



MassHire Greater New Bedford Workforce Board  
Executive Committee  
Thursday, January 3, 2019 @ 12:00pm  
Quest Center 2<sup>nd</sup> floor conference room (large room in middle of the floor)

## MINUTES

**Executive Committee members present:** Dave Slutz, Chair; Carl Taber, Ron Melbourne, Helena DaSilva Hughes, Lisa Lemieux, John Fernandes, Mike Tavares,

**Executive Committee members absent:** Rick Kidder, Jeff Pelletier

**Staff in attendance:** James D. Oliveira, Julie Rodrigues, Andrea McLaughlin, Donna Ramos

**Others:** Diane Hurley, James Daniels

### CALL TO ORDER

Mr. Slutz called the meeting to Order at 12:10PM.

### ANNOUNCEMENTS

Jim welcomed Andrea McLaughlin as the new Youth Program Manager

### CONSENT AGENDA (VOTE)

All reviewed the minutes, no discussion. Julie presented the Treasurer's Report.

Mike Tavares moved to approve the minutes of December 4, 2018 and the Treasurer's report, John Fernandes seconded, all in favor. No Discussion. All in favor, no nays nor abstentions

### REPORTS

#### EXECUTIVE DIRECTOR REPORT

Workforce Board Executive Committee Report:

- FY2019 the MassHire Greater New Bedford Career Center will focus on Numbers/Data, Outcomes. and deliverables.
- Training staff on running reports, policy and procedures will continue to be a priority.
- A draft SOP has been submitted to the board for review.
- We are looking at our expansion of our satellite sites.
- We are looking at procedures, as we continue to examine our internal processes between the state and lead operator.
- Business Service team is up and ready to meet the needs of employer and create focus groups to help identify openings and align services to job seekers, as well as employer needs. This will be region-wide.
- The team is working on developing a system where progress reports will be done on a regular basis.
- Acushnet Company or Titlist company Recruitment - we served 426 people
- Satellite sites; south end will be doing programing and services this month and Wareham will be ready by February 1, 2019
- We are offering a new program called "Job Search Club" which allows us to service more job seekers with little wait time for the Non Case Managed job seeker.
  - o Career Center

Fiscal Sponsorship Update – Move review to next fiscal year.

Standard Operating Procedures (Vote) – Ron Melbourne moved to approve the SOP's, Helena DaSilva Hughes seconded, all in favor. No Discussion. All in favor, no nays nor abstentions

Local Plan Update – Will be posted to the website for a mandatory 30 day comment period.

Board of Directors meeting reminder scheduled for January 8<sup>th</sup> at Rachel's Lakeside

Executive Session – Executive session motion called for the review of CEO, James Oliveira review and increase. Carl Taber the motion for an executive session, Helena DaSilva Hughes seconded, all in favor. No Discussion. All in favor, no nays nor abstentions

Adjourn