**Board of Directors Quarterly Meeting**

April 11, 2018 8 a.m. | Cathedral Camp, Freetown

Directors in attendance: Anne-Marie Beck, Anne Broholm, Helena DaSilva Hughes, Diane Hurley, Lisa Jochim, Haskell Kennedy III, Rick Kidder, Lisa Lemieux, Ron Melbourne, Joseph Michaud, Bruce Morell, Jim O’Brien, Derek Santos, Anthony Sapienza, Paula Shiner, David Slutz, David Sykes, Mike Tavares, Corinn Williams

Directors absent; Margarita Alago, Steven Beauregard, David Biggs, Celia Brito, David Cabral, Bill Clark, Paul Correia, John Fernandes, Jeff Glassman, David DeJesus, David Maher, David Martin, Dana Rasmussen, Christopher Rezendes, Ronald Rheaume, Ronald Rouillard, Carl Taber, Brad Truini

WIB Staff present: James Oliveira, Marc Tarpey, Steve Grant, K. Holloway Cripps, D. Ramos

Guests: State Representative Keiko Orrall, Cynthia Wallquist

# MINUTES

**GREETING AND CALL TO ORDER**

The meeting was called to order by A. Sapienza at 8:05 a.m.

**INTRODUCTIONS AND ANNOUNCEMENTS**

A. Sapienza recognized special guest State Representative Keiko Orrall and called attention to the WEB New Bedford and South Coast SCUBA information in the packets.

**CONSENT AGENDA**

A. Sapienza asked for a motion to approve the minutes of the December 2017 Quarterly meeting and the Treasurer’s report. L. Lemieux made the motion, B. Morell seconded the motion. No discussion. All approved, no nays nor abstentions.

**GUEST SPEAKER**

State Representative Keiko Orrall, 12th Bristol (R) thanked the workforce board and directors for the work done in the area for workforce development. Orrall discussed importance and concern for small businesses and noted there are real opportunities ahead with companies considering moves into Massachusetts. Orrall reviewed how the budget season works and the ballot questions upcoming and encouraged those with interest in line items to be in touch with their legislators. Orrall also discussed the Massachusetts Skills Cabinet, apprenticeships, and the Small Business Day.

**WIB**

J. Oliveira presented the Executive Director report from the meeting packet.

**REPORTS**

A. Sapienza presented the Executive Committee report from the meeting packet. R. Kidder presented the Business Development Committee report from the meeting packet. The Youth Council report was presented by D. Sykes. The Performance and Oversight Committee was presented by B. Morell.

BUSINESS

**POLICIES**

**MOTION 1:** The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS05.102 effective the date of issuance February 16, 2018 on ADA language used in trainings and conferences. R. Kidder made the motion, H. DaSilva Hughes seconded the motion. A. Sapienza stated this motion has been recommended by the Executive Committee. No discussion. All approved, no nays, nor abstentions.

**MOTION 2:** The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 17.104 effective the date of issuance February 12, 2018 on oversight and monitoring requirements of the workforce board. J. Michaud made the motion, R. Melbourne seconded the motion. A. Sapienza stated this motion has been recommended by the Executive Committee. No discussion. All approved, no nays, nor abstentions.

**MOTION 3:** To amend the career center certification policy to state: Provisional certification may be granted by the review team should there be evidence that full certification could be feasibly achieved by the operator by the end of the next fiscal year following the review. B. Morell made the motion, H. DaSilva Hughes seconded the motion. A. Sapienza stated this motion has been recommended by the Executive Committee. No discussion. All approved, no nays, nor abstentions.

**MOTION 4:** To amend the fiscal policies relating to signature requirements of Greater New Bedford Workforce Investment Board, Inc. checks to raise the threshold requiring two signatures to $10,000. J. Michaud made the motion, B. Morell seconded the motion. A. Sapienza stated this motion has been recommended by the Executive Committee. No discussion. All approved, no nays nor abstentions.

**MOTION 5:** The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 08.113 effective the date of issuance March 27, 2018 on branding of the workforce system. R. Kidder made the motion, D. Santos seconded the motion. A. Sapienza stated this motion has been recommended by the Executive Committee. No discussion. All approved, no nays nor abstentions.

**MASSHIRE BRANDING – DBA**

**MOTION 1:** To vote to recommend to the Board of Directors the execution of a Doing Business As (DBA) for the Greater New Bedford Workforce Investment Board, Inc. to be called the MassHire Greater New Bedford Workforce Board per the requirements of 100 DCS 08.113 MassHire Branding Policy and to amend the By-Laws of the Greater New Bedford Workforce Investment Board, Inc. to reflect this change effective July 1, 2018. M. Tavares made the motion, R. Melbourne seconded the motion. A. Sapienza stated this motion has been recommended by the Executive Committee. L. Lemieux asked if everyone across the Commonwealth was changing their names. A. Sapienza said yes. No further discussion. All approved, no nays nor abstentions.

**REVOCATION OF RESIDENT AGENT**

**MOTION 1:** To remove the resident agent of the Greater New Bedford Workforce Board, Inc. as listed with the Secretary of the Commonwealth and to not appoint another resident agent at this time. R. Kidder made the motion, H. DaSilva Hughes seconded the motion. A. Sapienza stated this motion has been recommended by the Executive Committee. A. Sapienza said this was an old appointment and never updated by the workforce board. No further discussion. All approved, no nays nor abstentions.

**YOUTH UPDATE**

**MOTION 1:** To dissolve the Youth Council effective June 30, 2018 and to establish a Youth Committee of the workforce board effective July 1, 2018 which shall consist of a chair appointed by the Chair of the Board of Directors of the Workforce board and at least three members of the workforce Board of Directors appointed by the Chair of the Workforce board and at least three ex-officio members appointed by the Chief Elected Official of the workforce area. J. Michaud made the motion, R. Melbourne seconded the motion. A. Sapienza stated this motion has been recommended by the Executive Committee. A. Sapienza stated the council was no longer required by WIOA legislation and this shift decreases an administrative burden on staff currently operating as a council. No further discussion. All approved, no nays nor abstentions.

**MOTION 2:** To amend the By Laws of the Greater New Bedford Workforce Investment Board Article VI, Section 3 to state:

Section 3. Composition of Standing Committees. The initial standing committees of the WIB shall include the Executive Committee, the Business Development Committee (hereinafter sometimes referred to as BD), the Youth Committee, and the Performance and Oversight Committee. The Executive Committee shall meet in accord with the terms of these by-laws to discuss and administer the day to day business of the WIB. The Business Development Committee shall meet at the call of the designated Committee Chair to address development and improvement of relationships with employers and job seekers. The Youth Committee shall serve in an advisory capacity pertaining to all matters of training youth. J. Michaud made the motion, R. Melbourne seconded the motion. A. Sapienza stated this motion has been recommended by the Executive Committee. No discussion. All approved, no nays nor abstentions.

**CAREER CENTER RFP**

**MOTION 1:** To accept the GNBWIB RFP #01.2018 reviewer’s affirmative recommendation for The WorkPlace proposal for Career Center and Framework Service Provider services for the Greater New Bedford region and to vote to approve the proposal and send a recommendation to the Board of Directors for the acceptance of the proposal. And to designate the workforce board staff to enter into contract negotiations with The WorkPlace after that vote is taken and passed for a July 1, 2018 anticipated contract start date that shall be voted on by the Executive Committee at a date to be determined. This motion is pending official notification of an approval of the procurement by DCS. A. Sapienza asked for a motion. B. Morell made the motion, H. DaSilva Hughes seconded the motion. A. Sapienza stated this motion has been recommended by the Executive Committee. A. Sapienza asked for any discussion. D. Santos asked if there would be forward funding with the new operator. A. Sapienza said no. D. Santos asked if the new potential operator was aware of the examination of moving into a new space. K. Holloway Cripps said yes it was in the RFP Bidders information. A. Sapienza said the workforce board staff is currently working with an architect to explore space that consolidates career center operations and partners into one location. R. Melbourne stated that as a reviewer he learned the references were strong and supported the proposal. D. Slutz stated a strength of the proposal is no forward funding is needed, they have a track record, and the virtual services and mobile services would be a benefit to the area. B. Morell asked if the space planning would recognize additional savings. A. Sapienza said yes and that a RFP for space is anticipated to be issued by the new operator. No further discussion. A. Sapienza called for a vote on the motion. All approved, no nays nor abstentions.

**OTHER BUSINESS**

A. Sapienza asked for other business. J. Oliveira congratulated K. Holloway Cripps on the promotion to COO.

**COMMUNITY INPUT**

None.

**ADJOURN**

The meeting adjourned at 9:21 a.m.