

EXECUTIVE COMMITTEE MEETING MINUTES

Greater New Bedford Workforce Investment Board, Inc.

Tuesday, 8/15/17 Noon

Quest Center First Floor Conference Room | 1213 Purchase Street, New Bedford, MA

Executive Committee members present: Tony Sapienza, Chair, Bruce Morell, Rick Kidder, John Fernandes, David Slutz, Lisa Lemieux, Joseph Michaud.

Executive Committee members absent: Helena DaSilva Hughes, Dave Sykes

Others related WIB present: Brenda Francis, Diane Hurley

WIB Staff in attendance: Steven Grant, Jim Oliveira, Kaisa Holloway Cripps, Marc Tarpey

Others: Yajaira Flores-Castro (WIB intern)

Chair, Tony Sapienza called the meeting to order at 12:03 PM

Consent Agenda

Rick Kidder moved to approve the meeting minutes from 6/7/17. John Fernandes seconded, all in favor.

Kaisa Holloway Cripps reviewed dates and potential locations for the quarterly meetings- 9/27/17, 12/13/17. 3/13/18, and 6/19.18. The members thought it would be very good to have one in Wareham and invite the town administrators and select board. Excom meeting are scheduled to be on Thursdays at 4PM

Executive Director Report

Jim Oliveira briefed the committee on staff activity since the June annual meeting.

- Closing out and reports H.E.D. manufacturing pipeline grant
- Close out Sector Partnership grant, leading to at least one WTF Consortium grant application.
- Activate the Mass. Clean Energy Center Learn & Earn grant (20 students)
- Response to DCS regarding findings and issues from the DOL review.
- Ongoing meetings with stakeholders to develop a regional workforce blueprint strategy.

Performance Oversight

Bruce Morell said they met on July 18. The committee discussed and approved a certification policy for the Career Center. He said a lot of time was spent going over the DOL review. Bruce asked Jim if the issue about going out to bid for the CC Operator has been resolved. It has not. The committee also discussed the budget cuts, moving the Youth Annex out of Dover Street and into the CC, and the employee handbook.

Bruce presented recommendations for the ExCom to approve the Certification Policy and the handbook in the form of motions on both documents. The Committee voted unanimously on both to approve.

Business Development

Rick Kidder said there was no meeting due to member schedules and will meet next in September. They have continued to make adjustments to the website. He said the C C Charter was review by the BDC workgroup and they recommend for approval by the ExCom.

New Directions

Brenda highlighted the increase in unemployment claims activity and noted that this impacts the whole CC since funding available for UI services is so limited. Diane said all the state can do is loan some staff to cover staff on leave but continued funding is unknown. The NDS report also highlighted ITA training preferences, employer engagement activities, Youth Dept. summer activity, and a trend of rising starting hourly wage.

Fab Lab

Kaisa gave an overview of the Fab Lab. She said the Fab Lab is part of an international community of advanced technology labs advanced technology tools, which provide access to tools for digital fabrication, education and training. The facility will house computers, CNC machines, 3D printers and other advanced technology tools. The timeline schedule shows site identification and preparation by April 2018 and official launch in September 2018.

Budget

Tony talked about receiving a 19% cut in funding and said even though we got a waiver on the 30% training threshold to 20%, a cut like this means a change in the way we do business. He noted that the WIB has already cut one staff position and the WIB would partner with New Directions to review the budget for potential cuts.

Steve Grant reviewed the budget overview, line item budgets for the WIB and New Directions, and State Staff funding.

He noted that the New Directions budget was very rough and Brenda and her finance consultant would need to work on some more. Diane commented that the DCS funding would require a minimum cut of two FTE's and pointed that not all the funding listed was a guarantee at this point.

Tony then talked about recommendations for, New Directions to consider, that came from a budget review with senior staff:

- Close Youth Annex effective 9/30/17
- Consolidate Finance positions – from Consultant and clerk for \$105K to 1 FTE at \$65K
- Eliminate all consulting positions for FY 18
- Temporary furlough of staff hours by 2.5
- Partner with WIB on identifying and applying for external grants

Tony was sensitive to impacting staff so he stressed that looking for additional money is very important.

Members took several minutes to discuss budget cuts in general and encouraged Brenda to go over it and come back with NDS' ideas.

VOTE

Dave Slutz made a motion to approve the budget as presented. John Fernandes seconded. All members approved with an abstention noted by Brenda Francis.

Plan Charts

Charts for Adult, Dislocated Worker, and Youth were presented by Kaisa Cripps.

VOTE

The Chair asked for a motion to approve the plan. Rick Kidder moved to approve, John Fernandes seconded. All in were in favor.

Employee handbook

Bruce Morell reviewed the changes made to the employee handbook. He pointed out that they covered everything but it was a living document subject to amendment at any time.

VOTE

John Fernandes made a motion to approve the employee handbook. Rick Kidder seconded. All were in favor.

Policies

Kaisa reviewed policies that were required under WIOA / Not for Profit / State regulations. Policies covered:

- Allowable and unallowable costs
- Board member remote participation
- Confidentiality
- Competitive Selection of Operator / Service Provider of One Stop CC
- Media Policy
- Workforce System Change Notification
- On The Job Training
- Rapid Response Set Aside Funding
- Mass. Eligible Training Provider List
- Poverty Income Guidelines
- RESEA Reviews
- Career Center Certification

VOTE

John Fernandes made a motion to adopt ALL policies presented. Rick Kidder seconded. All approved.

At 1:30 the Chair asked for a motion to move to executive session. John Fernandes moved the motion. Bruce Morell seconded. All approved.

Respectfully submitted.

Steven Grant, CFO
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