



MassHire Greater New Bedford Workforce Board
Executive Committee
Thursday, June 6, 2019 @ 12:00pm
Quest Center 2nd floor conference room (large room in middle of the floor)

MINUTES

Executive Committee members present: Dave Slutz, Chair; Carl Taber, Ron Melbourne, John Fernandes, Rick Kidder, Jeff Pelletier

Executive Committee members absent: Helena DaSilva-Hughes, Lisa Lemieux, Mike Tavares

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

Others: Diane Hurley, James Daniels, Beth Costa, Nestor Leon, Elizete Perry

CALL TO ORDER

Mr. Slutz called the meeting to Order at 12:09 PM.

ANNOUNCEMENTS

- The EOHED money is back in the House Ways and Means budget.
- NB City Council went on the record in support of the Mayor's Age Friendly Initiative.

CONSENT AGENDA (VOTE)

All reviewed the minutes, no discussion. John Fernandes moved to approve the minutes of March 26, 2019, Ron Melbourne seconded; all in favor neither nays nor abstentions.

Julie presented the treasurer's report. Still a little low on ITA's, no red flags. No Discussion. John Fernandes moved to approve, Rick Kidder seconded. All in favor neither nays nor abstentions. Julie reviewed a very rough draft of a budget for FY2020 as almost everything is an estimate at this point.

EXECUTIVE DIRECTOR REPORT

Jim Oliveira presented a comprehensive review of the FY17-FY19 Workforce Board Plan vs. Goals. A complete copy of the slide presentation is attached to these meeting notes. This will be reviewed at the Annual Meeting with the Full Board. John Fernandes asked "what is being done to address employer needs?" How the gaps being identified and what are is the marketing plan for all the great work that is being done? Jim Oliveira is currently reaching out via MassHire Mondays on WBSM and John Fernandes suggested a press release to The Standard Times as well. Jim briefly outlined the where the priorities will be focused over the next three years. Jim called on Rick Kidder to speak to an on-going effort on coalition to reintegrate first time offenders into the community that is currently looking for funding and will need its own Executive Director. There are many layers to the process so they are trying to build the wrap around services for the individuals to self-select into the program.

BUSINESS DEVELOPMENT REPORT

Rick Kidder covered the recent activities of the BDC including discussion around moving the BSR's to a more proactive role and establishing metrics in the future. Biz-Works booklet for Career Center Staff was distributed by Donna Ramos. Foundation Search Membership was presented by Rick Kidder and Jim Oliveira and discussed at length. It uses sophisticated algorithms to calculate/find the best prospects to fund your projects as well as the

recommended ask amounts. The Business Development Committee added an item to other business section of the agenda.

PERFORMANCE AND OVERSIGHT

Committee met for the first time in approximately six months due to a change in staff at the workforce board. The three requested audits and their findings were reviewed and copies were sent to the committee. The Workplace reports were reviewed and recommendations on adjustments for the committee were made for future meetings. We will be reviewing the findings with the workforce board.

Evaluation of The Workplace' Performance: Ron Melbourne, Chair of the Performance and Oversight asked if there were any templates or forms that the state had which could be used to evaluate the Workplace. Diane Hurley indicated are no templates and that it would be best to use the One-Stop Certification tool and Charter as both parties agreed to and signed these documents. July is the target date for the start of this process.

YOUTH COMMITTEE REPORT

The Youth Committee has the following recommendations for the FY20 Out of School Youth RFP: PACE \$85k (30 students); PAACA \$85k (30 students); E-works Style \$75k (8 students); and BIC \$60k (5 students) for a total of \$305k (73 students); just over of \$4,100 per slot. It is a nice blend of Hi-Set, job prep, job placement and innovative programming. Rick Kidder made the motion and Dave Slutz seconded. John Fernandes asked for a summary of the grants. Jim Oliveira explained the needs around Hi-Set that has a high demand that both PACE and PAACA will be able to satisfy. E-works Style and BIC have technology components that increase the costs considerably to their programs and support our priority industries. Diane Hurley asked if the Youth Representatives at the Career Center had been involved in the process. Jim Oliveira amended the motion to include a review with the Career Center staff prior to the announcement of the grant awards on June 20, 2019. Rick Kidder made the motion and Dave Slutz seconded. All approved neither nays nor abstentions. Jim Oliveira congratulated Andrea McLaughlin on a smooth process to date on the FY20 OOSY RFP.

Youth Work Summer update – 470 on-line applications for 188 youth slots at 30 worksites. Signal Success will be conducted at New Bedford Voke.

FY20 NOMINATION COMMITTEE UPDATE

Rick Kidder presented the slate of officers, reappointments, and new appointments/nominations to the board. The Mayor has approved and the full board will vote at the Annual meeting on June 20, 2019. Jim Oliveira shared the WIOA metrics of 52% private (50 minimum) and 40% female (30 minimum).

MASSHIRE CAREER CENTER

Nestor Leon and Jim Daniels shared the most recent highlights of the Career Center Operations including: podcasting, a RESEA video, financial literacy workshop, mature workers workshop and how they are expanding the footprint of the Career Center. They also re-introduced a report of WIOA performance measures that has recently become available again.

OTHER BUSINESS

- **Paid Family & Medical Leave Law:** A motion was made by Rick Kidder and seconded by Carl Taber to share 50% of the cost for FY20 with the employees of the workforce board. At current payroll the estimated cost sharing will be approximately \$528.99 for the next fiscal year. The proposal will be re-evaluated next year. . John Fernandes moved to approve, Rick Kidder seconded. All in favor, neither nays nor abstentions.
- **Personnel Policy Amendment – Paid Time Off:** Regarding the attached Paid Time off amendment to the policy - Rick Kidder made the motion and Carl Taber seconded. All approved neither nays nor abstentions.
- **Foundation Search Membership:** The committee recommended to the Board to purchase a five year license at a cost of \$8995 contingent upon the availability of funds for FY2020. It includes two licensees

and robust support over the course of the five years, any grants received will supplement federal and state funds. John Fernandes made the motion and Ron Melbourne seconded. All approved neither nays nor abstentions.

- **Workplace Charter Renewal:** Jim Oliveira brought to our attention that the current charter is up for renewal effective July 1, 2019. While there are a few administrative issues we are working through with the vendor those shall be worked Jim believes they shall be worked out to our satisfaction shortly and recommends the Charter be renewed as is for the next year and that the Performance and Measurement Committee work with The Workplace in the first Quarter of 2020 to evaluate their performance as discussed earlier. Ron Melbourne made the motion and John Fernandes seconded. All approved neither nays or abstentions.

Adjourn at 1:33 with a motion by John Fernandes which was seconded by Jeff Pelletier.

Paid Time Off Amendment proposed to Executive Committee – June 13, 2019

See Highlighted amendment below.

Background:

PTO went live on January 1, 2018 in an effort to cut down on what was an excessive benefit time liability associated with 3 long term employees. Each of those employees have departed the Workforce Board for which those liabilities no longer exist. The issue that the WB faces is the fact that staff benefit liabilities currently are at an all-time low and it seems punitive to retain a policy that literally forfeits benefit time if not used due to maintaining operations.

The Executive Director and Chair, Dave Slutz, discussed this issue and are proposing the language inserted on page 2 & 3 below. The intent is provide incentive (buy back 50%) to key employees who find it difficult to take time away from performing their job effectively. Both agree this is the right thing to do. Key employees are salaried exempt staff. Currently all employees are Key. Any substantive liability will not accrue until 3 of the 5 staff members achieve 5 year status in 2023.

Recommendation:

Approve the proposed language regarding PTO reflecting payout options at year end.

Paid Time Off

Effective January 1, 2018, WB has combined the sick leave, personal days, and vacation policies under a Paid Time Off (PTO) policy. All WB employees whose primary place of employment is Massachusetts shall be eligible to accrue and use paid or unpaid PTO under MGL c. 149 Section 148 C: Earned Sick Time Regulation of 2015.

WB recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The WB provides PTO to full-time and part-time employees for this purpose and employees are encouraged to take time off during the year. Part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for PTO on a pro rata schedule.

WB recognizes the importance of caring for one self during an illness, as well as caring for family members. Employees may also use PTO to:

1. care for the employee’s own physical or mental illness, injury, or other medical condition that requires home, preventative, or professional care;
2. care for a child, parent, spouse, or parent of a spouse who is suffering from a physical or mental illness, injury, or other medical condition that requires home, preventative or professional care;
3. attend routine medical and dental appointments for themselves or for their child, parent, spouse, or parent of a spouse;
4. address the psychological, physical, or legal effects of domestic violence; or
5. travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken.

Full-time Employees

Upon employment, a regular full-time employee is eligible to accrue PTO, accruable on the 1st of each month excluding paid holidays. If an employee’s hire date is after the 1st of the month, the employee will accrue one hour for every 30 hours worked during the first month.

Employees should take PTO within one (1) year after it is earned. One-half of the earned, unused PTO may be carried over to the following year, which is calculated using the employee’s anniversary date, with written permission from the Executive Director. Any unused PTO over this time and accrual limitation will be forfeited at the discretion of the Executive Director. In the case of key employees who accumulate excess PTO due to work requirements, a request shall be forwarded to the Chair for the purpose of approving a cash payout up to 50% of unused benefit time with the remaining 50% carried over into the new fiscal year. Key Employees are defined as any employee classified as Salaried Exempt for pay purposes and classification. Employees will be paid for accrued remaining PTO upon resignation, reduction in force, or termination.

The amount of PTO employees receive each year increases with the length of their employment. Employees on their first day until their fifth anniversary accrue at a rate of two (2 days) per month accrued on the first pay day of each month (24 days per year). On the employee’s fifth anniversary, the rate of PTO accrued is two and a half (2.5) days (30 days per year). On the employee’s tenth anniversary, the rate PTO is accrued is three (3) days (36 days per year). The maximum PTO accrued by any employee is 30 days. Employees with 30 days will not accrue until their balance falls below 30 days as allowable by law.

Upon termination of employment, employees will be paid for unused PTO allowed to carry forward and/or any unused PTO accrued during that fiscal year. If an employee terminates prior to the 15th of the month, the employee will not accrue for the month.

Full-time Employee PTO Accrual (Anniversary Date)

Years	Accrual Total	Rate
1 day – 5 years	24 days	2 days appropriated on the 1 st of each month unless starting after the 15 th day of the month. Employees starting on the 15 th day of the month accrue one hour of PTO per every 30 hours

		worked in their first month, then earn per the regular accrual after that.
5 years – 10 years	30 days	2.5 days appropriated on 1 st of each month
10+ years	36 days	3 days appropriated on 1 st of each month

Employees hired prior to December 31, 2017

For employees hired prior to December 31, 2017, this policy is in effect and nullifies previous vacation, personal days, and sick time policies. Employees with accrued personal time and vacation time will have these accruals converted to PTO on a 1:1 ratio. Employees with accrued sick time prior to December 31, 2017 will have any sick time accrued converted at a rate of 25%, up to 640 hours. Example: An employee with 8 hours of personal time and 24 hours of vacation time will have these accruals converted to 4 days of PTO. An employee with 320 or more hours of sick time accrued will have this accrual converted to 20 days of PTO.

Prior terminated employees with previously accrued sick time prior to December 31, 2017 are not qualified retroactively for this accrued sick time upon resignation or termination or if previously resigned or terminated from the WB.

This notice superseded by amendment of June 20, 2019 regarding PTO payout to key employees.

Special notice on forfeiture for employees who accrued vacation, sick, or personal days prior to January 1, 2018: There is an abbreviated moratorium on the PTO carry over and forfeiture policy. For employees who were in active employment with GNBWB on January 1, 2018 with a balance of vacation, sick, or personal time which was converted to PTO, active employees will not forfeit any time until June 30, 2019. On June 30, 2019, half of PTO accrued by December 31, 2018, but not taken, including balances transferred to PTO on January 1, 2018 will be forfeited. However, employees who terminate from service between January 1, 2019 and June 30, 2019 will be paid out their PTO based on a regular accrual and forfeiture schedule and will not be covered by this abbreviated moratorium.