

**Regional Employment Board of Hampden County, Inc.**  
**Board of Directors**  
**Tuesday, December 13, 2016 – 3:00 p.m. to 4:30 p.m.**  
**TD Bank Conference Center**

**Members Present:**

W. Abrashkin	K. Dunkelberg	N. Griffin	K. Smith
M. Ashe	D. Fadus	S. Hatiras	J. Sullivan
P. Bailey	M. Ferrer	E. Leyden	W. Trudeau
T. Barber	M. Florio	J. Mitchell	M. van Schouwen
C. Brown	M. Galat	J. Peters	J. Waah
P. Canavan	G. Golash-Kos	N. Rivera	J. Williamson
H. Caulton-Harris	F. Grasseti	J. Rodriguez-Denney	M. Wise
<b>Others Present:</b>	<b>REB Staff:</b>		
B. Delphin	J. Miller	D. Cruise	E. Johnson
R. Devine	M. Mitchell	C. Abramowitz	J. Lyons
N. Klayman	K. Rogowski	D. Carr	L. Martin
K. Lynn		M. Chechette	S. Trueman

**MINUTES OF MEETING**

**Meeting Materials**

**Mailed Out:** December 13, 2016 Agenda, Minutes of the September 13, 2016 meeting, November 16, 2016 Executive Committee Report, Election of Officer and New Member Nominations Memo, 2015-2016 Board Surveys

**Handed Out:** No other items were distributed to the Board members

**I. Welcome & Introductions**

Chair Craig Brown called the meeting to order at 3:00 p.m. and first welcomed new members Nancy Rivera, William Trudeau, Rohit Singh, John Cooke and guests.

**II. Business Items**

**a) Approval of the Minutes**

Craig asked for a motion to approve the minutes of the Board of Directors meeting held on September 13, 2016.

- **Action Taken:** A motion to approve the minutes of the September 13, 2016 meeting was made, seconded and approved.

**b) Executive Committee Report**

Craig referred the Board to page 9 for details on the November 16, 2016 Executive Committee report and highlighted just a few of the items. First, Craig advised that Rudy D'Agostino, CPA of Meyers Brothers Kalicka, P.C., reported on the results of the REB FY'16 Audit; which once again resulted in 3 clean, unmodified opinions of the financial statements, of the REB's internal

controls and for each major program; with no deficiencies or compliance issues to note; no adjusting journal entries required of the REB’s financial statements, and no findings or questioned costs. Craig noted the audit had been previously accepted and approved by the Finance & Audit Committee and was then accepted by the Executive Committee (Full details of the financial statements are posted on the member-only section of rebhc.org). He advised that Gene Cassidy and Diana Carr provided 1<sup>st</sup> Quarter Financials which were reviewed by the Finance Committee and it was noted most all income and expenses are in line with expectations and explained any variances (summary of which is posted on member-only section of rebhc.org). Lastly, the overall very positive results of the performance evaluation of the President & CEO were reported on. Craig noted this included David’s self-evaluation and the evaluations by all of the Executive Committee members.

**III. Election of Officers**

Craig turned the meeting over REB Clerk, Hank Abrashkin, who asked members to turn to page 10 and advised that the Executive Committee met on November 16th to recommend the following actions be approved:

**A) Election of Officers:**

A slate of Officers needs to be voted on at the December meeting and the Governance Committee approved the following as proposed candidates; the Executive Committee approved all positions except the Vice-Chair which was still “to be determined” on the date of the meeting.

- Chair: Jeffrey Sullivan (1<sup>st</sup> year of 3-year term)
- Vice-Chair: TBA (1<sup>st</sup> year of 3-year term)
- Treasurer: Eugene Cassidy (1-year term)
- Clerk: Judge William (Hank) Abrashkin (1-year term)
- President and Chief Executive Officer (non-voting): David M. Cruise

➤ **Action Taken:** A motion was taken and the election of the terms of Officers as noted above were seconded and approved.

Craig was thanked for not only his tenure as Chair but his long-time service on the Board overall. Jeff Sullivan was welcomed as the new incoming Chair.

**B) Members with Terms Expiring December 2016**

Hank noted that the Governance Committee reviewed attendance for those members whose terms expire this December against the REB’s by-law policy and discussed their re-election with the Executive Committee. Those members are:

<b>Name</b>	<b>Title</b>	<b>Company / City</b>
1. William Abrashkin	Executive Director	Springfield Housing Authority, Springfield
2. Michael Ashe	Sheriff	Hampden County House of Corrections, Regional
3. Cleveland Burton	Asst. Center Standards & Incentive Officer	Westover Job Corp, Regional
4. Doreen Fadus	Dir. Of Community Health	Mercy Hospital, Springfield
5. Ed Leyden	President	Ben Franklin Design, Agawam
6. John Mitchell	President	Mitchell Machine, Springfield
7. Fiore Grassetti	President	Pioneer Valley AFL-CIO Central Labor Council, Regional
8. Joseph Peters	President	Universal Plastics, Holyoke

9. Mike Galat	VP of Employee Services	Big Y Foods, Inc., Regional
10. Michelle Van Schouwen	President	Van Schouwen Associates, LLC, Longmeadow
11. Jamie Williamson	Commissioner	MA Commission Against Discrimination, Regional

➤ **Action Taken:** A motion to re-elect the above members, for terms ending December 2019, with the exception of Sheriff Michael Ashe, who has retired was seconded and unanimously approved.

Craig then thanked Sheriff Michael Ashe for his many years of service to the REB and Sheriff Ashe commented on his positive time serving on the Board.

**C) New Member Nominations:**

The following individuals were recommended as new members:

- Dr. John B. Cook, STCC President
- Nancy Rivera, Senior Vice President, HAPHousing, Inc.
- Rohit Singh, Senior Director, Talent Management, MassMutual Financial Group
- William Trudeau, President & CEO, Insurance Center of New England

➤ **Action Taken:** A motion to elect the above members to the Board for terms ending December 2019 was seconded and approved.

It was also noted that an orientation of all recently elected new members is scheduled for **Thursday, January 12, 2017 from 8:00-11:00 a.m.** (location to be determined) and we again open that up to all other interested members as well.

**IV. President & CEO Report**

Craig turned the meeting over to David Cruise who first referenced the completed Strategic Plans for our Healthcare Partnership and for the Connected Learning in Afterschool and Summer Partnership (CLASP); two copies of which were on each table to peruse. David thanked Brian King and Maura Geary for their hard work and advised that CLASP (new name for the Hasbro Summer Learning Initiative) and the Healthcare Partnership have worked hard to establish the strategic plans for both programs over the next 3 years and how these plans will help us to stay focused on new funding sources for both initiatives. David then briefly went on to the State budget and the potential of further Governor “9c” cuts which could impact the REB and the work related to the career center’s services to job seekers and employers. David will keep the Board informed of any changes.

David then asked members to turn to pages 11 and 12 in the agenda packet and reviewed the 2015 and 2016 REB Board Self-Assessment Survey. David reviewed the metric (substantive progress, some progress, or no clear progress) from the 2015 comments and then highlighted a few of the results in each category as follows from the 2016 survey comments:

- **Board Development and Engagement:** Allocating Board agenda time for discussion on influencers impacting our work and results and outcomes of training investments to gauge efficacy.

- Strategic Thinking and Planning: Discussing impact of “mega-trends’ on workforce development planning and implementation and the board members discussed possible topics along these lines
- Operational Issues/Capacity Building: Continuing to focus on sector training to position the workforce pipeline for future jobs; and
- Promoting REB Accomplishments: Increasing REB promotional activities to broaden and deepen public awareness.

Next, David advised the Board that the current REB Strategic Plan is due to sunset on June 30, 2017 and we are working on the new plan which he hopes will be voted on at the June 2017 Board meeting.

David also thanked Hank Abrashkin for securing some funding, from his Board, for the Talk/Read/Succeed Program which will allow us to continue the program until June 2017.

#### **V. One-Stop Career Center Operator Procurement Results**

Craig turned the meeting over to Christine Abramowitz who gave an in-depth presentation on the One-Stop Operator procurement process. In doing so, she outlined the following:

- The RFP Purpose to select Operators of One-Stop Career Centers with one to operate in Springfield and one in Holyoke,
- Conflict of Interest Disclosure requirements for any Board member to refrain from commenting and to abstain from voting,
- The names of organizations that submitted proposals,
- The review process timeline;
- The Review Team Make-up in terms of composition of Board members (e.g., what committees they serve on, public and private representation, geographic and demographic diversity, and comment role of non-board member WIOA core partners);
- The Review Criteria as outlined in the RFP;
- The process followed at the Review Team meeting;
- The ranked results of the review;
- The approval of the recommendations by the Executive Committee; and
- The agreement of the selections by Mayor Domenic Sarno as the Chief Elected Official for Hampden County.

After some brief discussion on the competitive selection process, the Board was asked to vote on the selection of the Operators.

#### ➤ ***Actions Taken:***

1. A motion was made to recommend the following as Operators of our One-Stop Career Centers, for the 4-year Charter period, subject to an annual re-chartering and re-contracting renewal process, and then was seconded and approved.
  - FutureWorks, Inc. for Springfield
  - Hampden County Career Center, Inc. dba CareerPoint for Holyoke

**Abstentions:** Joe Peters, Patricia Canavan and Kermit Dunkelberg

2. A second motion was taken to maintain the current 55% allocation of core funding to Springfield and 45% to Holyoke, and was seconded and approved.

## **VI. Partnering for Solutions: Demand Driven Workforce Development Interventions**

### ***Panelists:***

- Kevin Smith, US Tsubaki Automotive Division
- Michelle van Schouwen, van Schouwen Associates
- Meredith Wise, Employers Association of the Northeast
- Jack and Mark Mitchell, Mitchell Machine

David introduced the panel above and opened by noting that the issues of talent, attention, development and retention are paramount in today's economy. He then turned the meeting over to Kevin Smith from US Tsubaki who presented a video on the partnership between U.S. Tsubaki Automotive and CareerPoint. Kevin advised that the purpose of the video is to demonstrate a collaborative model to employers that are presently in a growth cycle. He noted that US Tsubaki worked with CareerPoint and the REB to develop the video. The goal is to do outreach, recruitment and assessment of qualified individuals to improve workforce readiness and retention. Michelle van Schouwen, from van Schouwen and Associates, was contracted and she and her professional production crew created the video for this model in a very professional way.

Next, David introduced Meredith Wise who discussed the Leadership Development for Front-Line Managers and Supervisors program taught by the Employers Association of the Northeast (EANE). The program provides industry-specific professional development opportunities for employers and front-line employees. She reviewed the program and highlighted the following specific modules: how to understand leadership roles; how to manage diverse work styles; communications skills; situational leadership; training skills; and managing performance problems and conflict. Finally, Mark Mitchell shared his experience going through the leadership program and how it helped in his communication process and work with others.

With no further business, Craig called the meeting to a close at 4:45.

Submitted by David Cruise