



Executive Committee Minutes of Tuesday, April 28 2020

Attendance sheet available upon request

Audio recording available

Greetings and Call to Order by David Slutz, Chair--12:00 pm

- Dave Slutz informed the group that the meeting was being recorded by MHWB Project Manager, Deborah Meggison. Dave read the statement regarding remote public meeting participation during the state of emergency. All committee votes during the meeting will be conducted by roll call. A verbal roll call of Executive Committee, MHWB staff, and visitors was conducted.

Announcements

- The group welcomed Brian Silva-Boutwell, Connecting Activates Coordinator, who joined MassHire staff on March 9, 2020. Brian presented the group with an overview of his background and stated that he was thrilled to be part of the WIB.
- The group was notified of Paula Shiner's retirement from Coastline Elderly and her recommendation of Jean Breault, Chief Human Resource Officer as a candidate for her replacement on the Board.
- Dave read a thank-you letter from Coastline Elderly to MHGNB WFB for assistance provided in securing face masks used by their staff to conduct their Meals on Wheels program. Jim Oliveira noted that the masks we secured through a board member, Joseph Bahena of Joseph Abboud who did everything possible to get the masks over to Coastline as quickly as they did.

Consent Agenda (Votes)

- Treasurer's Report through May 1, 2020 motion for approval
–motion to approve J. Fernandes, seconded by L. Lemieux –verbal roll call all in favor
- January 23, 2020 meeting minutes for approval
–motion to approve R. Kidder, seconded by J. Fernandes –verbal roll call all in favor

Report outs

- Executive Director–Jim Oliveira
 - Vote required for approval of the final Contract and Budget with The Work Place for FY20. The Budget Page was provided as a handout. –Motion to approve J. Fernandes, seconded by L. Lemieux –verbal roll call all in favor.
 - They are still continuing with coordination of the community of practice with MassCEC and it is going well. The EOHED / DOD /AMC programs are all in progress and moving along.
 - Jim asked Donna Ramos to give an overview or the progress with EOHED Grant. Donna stated here has been disruption due to the pandemic especially since many of the vendors are vocational schools. They are currently in the process of trying to determine how to repurpose funds. Donna noted that a good thing to come out of this is that manufacturing has been on the forefront of the crisis, proving how resourceful they can be by pivot ing to meet the demands of this situation. This creates an opportunity to direct manufacturers to join the Southeast Advanced Manufacturing Consortium which is currently being promoted and registrations are coming in. The website, www.SAMCnetwork.org, is available for information and online registration. Donna has sent a letter to MHGNB WFB manufacturing board members urging them to join.
 - While they were in the process of issuing an RFP for Out-of-School Youths, the DOL sent notice allowing extending current program contracts for up to 12 months. This works well because they have some good vendors in place. Jim stated that this could be done and then reviewed sometime in October. Board approval is needed to rescind the current RFP and extend the current WIOA Year-Round Out-of-School Youth program for up to one year. – motion to approve R. Kidder, seconded by R. Melbourne –verbal roll call all in favor.

- Jim Oliveira noted the staff is doing what is needed to accomplish goals operationally listed on the second page of Executive Director Report handout.
- Nomination Committee Report Update—Rick Kidder, Chair
 - Rick reviewed nominating committee appointment status as outlined in the Committee Meeting handout.
- Committee Reports Meetings—suspended until further notice—roll call
 - Performance & Oversight—Ron Melbourne, Chair, nothing to report
 - Business Development—Rick Kidder, Chair, nothing to report
 - Youth Committee—Jeff Pelletier, Chair, nothing to report
- Conversion of Youth Committee to Youth Council Update—Jim Oliveira
 - Jim stated they are working to firm up the list of potential committee candidates (currently about 15), and intend to communicate with them very soon. The conversion from committee to Youth Council will include an update of the by-laws. The Executive Committee and Board will have to vote on approval prior to the upcoming fiscal year.
- MassHire Career Center Operations Update—The Workplace—Nestor Leon
 - Nestor presented an overview of the timeline of events based on COVID-19 and extended a thank you to the Board, Staff, and partners for their guidance and direction during these challenging times. On March 16th the executive order closed the Career Center office to the public and they had staff come in in groups of 10. On April 7th all but core staff was moved out of the office. A challenge arose because the phone system is outdated and doesn't allow for normal functionality especially the ability port or forward calls to other extensions. This is something that needs to be addressed when the office reopens. Last week they received information about a possible COVID-19 infection from secondary person a staff member had contact with. Out of an abundance of caution the office is now completely closed until further notice and is going through a deep cleaning. Early on they assessed the staff's ability to work remotely, tested the technology, made they had access to all of the important systems, created remote work plans, and developed standardized information to present to the customers. A large amount requests are unemployment insurance. Staff members have been identified and 3.5 are being trained as full or partial FTEs to assist UI claimants. During this time they sent 3,800+ emails and triaged over 18,000+ phone calls with the majority being UI claimants. They directly contacted 1,700+ existing customers in the system. Staff has attended 90+ Zoom trainings and meetings. Staff is also updating Moses to assure everything is properly documented. They also have picked up 8 placements, deemed 25 folders eligible and are making those connections. They are contacting vendors to see if they can deliver training content online and many will have some online presence by May 8th. They are utilizing phones, Zoom, Facebook, and their website to convey information. They are starting a video series on job search techniques and training information to continue servicing customers remotely.
- MassHire ITA Monitoring Recap—Jim Oliveira
 - They have been keeping up monitoring the Individual Training Accounts to prepare for future monitoring visits by the State when they occur.

Other Business

- Jim Oliveira reviewed MassHire Career Center camera system photos. The system working well and people seem to feel more secure with it in place.
- Jim Oliveira asked if Diane Hurley would offer a few words about Boston. Diane stated everyone in Boston speaks well about Workplace and the efforts underway by the entire Career Center team. The team in Boston is working to escalate and compress system improvements into a faster timeframe to address the needs of this situation. Part of this is checking in with the local Career Centers and identifying how they can help. They are sending questionnaires and encourage the Career Centers to respond promptly.
- Schedule of subsequent Ex-Comm via Zoom Meetings
 - May 27th
 - June 17th
 - September 16th
 - December 9th

Adjourned at 1:15 pm