

MassHire Greater New Bedford Workforce Board
Executive Committee
September 20, 2018 noon
Quest Center for Innovation 2nd Floor Conference Room 1213 Purchase Street, New Bedford, MA

MINUTES

Executive Committee members present: Dave Slutz, Chair; Rick Kidder, Helena DaSilva Hughes, Lisa Lemieux, Ron Melbourne, John Fernandes, Mike Tavares, Jeff Pelletier

Executive Committee members absent: Carl Taber

Staff in attendance: Steven Grant, Kaisa Holloway Cripps, Julie Rodriques

Others: Diane Hurley, James Daniels

CALL TO ORDER

Mr. Slutz called the meeting to Order at 12:06PM.

ANNOUNCEMENTS

Dave welcomed Julie Rodriques, the new Finance and Accounting Manager. Everyone in attendance did a brief introduction.

CONSENT AGENDA (VOTE)

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

John Fernandes moved to approve the minutes of August 28, 2018 and the Treasurer's report, Rick Kidder seconded, all in favor. No Discussion. All in favor, no nays nor abstentions

REPORTS

Executive Director Report

Staff Updates

- Welcome Julie Rodriques
- Marc Tarpey left 8/31, in process of hiring and evaluating need for position
- Steve retiring 9/28

Grant Updates

- Evaluated \$2,479,722 in grant opportunities
- \$765,000 in process including Cybersecurity training, SCUBA and ROV training, funding for regional dual enrollment and EOHEd advanced manufacturing for the region
- Please see updates and past grants in your packets

Partnerships and Regional Collaboration

- Our Connecting Activities program has connected us with all 10 public schools in region and we have a strong team to enhance our regional access
- We are supporting 4 schools so far on nearly \$500K in capital skills grants to enhance equipment in schools.
- We launched – thank you Donna – our first cohort of Advanced Manufacturing 450 hour machine training program at GNB Voc Tech the first week in September
- We were recognized by the Old Colony Trustees last night and received a plaque – over the past year we have partnered with OC on capital skills, launched LAUNCH a dual degree program, and partnered on STEM week events

MassHire

- Our brand launch was successful! We trended on twitter. Thank you to the directors who attended

Career Center

- We will hear from today and at the board meeting on Tuesday how the past 90 days have gone and the career center staff proactive approach to partnerships and regional services and being a positive force to support job seekers and employers

Monitoring

- We will be conducting a Q1 monitoring of career center activities at the beginning of October.
- Our FMO DCS monitor, Ashley, has now joined the WorkPlace team.
- We have a new program monitor, Judy Bower, whom we will meet in October
- Rosetta is with us this week training Julie on fiscal matters

Jim

- Jim is at the lobby group's interviews for new executive directors today
- Jim will be in touch at future meetings about updating strategic planning

Workforce board space move

- We are moving to the 3rd floor in November before Thanksgiving

Career Center Space RFP

- As the board is aware per the RFP and procurement guidelines we have directed The WorkPlace to release an RFP to adhere with procurement guidelines
- This is scheduled to be released on our around 10/1
- This is issued by The WorkPlace for spending they incur as part of their contract and the release of the RFP has nothing to do with the workforce board other than any technical assistance they need in procurement guidelines
- They have shared this is a regional RFP
- No one to the best of our knowledge has, but just as a reminder no one on the staff or the board – other than the technical assistance provided by staff to TWP – should discuss the RFP and should refer all inquiries to the WorkPlace once posted

DCS Monitoring Update

- We have 3 outstanding findings which we are confident we have resolved and will be submitting to DCS on 9/28
- NDS had 3 outstanding findings. They have agreed to pay back these disallowed costs totaling around \$1500. However, there is a persistent \$36K possible disallowed cost from non-adherence to procurement and contracting regulations. We are awaiting some feedback on this.

There was a discussion on where the budget shortfalls would come from and one option is not replacing Marc, the program manager, last year we had a training waiver which we do not want to do this year.

COMMITTEES

BUSINESS DEVELOPMENT COMMITTEE REPORT

Rick Kidder said 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.

PERFORMANCE COMMITTEE REPORT

Ron Melbourne said 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. There was a question posed to the committee by Dave on how to capture the employment of the charter school youth 5 years after school.

YOUTH COMMITTEE REPORT

Jeff Pelletier stated the committee held the first quarterly meeting on September 12. 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.

CAREER CENTER REPORT

James Daniels briefly discussed some of the projects in place to create how to videos and to collaborate with Maria in DCS Multi lingual services to translate into other key languages. Dave felt we had hit a road block in the past regarding policy and procedure and he wanted weigh in from Diane regarding the collaborations between the organizations. Diane Hurley assured Dave that the skills cabinet, at the state level were on board and encourage the type of collaboration the GNB Career Center are piloting. "They support the collaboration 110%."

AGE FRIENDLY

Rick Kidder discussed Coastline/AARP etc. working with WIB on senior workers, retraining and assisting with replacing them in new roles. Workshops are being held on being dementia friendly to deal with the aging population.

OOS YOUTH RFP (VOTE)

Rick Kidder made a motion to approve the following Out of School Youth Contracts for FY19. John Fernandes seconded the motion. Dave Slutz asked for discussion. Lisa Lemieux asked what the trainees meant, Kaisa stated that was the total contract amount and the number of trainees anticipated to be trained under the contract and provided a brief description of each. Kaisa will provide the brief description of the contracts for the board. All in favor, no nays nor abstentions

1. EWorkStyle Institute: \$49,852 for 10 trainees
2. PAACA EMT Training: \$17,415 for 5 trainees
3. Groundwork \$54,250 for 8 trainees
4. PACE \$72,000 for 22 trainees

ISY YOUTH UPDATE

Kaisa stated the reviewers have the ISY proposals, there are four. A vote will be scheduled for the funding available for in school youth funding at the Board of Directors meeting.

FEDERAL RATE MILEAGE REIMBURSEMENT (VOTE)

Rick Kidder made a motion to vote to amend the mileage reimbursement rate for the board from .51 to .545 effective for activities commencing on or after 10/1/2018. Helena DaSilva Hughes seconded the motion. No discussion. All in favor, no nays nor abstentions

OTHER BUSINESS

John Fernandes requested an internal directory for BOD members. Kaisa stated the former website listed all details, but per requests and privacy concerns that info is no longer on-line and the staff will send a directory that will be confidential for the directors to have.

ADJOURN

Rick Kidder made a motion to adjourn the meeting .Lisa Lemieux seconded. All in favor, no nays nor abstentions -the meeting adjourned at 1:22 p.m.