



Performance and Oversight Committee

June 5, 2018 9 a.m.

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

MINUTES

In attendance: B. Morrel, R. Melbourne, K. Holloway Cripps, M. Tarpey, J. Oliveira

Absent: C. Rezendes, J. Fernandes

Call to Order

B. Morrel called the meeting to order at 9:10 a.m.

Consent Agenda (Vote)

R. Melbourne made a motion to accept the meeting minutes of May 1, 2018. B. Morrel seconded. All in favor, no abstentions nor nays.

Certification Update

K. Holloway Cripps shared that the workforce board staff met with NDS in April and then sent an email in May for the 30 day updates required for provisional certification. NDS stated most items could not be addressed due to the contract termination on June 30.

K. Holloway Cripps shared the results of the fiscal review by DCS and noted an official notice has not been received. In the exit call DCS stated that the workforce board was level 3 or out of compliance. B. Morrel asked the issues and K. Holloway Cripps gave an overview stating that at least half of the issues were rectified when DCS was conducting the review but they were still placed on the report. A brief conversation ensued.

Transition Update

K. Holloway Cripps gave an overview of the transition status and noted that staff offers had been made by The WorkPlace and that there was a youth meeting with Eddie and Ashley from DCS and NDS along with the WorkPlace. A conversation ensued.

Finance Position Update

K. Holloway Cripps shared that DCS stated that Steve could not stay on as a part time employee or consultant without a job positing or an RFP and that a job would be posted for Steve's position late June for a late August/early September start date. A brief conversation ensued.

FY19 Budget Allocations Update and Local Plan

K. Holloway Cripps shared that the budget allocations were sent and the funding cut for state allocations was about 2.2% less over last year and with grant funding expecting the workforce budget should be close to level funded. S. Grant's initial budget was shared and K. Holloway Cripps noted that several changes would still have to be made and appropriated but the sheet was an overview. J. Oliveira asked what some of the funding streams were and K. Holloway Cripps stated S. grant still had work to do on specific line items. K. Holloway Cripps also stated that the local plan figures should be comparable to last years. J. Oliveira stated he wanted to review and potentially make some changes. Brief conversation ensued. R. Melbourne asked what action the committee needed to take. K. Holloway Cripps stated it

was more an overview to review and the budget would be presented to Ex Com. A brief conversation ensued. No action taken.

Other Business

K. Holloway Cripps discussed one of the fiscal concerns over purchase orders. A motion was made by R. Melbourne and seconded by B. Morrel to raise the purchase order requirement threshold to \$3,000 effective immediately. All in favor, no abstentions nor nays.

Adjourn

The meeting adjourned at 10:24 a.m.



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 year. 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.

