Board of Directors Quarterly Meeting

# MINUTES

September 25, 2018

MassHire Greater New Bedford Career Center, 618 Acushnet Avenue

In attendance: D. Slutz,

Absent: M. Tavares, M. Graham,

Others: Cynthia Wallquist

Workforce board staff: J. Oliveira, S. Grant, J. Rodriques, D. Ramos, K. Holloway Cripps

GREETING AND CALL TO ORDER

David Slutz called the meeting to order at 8:04 a.m.

INTRODUCTIONS AND ANNOUNCEMENTS

David Slutz asked the board and guests to introduce themselves and share their organization. All introduced.

CONSENT AGENDA

David Slutz asked for a motion to approve the minutes of June 25, 2018 Quarterly Meeting and the Treasurer’s Report. R. Kidder made a motion. L. Lemieux seconded. D. Slutz asked S. Grant to share an overview of the Treasurer’s report. S. Grant noted it was typical to borrow against the line of credit and that funding from the state is typically received in October. K. Holloway Cripps shared the budget as presented is anticipated to change due to a shortfall of funding to pay for state staff at the career center and it was forecast that funding might not be available to hire a program manager for youth and program monitoring due to this shortfall. No other discussion. All approved, no nays nor abstentions.

**REPORTS**

WB

J. Oliveira provided the executive director report and gave an overview of FY19 grants to date. K. Holloway Cripps shared that the outstanding finding of the former operator with the state had now been resolved.

**Executive Committee**

D. Slutz shared that the committee has been active in reviewing the transition to The WorkPlace in the first quarter. Additionally there are four votes for the board to consider ratifying taken during the first quarter by the committee. Additionally, the committee has worked with staff to review both the budget and the performance numbers for FY19 and will present these for board review and consideration today.

# Business Development Committee

R. Kidder gave the report. The committee will meet next on October 10, 2018. The MassHire brand launch was a success and thank you to the many board directors who were able to attend. The committee will continue to support the strategic planning process and reach out to employers during FY19. Rick Kidder assisted with the first WTF (Workforce Training Fund) session for employers on 9/19.

# Youth Committee

K. Holloway Cripps gave the report on behalf of Jeffrey Pelletier and stated that the committee held the first quarterly meeting on September 12. The staff from the career center and Connecting Activities were also in attendance. The committee discussed youth programming for the year and will engage in strategic planning concurrently with the overall local plan strategic planning. The committee also reviewed youth programming requirements under WIOA and how to best align funding to help both out of school and in school youth and schools in the region. K. Holloway Cripps referred the board to the meeting packet which gave pictures and a report of several youth grants.

# Performance and Oversight Committee

R. Melbourne stated that the committee met at the Career Center for the September 18 meeting. The meeting focused on reviewing performance metrics for the career center and the types of reports produced and the information that the committee would like to see presented to the board for monitoring purposes of career center activities. The committee discussed the need for expanded awareness of career center services and the alignment with other services that businesses and job seekers use, such as Indeed, to better capture performance data and needs for the region.

# BUSINESS - WIOA Related and Other Policy Adoptions (Vote)

D. Slutz read the business votes:

MOTION 1: To ratify the executive committee vote to amend the mileage reimbursement rate for the board from .51 to .545 effective for activities commencing on or after 10/1/2018.

MOTION 2: To ratify the Executive Committee vote to amend the by-laws of the Greater New Bedford Workforce Investment Board, Inc. dba MassHire Greater New Bedford Workforce Board as follows:

Article II Section 12: To strike the two groupings of words on page 7: “whenever possible”

Article III: Section 1: To amend the Officers and strike the office of “Assistant Treasurer”.

MOTION 3: To ratify the executive committee vote to adopt the alternative plan for posting meeting notices as required under the Massachusetts General Laws Open Meeting Law which will include posting of agendas and minutes via the MassHire Greater New Bedford Workforce Board website.

MOTION 4: To ratify the executive committee vote to appoint three directors:

1. Pam Kuechler, Executive Director, PACE, as a director of the MassHire Greater New Bedford Workforce Board for FY19.
2. Victor Pereira as the labor representative director of the MassHire Greater New Bedford Workforce Board for FY19.
3. James Daniels, Career Center Manager, as an ex-officio director of the MassHire Greater New Bedford Workforce Board for FY19 and to the executive committee also as an ex-officio.

R. Kidder made the motion and H. DaSilva Hughes seconded. D. Slutz asked for any discussion and stated that all the motions were to ratify the executive committee votes previously taken. No discussion. All in favor, no nays nor abstentions.

**FY19 BUDGET AND LOCAL PLAN**

D. Slutz asked K. Holloway Cripps for an overview. K. Holloway Cripps referred to the board to the meeting packet and stated as previously discussed there was a short fall with state staff that required a shift in staffing at the workforce board. The plan as presented provides for a nearly 30% in training funds, however, this would be discussed with the executive committee at a later date after state staff funding was finalized. K. Holloway Cripps stated the local plan are performance numbers targeted as goals for the year and shared some of the struggle was with previous reporting and data clean up. A. Broholm asked about the FY17 numbers served of 877, K. Holloway Cripps stated it was probably a typo but the staff would look at it. These numbers have been submitted to the state and are pending approval.

R. Kidder made a motion to approve the budget and local plan as presented and for the staff to modify with the executive committee in the future as necessary. J. Fernandes seconded. All in favor, no abstentions, nor nays and no further discussion.

# BUSINESS - Youth Out of School RFP (Vote)

D. Slutz asked for a motion to approve as presented. H. DaSilva Hughes made the motion, R. Kidder seconded. D. Slutz asked K. Holloway Cripps for an overview. Brief discussion ensued. All in favor, one abstention (Pamela Kuechler) and no nays.

MOTION: To vote to approve the following Out of School Youth Contracts:

1. EWorkStyle Institute: $49,852 for 10 trainees: ACCESS (Another Course to College Educational Services) is a one year Community Fellows program where youth will receive leadership training, communication training, and mentorship in addition to service learning and an interrelated work program. All youth will during the program build skills to meet their educational goals and apply and succeed in a career path leading to college.
2. PAACA EMT Training: $17,415 for 5 trainees: The INSIGHT EMT program will provide 110 hours of education and an internship over 13 weeks which will include EMT training by a state certified training, a paid job internship and engage in services leading to applying for employment.
3. Groundwork $44,250 for 8 trainees: The GreenCorps Educational Exploration ofAquaculture, Environmental Science, Urban Agriculture and Landscaping will support youth in a combination of tutoring, training, work experience and supportive services to develop skills in aquaculture and other related agricultural and environmental careers on the South Coast.
4. PACE $72,000 for 22 trainees: The Youth Work Experience Program (YWE) will provide youth a combination of academics to prepare for HiSET testing, financial literacy, job development and career coaching. The youth will all engage in Blueprint to a Healthy Financial Life and follow a two week rotation program of education and employment success training. Youth after completion of career coaching will engage in a 6 week paid job experience.

# BUSINESS - Youth In School RFP

D. Slutz asked for a motion to approve as presented. H. DaSilva Hughes made the motion, R. Kidder seconded. D. Slutz asked K. Holloway Cripps for an overview. Brief discussion ensued. All in favor, no abstentions and no nays.

To vote to approve the following In School Youth Contracts:

1. Artible (SoCo) Arts Entrepreneurship: $25,000 for 12 ISY: 12 ISY will engage in a learn, create, sell arts entrepreneurship program learning about arts and entrepreneurship for the arts, creating visual arts, and then learn about selling and marketing their work culminating in a program gallery show.
2. SCUBA and ROV: $25,000 for 8 ISY: ISY will engage in a training program to earn SCUBA credentials and ROV and uROV training, learn about careers and marine skills, and engage with jobs and career speakers and programming.
3. Old Colony: OCTV Coming to You Live. Real Work. Real World. $13,911.63 for 5 ISY: OCTV will engage students in in school programming based off of a successful previous pilot to enhance writing, research, and presentation skills by leveraging the television production, computer science, and graphic design skills as a before and during school program for youth of various backgrounds including at risk and other populations.

**GUEST PRESENTATION**

J. Daniels gave a presentation on the first 90 days of the career center and some visions for future programming.

**OTHER BUSINESS**

D. Slutz asked if any other business. None.

**COMMUNITY INPUT**

D. Slutz asked for any community input. None.

**ADJOURN**

D. Slutz asked for a motion to adjourn. R. Kidder made a motion to adjourn at 9:23 a.m. J. Fernandes seconded. All in favor, no abstentions, no nays, nor discussion.