

Performance and Oversight Committee  
**Minutes of September 4, 2019**

In attendance: Members - P. Correia, R. Melbourne

Absent: M. Tavares, J. Fernandes

Staff: D. J. Ramos, D. Meggison

Meeting called to order by Chair Ron Melbourn at 8:05

Vote on minutes of the August 6, 2019 meeting – attached. P. Correia made the motion to approve and R. Melbourne seconded the motion.

Using the FY20 Goals & Objectives document that was distributed previously, the members present discussed whether to modify the form at all or add to it in any way. D. Ramos reiterated that this wasn't necessarily the content to be used and that the committee members need to direct the goal and objectives for themselves with assistance from the WDB staff. Additional goals/objectives can be established by reviewing what objectives were not met in previous years and focusing on them. Additionally we had the Assurances from the FY2020 Local Operating Plan as well as the TEGL 10-16 from the Dept of Labor.

Paul Correia stated we should use the document to 'drive the meeting' each month. In order to do that we should distribute the Career Center reports and financials from the CFO prior to the meeting each month with enough time for review. The staff present agreed to implement that moving forward. Ron Melbourne would like to look at the Career Center reports and focus on what is 'important to us as a Board' and 'get into the weeds on that'.

Other Business

- Staff has been asked to look into what kind of surveys are being conducted at Mass Hire to see how job seekers and employers view the performance of the Career Center.

Future Meetings @ Quest Center – if in agreement, save-the-dates on your calendars – agenda will be attached to the actual meeting invite if available.

Wednesday October 2 @ Quest Center

Wednesday November 6 @ Quest Center

Wednesday December 4 @ Quest Center

Meeting adjourned at 8:59