

Minutes of **September 26, 2019** meeting

GREETING AND CALL TO ORDER - meeting called to order at 8:05

INTRODUCTIONS AND ANNOUNCEMENTS

Dave Slutz, Chair

New Board Members introduced
Workforce Board employee introduce
Letter to the MassHire Workforce Board from North Star Learning shared

CONSENT AGENDA

Dave Slutz, Chair

- Minutes of June 5 2019 Annual Meeting - Vote required)
 - Motion to approve made by R. Kidder. Seconded by H. D. Hughes
- Treasurer's Report (Vote required)
 - Motion to approve made by A. Broholm. Seconded by J. Fernandes

EXECUTIVE DIRECTOR REPORT

Jim Oliveira, ED/CEO

- Provided Executive Director's Report reviewing his initial goals based on the initial directive of the ED position and accomplishments made due to combined efforts and the enactment of the Workforce Innovation Opportunity Act. Jim noted examples WIOA Strategic Plan and how it enabled achievement of goals by establishing a Work Force Skills cabinet that supported grants, requiring that grant applicants partner local Work Force Boards for grants, requiring examination of Career Center Operators and vetting of new Board Directors. Jim also cited specific examples of how each directive of WIOA Strategic Plan allowed for vast improvements. Jim also noted the Workforce Board staff had stabilized with a committed team of talented professionals in every position to ensure a smooth transition of senior staff.

REPORTS

- Performance & Oversight Committee Ron Melbourne, Chair
 - Ron said that the committee is working on creating goals to provide a roadmap of where we are and where we want to be
 - Ron felt that reporting can be approved upon and they are working on that. They want reports to be proactive, evaluate opportunities and are meaningful in addition to what is state mandated.
- Business Development Committee Rick Kidder, Chair
 - Rick stated the main goal for the committee is getting the word out.
 - They have begun using the Foundation Search focusing on the programs ability to look for outside funding and find grants. Dave asked if other related agencies/entities were able to utilize the software also. Rick indicated that they were.
 - The WBSM advertising contract was in place for segments on both WBSM 1420 and Fun 107 both with social media push through from ads on the respective websites. He stated so far results have been positive with 80,544 impressions having been made so far.
- Youth Council Jeff Pelletier, Chair
 - Jeff reported that since January they had conducted outreach to employers and that there were 5 new participating companies added to the 22 existing companies. The application process was digitized using online forms providing for an enhanced real word experience for the applicants. There were eight group orientation sessions and all participants were required to attend

Singular Success Training at Vole Tech with a 146 completed that training. The Summer Youth Works Program ended on August 23, 2019. There were a total of 472 full applicants with 173 youths per week which was in line with the target maximum of 180 and minimum of 163. Three youths at Price Rite were offered permanent positions after the program ended and two were offered part-time but permanent positions at NorthStar Learning Center.

- CAREER CENTER OPERATIONS James Daniels, Director of the MassHire Career Center
 - Jim said they are focusing on accountability, responsibility and sustainability.
 - They are conducting assessments and have implemented surveys of employers, job seekers and staff
 - They are also analyzing time and efforts spent to determine where work efforts are spent and track if people get hired with follow up
 - Dave Slutz asked if we are equipped to measure based on the environment using the correct data and system to gather the information
 - Jim stated they are focusing on ITA and working of creating special training based on needs

BUSINESS

- Vote on two changes to revisions and policies needing ratification by the board
 - Increase the Standard Mileage Rates from 54.5 cents to 58 cents - Motion to approve made by J. Pelletier. Seconded by M.E. Graham.
 - Intervals for the ex-comm committee reduced from 9 to 6 and to convene at least quarterly – Motion to approve by Y. Tobey. Seconded by J. Bahena.

- GUEST SPEAKER INTRODUCTION Jim Oliveira, ED/CEO

GUEST SPEAKER Isaiah Houtman - Teacher Externship

Isaiah's talk concluded with a lively group discussion about essential skills needed for on the job (and the lack there of).

ADJOURN - meeting adjourned 9:30