages. Jim said the numbers were mutually agreed to with the operator, and the numbers were pretty tight.

Ron asked about # of employers receiving job seeker referrals jumping from 37 in FY18 to 200 for FY 19. Kaisa said the operator did not have BSR's in place last year. John Fernandes made a motion to accept the annual plan for FY 19. Helena seconded and all were in favor.

Budget

Steve Grant provided a summary of the budget and noted that the WIB operations expenses require \$31K from grants not yet specified on the integrated budget but funding is more than likely from the application and plans in place. He also said there is still information to be provided by DCS regarding the State staff funding as there is currently a \$75K shortfall to cover the staff in the plan. John Fernandes motioned to accept the budget. Rick Kidder seconded and all approved.

Announcements

Kaisa announced the hiring of Julie Rodrigues to fill the position of Finance Manager and she would have a full month of training as Steve's last day will be Sept. 28th.

Nominations New Board Members

Pam Kuechler and Victor Pereira (provisional) pending letter from labor council. John Fernandes moved to appoint both as members. Helena seconded and all were in favor.

RFP for Space

Kaisa gave background for the CC Operator putting out an RFP to secure building space, Neil Mello said the City would definitely respond to the RFP for consideration of the Quest Center 3rd floor. Expected release of the RFP is Sept. 15th.

The meeting adjourned at 9:45.