



MassHire Greater New Bedford Workforce Board  
Executive Committee  
Thursday, July 18, 2019 @ 12:00pm  
Quest Center 2<sup>nd</sup> floor conference room (center large room)

**AGENDA**

1. Greetings and Call to Order
2. Announcements
  - Congratulations to Ahead – Awarded a WTFP grant \$114K to train 121 employees
3. Consent Agenda (Votes)
  - June minutes for approval - attached
  - Treasurer's Report (distribute at meeting)
4. Report outs
  - Executive Director – Jim Oliveira
  - Business Development - Rick Kidder
  - Performance & Oversight - Ron Melbourne
  - Youth Committee – Jeff Pelletier
  - MassHire Career Center – James Daniels/Beth Costa
5. FY20 Updated Integrated Budget – Initially approved @ annual meeting in June - Vote
6. FY20 Performance Reports – First Submittal of the Annual Business Plan - Vote
7. Grant updates
  - YouthWorks Year Round
  - FY20 EOHED Manufacturing \$625K – 5 WDB
8. Other Business
  - Schedule of subsequent Ex-Comm meetings – please save the dates on your calendars
    - Thursday August 22 Quest Center
    - Thursday September 19 @ Quest Center
    - Thursday October 24 @ Quest Center
    - Thursday November 21 @ Quest Center - this is a change
    - Thursday December 19 @ Career Center - this is a change
    - Thursday January 23 @ Quest Center
9. Adjourn

## **MINUTES** of Thursday, June 6, 2019 @ 12:00pm – consent vote

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 FY20 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 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.

Adjourned at 1:33 with a motion by John Fernandes seconded by Jeff Pelletier.