



## Board of Directors Quarterly Meeting Minutes of Wednesday, September 27<sup>th</sup>, 2023

Full Audio Recording available upon request

**Attendance:** David Slutz, Bernice Jensen, Dr. Laura Douglas, Margarita Graham, Jane McArdle, Ron Melbourne, Bonnie Mello, Jeffrey Pelletier, Derek Santos, Christopher Mittell, Shannon Finning, John Williams, Pam Kuechler, Rick Kidder, Michael Watson, Haskell Kennedy III, Lisa Lemieux

**Staff:** Joe Lopes, Taylor Nichols-Xavier, Kyra Greco, Deborah Meggison, Deven Robitaille, Matthew De Oliveira, Jacqueline Sylvia, Debbie Hartman

**Guests:** Elizete Perry, Rodney Solomon, Fran Grey

**Greetings and Call to Order** by David Slutz- Chair – Opened meeting at 8:23AM

**Announcements-** Chair, David Slutz

David Slutz welcomed all and began the meeting with introductions of all present board members, staff, and guests.

**Consent Agenda (Votes)**

- Approval of Minutes, June 21<sup>st</sup>, 2023
- Approval of Treasurer's Report
  - David Slutz called for a motion to approve both June meeting minutes and the Treasurer's report. Rick Kidder made a motion to accept items, seconded by Margarita Graham. All voted in favor and the motion carried.

**Votes to Approve – Joe Lopes**

1. **Vacation Balances Audit:** To accept and honor MassHire Greater New Bedford Workforce Board employee's current vacation balances as reported in the payroll system as valid balances. *Motion to approve made by Jeffrey Pelletier, seconded by Michael Watson. All voted in favor and the motion carried.*
2. **Elm Street Lease Agreement:** To authorize the MassHire Greater New Bedford Workforce Board to sign the 25 Elm Street lease agreement when finalized and upon legal review. *Motion to approve made by Michael Watson, seconded by Margarita Graham. All voted in favor and the motion carried.*
3. **WIOA Title I Youth Incentives:** To authorize the issuing of incentive payments to eligible WIOA Title I Youth participants who meet milestones that align with the Career Center and Workforce Board's Performance Indicators. *Motion to approve made by Michael Watson, seconded by Laura Douglas. All voted in favor and the motion carried.*

**Executive Director/CEO Report – Joe Lopes**

Joe Lopes briefly reviewed his report with the Board, highlighting updates on the move which is scheduled to occur in November. He noted Workforce Board grant updates, such as the submission of a second Donnelly WCTF grant relative to Early Childhood Education, and a Massachusetts Clean Energy Center (MassCEC) grant. Moreover, Joe noted other implementations such as the use of Saga Communications, and the updating of the Hot Jobs List for the Career Center. It was emphasized that the Workforce Board and Career Center are both utilizing marketing strategies to spread the word about the move, and the services available. The Workforce Board's Healthcare Sector Specialist/Communications Manager, Jacqueline Sylvia, has been working closely with ABC6 to develop an advertisement that will air in the coming months.

**MassHire Career Center Report – Rodney Solomon, Fran Grey**

Rodney Solomon went over the Performance Snapshot with the Board, which included new Local Plan numbers that have been developed by both the Career Center and the Workforce Board. Fran Grey also reviewed multiple reports with the board, a few of which provided new insight as well as historical data. It was noted that the Career Center Seminar (CCS) numbers are reporting lower on the Career Center Activity Report as many customers are completing pre-recorded CCS that have not been included in the Career Center Activity count. However, on a new/separate report, Fran was able to pull and tally this number of participants who are utilizing "CCS On-Demand". Dr. Laura Douglas emphasized the importance of the previously presented chart that compared the rate of unemployment by educational attainment. It was noted that this graph should be included for each meeting.

**Adjourned at 9:11AM–** Motion to adjourn made by Margarita Graham, seconded by Pam Kuechler.

**Next Meeting:** Wednesday, December 13<sup>th</sup>, 2023

**Location:** The Waypoint Event Center