

**Executive Committee
September 13th, 2023 12:00PM
Quest Center for Innovation/Zoom
Meeting Minutes**

Attendance: David Slutz, Rick Kidder, Margarita Graham (virtual), Carl Taber, John Fernandes (virtual), Yvonne Tobey (virtual), Duarte Silva, Ron Melbourne

Workforce Board/Career Center Staff Attendance: Joe Lopes, Taylor Nichols-Xavier, Kyra Greco, Abbey Despres, Jacqueline Sylvia, Fran Grey, Rodney Solomon, Deborah Meggison

Greetings and Call to Order – David Slutz, Chair

Chair, Dave Slutz, called to open the meeting at 12:04PM. Roll call vote was had to officially open the meeting. Remote meeting guidelines were read.

Consent Agenda

- Treasurer’s Report
- Minutes of Meeting August 2nd, 2023 - Motion to approve consent agenda made by Rick Kidder, seconded by Duarte Silva, followed by roll call vote.

Votes to Approve

- **Vote 1:** Recommendation to the committee to honor Mass Hire Greater New Bedford Workforce Board employee’s current vacation balances as reported in the payroll system.
- **Vote 2:** Recommendation to the committee to authorize the signing of the Elm Street lease when final copy is released
 - **Amended to include:** Upon legal review
- **Vote 3:** Recommendation to the committee to authorize incentive payments for WIOA Title I Youth Eligible Participants for completing various activities or milestones met while in the first year of program enrollment that are tied to overall performance indicators.
 - *Votes 1 through 3 voted upon together. Motion to approve was made by Rick Kidder, seconded by Duarte Silva, with one abstention. Vote 2 amended to include legal review prior to signing.*

Mass Hire Career Center Updates– Rodney Solomon, Fran Grey

Rodney Solomon and Fran Grey reviewed reports from the Mass Hire Greater New Bedford Career Center. Rodney Solomon noted that the Fiscal Year started strong. The WB and CC finalized the plan numbers with the state, and plan to submit them in October. Rodney reviewed credentialing estimates by month in FY24. Rodney stated that the CC has refined the process with the Business Service Team who are tracking referrals. This way, the CC has real time insight into the phase participants are at; he stated that this is reviewed weekly. It was noted in this FY, increased outreach, marketing, and event attendance by CC staff is improving visibility of the CC. Fran Grey reviewed the CC Activity, Job Seeker Data, and Employer reports. Dave Slutz noted that it may be interesting to ask customers how they heard of the Career Center when they enter the Center. Additionally, committee members inquired about a more effective way to utilize and dissect the Career Center Activity report as relative to our Service Delivery Area (SDA).

Executive Director/CEO Report & Updates

Joe Lopes reviewed his Executive Director/CEO report with all present committee members. The report included information relative to the Mass Hire Greater New Bedford Workforce Board and Career Center move to 25 Elm Street. It was noted that the final move in date is still tentative. Joe stated all other important aspects of the move are lined up for when the time comes. Joe went on to discuss grant applications submitted as well as some that are still pending, including an Early Childhood Education grant through Commonwealth Corporation, and a Mass Clean Energy Center (CEC) grant. It was also noted in Joe’s report that the Mass Hire Greater New Bedford Workforce Board has been implementing new marketing tactics, including a brief commercial that will be aired on ABC6. Additionally, the Mass Hire Greater New Bedford Workforce Board and Career Center have been updating the “Hot Jobs List” to continually improve the resource.

Adjourn – David Slutz, Chair

Motion to adjourn made by Rick Kidder, seconded by Ron Melbourne, followed by roll call vote. The meeting was adjourned at 1:04PM.