



Executive Committee Minutes of Wednesday, September 16, 2020

Attendance

Executive Committee: Dave Slutz, Rick Kidder, Ron Melbourne, Carl Taber, James Daniels, Helena DaSilva-Huges, John Fernandes, Lisa Lemieux

Guests: Diane Hurley, Nester Leon, Beth Costa

Staff: Jim Oliveira, Donna Ramos, Deborah Meggison, Andrea McLaughlin, Abbey Despres, Jacqueline Sylvia, Brian Silva-Boutwell, Rick Marshall

Audio recording available

Greetings and Call to Order—David Slutz, Chair—12:02 pm

- Roll call of Board attendees.

Consent Agenda (Votes)

- July 30, 2020 Minutes—motion to approve Rick Kidder, seconded by Lisa Lemieux—verbal roll call all in favor.

Executive Director – Jim Oliveira

- Jim reminded the committee members that they would be doing a roll call vote to approve the Workforce Board Budget at the upcoming Board meeting. The initial approval vote was done by a show of hands, but a roll call is required. They are still waiting to hear about approval on the Healthcare Workforce Hubs planning grant application.
- The Year-Round Youth Program concluded this month with 188 participants. They have begun preparing for this year's WIOA Youth Program. Last year they had overspent the funds which led to a shortfall for FY'21. However, they were encouraged to apply and received a \$150k Community Development Block Grant from the City. This means the Year-Round Youth program will be running at optimal levels this year. They also received a \$30k grant award to do planning for youth summer jobs.
- They are scheduling the third Mass Clean Energy Center meeting for the educational providers. They initially had 4 or 5 provider partners and have since added 4 more. They now have a Community of Practice page on the Mass CEC website (<https://www.masscec.com/offshore-wind-workforce-community-practice>).
- They will be developing working groups for the strategic planning process later this month in order to satisfy the State requirements.
- The Career Center reopening is still not decided. Jim is a member of a statewide working group. The group is refining the criteria for reopening. Jim asked Diane Hurley if she could provide additional information. Diane stated that she did not have anything additional and that the committee that Jim is participating in had the most up-to-date information regarding reopening.
- They are in year three of the manufacturing grant. Jim asked Donna Ramos for an update. Donna stated they were finishing up with FY'20 this week. Currently, FY'21 funds are not appropriated but they are being instructed to proceed as if they were already allocated by EOHED via the MassTech Collaborative. They continue to plan what the FY'21 training will be. In the past, much of the training took place through vocational tech schools, but they are now hesitant because of COVID. The community colleges can provide a lot of the virtual training for soft skills but it is hands-on training, such as CNC and welding, that the employers really need. Some can be done virtually, but a lot must occur in a shop environment.
- Jim Oliveira stated that they are the fiscal agent Department of Defense Mass Bridge grant for up to \$500k over the next two years. Donna Ramos noted that this is to be kept under wraps until the State publicizes. More information will be coming.
- Jim Oliveira presented a grant overview report showing funds that are available that will allow them to bring in additional staff. Jim stated that they are in better financial position they have ever been and he gave credit to the staff for their efforts.
- Jim shared a graph on Individual Training Accounts (ITAs) noting that they are doing well this year.
- Jim Oliveira asked Rick Kidder to present the new staff recommendation. Rick recommended the creation of a Deputy Director position to address succession planning. Rick stated the Business Development Committee wholeheartedly recommended the motion and there was room in the budget for it. Jim stated he felt that it was an important position

given the steep learning curve of the Executive Director Position. Jim also noted he was not planning on leaving very soon but it was important to prepare. The individual selected needs to be familiar with the local landscape and will participate in state training including MOSES.

Ron Melbourne asked how the Deputy Director position fits in the budget based on the Treasurer's report. Abbey Despres stated the salary for Deputy Director had already been included in integrated budget. Abbey noted that there are also indirect funds not factored into the report because they are not grant funds and include things like accrued payroll and audit adjustments. Jim Oliveira stated he and Abbey would meet with Ron individually to answer any questions he might have. They felt confident the budget could support the position.

Dave Slutz asked if this type of position was typical for Workforce Boards. Diane stated that it was not and Boards tend to run very lean to maximize funds for training. However, Diane said she felt that it was a sound move because they are learning that statewide succession planning in the boards and even at the state level succession planning is lacking. In her opinion this is a good investment. Dave Slutz agreed. The intention is to get vote on it this meeting and present to at the quarterly Board meeting to ratify—motion to approve Rick Kidder, seconded by Lisa Lemieux—verbal roll call all in favor.

- Jim Oliveira asked Rick Marshall to give an overview of his achievements as Apprentice Integration Manager. Rick stated he had been in the position about 3 months. Rick worked and connected with many different people during his initiation. He now has about 20 employer prospects representing approximately 30 apprentice opportunities. He is now in the process of developing job descriptions as well as an associated work process for the applications. Dave Slutz noted that Rick needs to make sure that they he makes the process as simplified as possible and minimize the paperwork by providing it in stages to potential employers or they would not participate.

Standing Committee Updates

- Performance & Oversight – Chair, Ron Melbourne
 - Ron stated at last meeting the Career Center gave a review about everything they did to get up to speed with COVID and that James Daniels was working on some new reports for tracking the CC's progress. They intend to meet monthly moving forward, but will eventually move to meeting bimonthly. The move to bimonthly requires a change in the bylaws and Ron asked for the vote on an amendment stating that the meetings are bimonthly and the Committee Chair could call additional meetings if needed at their discretion.
- Business Development – Chair, Rick Kidder
 - Rick noted that the bulk of the meeting centered on the ratification of the Deputy Director position and Beth Costa presented some very informative reports. Rick wanted the record to state that they were very lucky to have Jacqueline Sylvia. Jacquie's work has improved the face of the Workforce Board out in the community. Jim Olivier asked Jacquie to discuss the website and social media update and Dave Slutz asked Jacquie to if she had visuals. Jacquie showed the presentation for Business Development Committee and outlined updates made to the WB's website, SAMC website, social media, and the upcoming newsletter launch.
- Youth Council Update - Donna Ramos
 - Donna stated that they are changing over from Youth Committee to Youth Council Chair with 28 member and Jennifer Patnaude serving as Chair and Christopher Rezendes as Vice-Chair; both are also current Board members. Jim Oliveira added the Council had a well-attended meeting earlier this month.
- Youth Programs – Brian Silva-Boutwell
 - Brian stated that the Council seemed very eager to participate especially in with the pandemic.
 - The Board was also awarded a \$30K grant from Commonwealth Corp for a staffing allocation.
 - Year-Round and WIOA Out-of-School Youth program includes the City of New Bedford Community Block Development grant of \$150k will be used to support WIOA funds of \$148,500 in order to meet recommendations for funding for our 4 youth vendors serving a total of 51 youths. The program is to provide youth opportunities in employment, training and education while mitigating issues from restrictions due to COVID.
 - Connecting Activates partnership is conducting initial meeting with the 12 partner schools. This includes three new schools, Trinity Day Academy, Wareham Cooperative Alternative and Whaling City Jr/Sr. High School. These discussions have been very productive. Connecting Activities will play an active role engaging with students in alternative opportunities through virtual methods and remote learning with safety being our highest priority.
 - ITA Monitoring is on track with monitoring of Amaral Auto & Truck Driving School, Parker Professional Driving School and Diman Regional Technical High School. Spot monitoring of GNBCC files is being conducted. ITA and monitoring both have been found to be satisfactory and in compliance.
- **Bylaws Revision**
 - ***Vote to accept the revision to include the paragraph under Section 3:***

- The Youth Council shall meet quarterly with other meetings as necessary at the call of the designated Committee Chair. The Council will serve in an advisory capacity pertaining to all matters of youth. In consideration of the size of the Youth Council, at least two members of the Youth Council shall be members of the Board and will require them to serve as Chair and Vice-Chair respectively.
–Motion to approve Rick Kidder, seconded by Ron Melbourne –verbal roll call all in favor.
- Ron Melbourne also asked that roll call vote included Performance & Oversight committee changing to bimonthly with the Chair having the ability to call additional meetings should the need arise.
–Motion to approve Carl Taber, seconded by Rick Kidder–verbal roll call all in favor.

The Workplace–Nestor Leon/James Daniels/Beth Costa/Elizete Perry

- Summer Youth–Nestor Leon, The Workplace
 - Overall summer was a big opportunity and very successful. They had a three-tiered model virtual program of 9 cohorts with programs that included art, education, health and wellness, manufacturing, social media, etc. They are working on a final report and Nestor wanted to acknowledge the work and coordinated effort of the Youth team at the Career Center. The numbers have been increasing as they move forward and workshops are steadily increasing along with job placements.
- COVID19 and Operations–James Daniels
 - James stated that they are exploring different ways of reporting and noted that all reports are showing continual improvements. James presented a new report developed for Performance & Oversight Committee that shows deliverables both quarterly and monthly that helps them identify what needs to be done at any point in time.
 - Beth Costa informed the Committee that the Career Center plans to conduct job fairs. The first job fair will be on October 1st for youth with Market Basket which is hoping to hire 15 to 20 youth. Beth felt the challenge with the adult was that many were not quite ready to go back to work, and employers were not sure if they were going have additional layoffs. They examined the course taken by the adult customers and found the biggest need was connecting job seekers completing CDL training with employers. So the job fair will be for CDL trainees on September 29th or 30th. This will be mandatory for those in CDL training.
- Career Center Overview–Beth Costa and Elizete Perry
 - Beth said that the numbers are for July and August is not yet verified. Due to COVID the numbers may appear dismal, but comparing June to July they are seeing a 51% increase and she felt they are in good shape. They are well set up with the virtual service moving forward. Employer services seem stagnate over the last few months. Adult and dislocated workers are on target.
 - Elizete noted they are on target as far as spending down the fiscally allocated money. They have noticed the there is a lot of interest in healthcare and CDL. Healthcare customers seem to find jobs straight out of training which is why they decided to focus on CDL for their job fair.
 - Elizete noted they have shifted one of the staff to a job development role and numbers have improved as a result.
 - James concluded by saying the Career Center is in a continuous improvement plan as well continuously providing new data for continued improvements.
 - Ron Melbourne asked about how they are promoting the job fairs. Beth noted they would send the links and flyers out when they are final. They plan to make it mandatory as part of their CDL training and they must attend specified times. They are marketing on their website and social media as well as through their CCS workshops. They will also contact customers directly with calls and email as well as share with their partner organizations.
 - Dave Slutz commented to Diane Hurley that the Career Centers needs to open to the public. Diane stated the state is going about reopening as thoughtfully and expeditiously as possible, but the risk is that once the centers open and the people may want only UI assistance and CC staff may not be able to handle it and they are developing training program to reduce that burden. The currently have virtual services and are bringing on more services virtually.

Other Business

- Jim Oliveira noted that they are discussing issuing a request for qualification for a new building for the Career Center. This is not only because the building is in need of repair, but also the rail platform construction is going to be starting soon which will cause major traffic issues and road closings.
- Schedule of subsequent Ex-Comm via Zoom Meetings
 - December 16th

Adjourned at 1:01 pm. Roll Call conducted to approve.