

Performance and Oversight Committee

February 1, 2018 9 a.m.

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

In attendance: B. Morrel, R. Melbourne

Absent: C. Rezendes, J. Fernandes

Others in attendance: D. Hurley

WIB Staff present: S. Grant, K. Holloway Cripps, S. Grant

**MINUTES**

Call to Order

B. Morrel called the meeting to order at 9:04 a.m. with quorum

Consent Agenda

R. Melbourne made a motion for the approval of Minutes January 10, 2018. B. Morrel seconded the motion. No discussion. All in favor.

FRA

K. Holloway Cripps asked the chair, B. Morrel, if two items could be taken out of order, all in agreement. Due to the bereavement/illness of J. Oliveira, the FRA has been postponed to the end of February for all staff to participate.

Finance and Accounting Manual

K. Holloway Cripps shared that the WIB staff after discussion would like to take a bit more time reviewing the finance and accounting manual, and the manual will be on the agenda at a future committee meeting.

Career Center Certification Update

B. Morrel asked for an update on the certification. K. Holloway Cripps shared that the career center operator had returned the application on 1/31 and provided three dates for the review team to visit for the process. M. Tarpey will be coordinating the review visit. K. Holloway Cripps noted a partner was still needed for the review team but the process was on track to be completed before the March 30 due date.

DOL Review

B. Morrel asked for an updated on the DOL findings. K. Holloway Cripps stated the responses had been sent to DCS and on to DOL. D. Hurley confirmed that DOL had not issued a response yet and were over the 30 days to do so.

B. Morrel asked for an update on the fiscal finding. S. Grant stated he was still working with NDS on the advances and balance, but, while the numbers were close they were still not in alignment. B. Morrel stated he felt the numbers should match, R. Melbourne concurred. S. Grant shared that the WIB had over-advanced NDS this fiscal year. K. Holloway Cripps called the committee’s attention to the meeting items and noted the advanced overage was approximately $41,000. B. Morrel stated there should be invoices showing the cash advances and the line items billed by NDS on a monthly basis to better track the financial activity.

No action, WIB staff will continue to work on finding.

Recompete RFP

K. Holloway Cripps shared that the RFP for the recompete which was another item on the DOL review was issued successfully on January 19. Six public notes were posted around New England and 35 priority mail envelopes were sent to interested parties including career center operators around New England. There were The QA from the conference was submitted online on 2/1/2018. The next step is to continue monitoring the process with RFPs due on March 20, 2018.

D. Hurley shared that she had concerns about the timing and shared that the Puerto Rico workforce area was considering a bid on GNBWIB’s timeline and chose not to do so. A brief conversation ensued.

 K. Holloway Cripps shared the draft comments and asked the committee if they had any input specifically on the statements concerning the possibility to relocate to the Quest Center and the conservative estimate for funding for FY19. No comments.

D. Hurley shared that to ensure a fair process all involved should not make any adverse comments during the process. A brief conversation ensued. B. Morrel asked about next steps. K. Holloway Cripps stated the only steps were to monitor and then to accept any bids on March 20. No actions taken.

Other Business

No other business.

Set next meeting

B. Morrel stated the next meeting will be established at a future date to be held prior to the March executive committee meeting.

Adjourn

The meeting adjourned at 10:01 a.m.