# Minutes

January 8, 2019

Rachel’s Lakeside, Dartmouth, Massachusetts

**Board of Directors members present:** Dave Slutz, Chair;Carl Taber, Rick Kidder,Joseph Bahena, Anne Broholm, James Daniels, Diane Hurley, John Fernandes 8:13AM, Mike Tavares, Deb Jenkins, Lisa Jochim, Haskell Kennedy III, Pam Kuechler, Laura Orleans, Victor Pereira, Derek Santos, Paula Shiner, Allie Wainer, Mitch Zahn

**Board of Directors members absent:** Ron Melbourne, Jeff Pelletier, Helena DaSilva Hughes, Steven Beauregard, Anne-Marie Beck, David Cabral, Rich Canastra, Paul Correia, Jeff Glassman, Margarita Graham, Carol Holland, Lisa Lemieux, David Maher, Bob Noonan, James O’Brien, Dana Rasmussen, Christopher Rezendes, Yvonne Toby

**Staff in attendance:** James D. Oliveira, Julie Rodriques, Donna Ramos

**Others:** Elizete Perry, Cynthia Wallquest, Stephanie Helm

**CALL TO ORDER**

Mr. Slutz called the meeting to Order at 8:03AM.

**CONSENT AGENDA (VOTE)**

* Rick Kidder moved to approve the minutes of September 2018 Quarterly Meeting and the Treasurer’s report, Mike Tavares seconded, all in favor. No Discussion. All in favor, no nays nor abstentions.

**REPORTS**

**EXECUTIVE DIRECTOR REPORT**

EOHED Grant Announcement moved from December to January 15th in Worcester. Probably due to fact Jay Ash is no longer the EOHED Secretary. Will be attending so we can finally announce publicly we are receiving $625k. Our contract has been forwarded to the funding source and first payment is imminent week or so.

Final Report – the document in the Board package is a requirement of DCS due on February 4th. You will be asked to conditionally approve the plan subject to posting on our website for a 30 day comment period.

Workforce Association News – I am coming down the home stretch of 1 year term on the Executive Committee of this statewide organization. The final 6 months will entail serving on its Strategic Planning team to set the course for the newly formed association.

Regional Planning – Next meeting planned for mid-January to develop a Priority Industry Employer Forum in the early Spring. The forum is intended to solicit feedback on the goals of the region published last year by the WB Directors in the region.

Local Planning – contingent upon approval of our final report to DCS, I will be proposing the further development of our Strategic Plan that will extend to 2021. Hopeful to engage a facilitator in mid-spring to assist in this process.

Staff Changes – Donna Ramos has been elevated to position of Director of Operations due to recent resignation of our COO. She will be responsible managing day to day and for oversight of current staff and coordination with the Career Center.

We have recently posted a job for a Project Manager to assume Donna’s role to manage the EOHED. It is expected we will receive several decent resumes soon and we intend to fill the position prior to the end of the month. Finally, as a lead-in to the Career Center report, I am providing a new report document that gives us some valuable information on how performance is progressing. Happy to report they are on track and will be providing an additional column that will track performance in contrast to our annual plan.

# Executive Committee

The Executive Committee has met twice since its last meeting in September. It met once in December to review the Board’s finances and update on staff operations. The Committee was informed of 2 grants the staff will be receiving: A $75,000 Cyber-Security Training Grant that will provide up to 22 High School Students throughout Region 6, inclusive of 3 WB partners from the South Shore, Brocton, and Bristol. The staff also was informed of the approval of a $625,000 manufacturing training grant to be administered locally, also providing training at 12 (15 training programs) sites throughout Region 6 and the Cape & Islands, Region 7. Donna Ramos provided the committee with an update of trainings scheduled and completed to date. At this meeting they were also introduced to Andrea McLaughlin who is assuming the duties of Youth Programming and Performance Oversight.

The ExComm meeting in January was held mostly for the purpose of approving the WB Final Plan to meet a 30 day comment period deadline and submission to the Department of Career Services by February 4, 2019. In addition, the Committee was required to approve Standard Operating Procedures developed by the The Work Place staff that will govern day to day activities of the Career Center. Julie Rodrigues also gave an update on our financial status that indicated cash is finally flowing from the state and we have paid down our Line of Credit by 50% as a result of those reimbursements.

# Business Development Committee

The Business Development Committee met on October 10 to discuss the final steps in the successful branding efforts put forth to transform the Greater New Bedford Workforce Investment Board to the Greater New Bedford MassHire Workforce Board. In addition, the committee discussed outreach to businesses and communities served by the Board and reviewed a survey instrument designed to increase awareness and engage more businesses in targeted sectors. The committee also discussed alignment with the strategic plan and the impending submission of the four-year plan to the Commonwealth. The next scheduled meeting for the Business Development Committee will take place on Wednesday, January 16 at 8:00 AM.

# Youth Committee

The Youth Committee met in early December. The primary purpose of the meeting was to be updated on the successful closeout of the Summer Jobs program that put 177 youth to work for 6 weeks in July and August. The committee was also updated on our Connecting Activities program being conducted in 10 area high schools where each school was allotted funds to conduct Career and College fairs, employer visits and other special events to reach twice the number of youth as compared to prior years. Connecting Activities programming is being administered by the WB and coordinated by The Work Place and the Southcoast Chamber of Commerce. The Committee was also briefed on the status of the WB Year Round WIOA In-School and Out of School programming. Recruitment was running behind at the

time of the meeting. Since then, those activities have been accelerated by The Work Place Youth staff and it is anticipated each of the training vendors will have sufficient time to complete their programs and meet the goals of youth served by year end. They were also briefed on the Cyber Security grant status and informed of a mid-January 2019 start date. Andrea McLaughlin provided an update on the programs to date.

# Performance and Oversight Committee

This committee met in November for the purpose of conducting its first review to determine how The Work Place was meeting its administrative requirements under WIOA guidelines. Essentially a file and desk review was conducted. The results of the operator’s efficiency were just around meeting 85% of what the WB requires in order to be certified by year end. The operator has since made some adjustments to improve its efficiency and the next review will be conducted at the end of this fiscal year’s third quarter.

**BUSINESS** David Slutz

1. WIOA Four Year Local Plan (Vote)

John Fernandes moved to approve the 4 year local plan, Pam Kuechler seconded, all in favor. No Discussion. All in favor, no nays, Diane Hurley abstained.

1. MassHire GNB Career Center Standards of Performance (Vote)

Mike Tavares moved to approve the Standards of Performance, John Fernandes seconded, all in favor. No Discussion. All in favor, no nays nor abstentions.

GUEST PRESENTATION Stephanie Helm,

Director, Mass Cyber Center

OTHER BUSINESS 9:14AM David Slutz

COMMUNITY INPUT David Slutz

ADJOURN 9:15AM

# FY 19 Quarterly Meeting Schedule

Meetings could be subject to change

* Tuesday, April 2, 2019, 7:30 a.m. Loon Lodge, Ted Williams Camp, Lakeville
* Tuesday, June 18, 2019 (Annual Meeting), 7:30 a.m. Beachmoor, Mass Maritime Academy