

Performance and Oversight Committee

May 1, 2018 8:30 a.m.

1213 Purchase Street, New Bedford, MA | 2nd Floor Conference Room

Attendance: B. Morell (8:37 a.m.), R. Melbourne, M. Tavares, J. Fernandes

Workforce board staff: J. Oliveira, S. Grant, M. Tarpey, K. Holloway Cripps

**MINUTES**

**Call to Order**

R. Melbourne called the meeting to order at 8:30 a.m. with a quorum.

**Consent Agenda – none**

**Certification Update**

K. Holloway Cripps said that a call was held along with B. Francis from NDS on updates. No further action at this time, B. Francis did send some comments. K. Holloway Cripps noted that the incoming operator would have certification in March 2019.

**Transition Update**

 The committee reviewed the transition plan for The WorkPlace to start operations on July 1 and reviewed the first meeting with their team on Friday 4/27. K. Holloway Cripps said everything went well and shared the follow up items for short terms to do with the committee, including no purchases to be made by NDS without workforce board approval, case load reports, the youth summer program, and the expected hiring plan. K. Holloway Cripps also shared that B. Francis and D. Haynes had made comments about Dover Street closing and an email to follow up with a confirmation had not been returned by B. Francis, yet. K. Holloway also stated an email with other items had not been returned yet, including inventory. J. Fernandes suggested the team do an evaluation of each meeting to gauge performance against expectations. R. Melbourne asked if a budget had been set for the transition to hire career center manager staff, move and renovate. K. Holloway Cripps stated previous discussions were in the $50 to $75K range but nothing was decided yet. S. Grant said if the committee wanted to appropriate funds a vote would have to be taken to lower the reserves threshold. Discussion ensued on the transition. No other comments or votes.

**Finance Position**

K. Holloway Cripps shared that S. Grant was retiring on September 30 from the workforce board and succession planning needed to happen. All congratulated Steve. Three options were presented, one for S. Grant to stay on 15-18 hours per week through FY19 after retirement, one for the city to take over fully as fiscal agent, and the third to hire a Finance Manager. K. Holloway Cripps stated the staff had concerns about fully migrating to city at this time with a new operator on board and was concerned about timeliness and responsiveness and the learning curve. R. Melbourne asked J. Oliveira for preferences. J. Oliveira stated he preferred S. Grant part time for the near term. B. Oliveira suggested the committee approve the finance manager position and pay scale in anticipation of a future hire later in FY19 or FY20. R. Melbourne made a motion to approve the finance manager job description and pay scale as presented. J. Fernandes seconded the motion. All in favor, no discussion, no abstentions, nor nays.

**DOL Update on Outstanding Findings**

K. Holloway Cripps stated that DCS has indicated they have not received any input or feedback on the latest round of responses. The committee confirmed they were dedicated to a June 30 resolution. No actions to take.

**Other Business**

B. Morell stated he was concerned about the discussions about rumors that the workforce board would pay out the staff accrued vacation time. K. Holloway Cripps stated this was also a concern of the staff. S. Grant stated that he had spoken with the NDS consultant and said if they were to pay out with current funds it had to happen before the end of the fiscal eyar. B. Morrell asked if the committee should recommend to the executive committee that a letter be sent that the liability is with NDS not the workforce board for vacation time. R. Melbourne made the motion to recommend to Executive Committee and J. Fernandes seconded the motion. No further discussion. All in favor, no abstentions, nor nays.

**Adjourn**

The meeting adjourned at 9:28 a.m.