

**MHHCWB Executive Committee Meeting
 Wednesday, November 14, 2018
 MHHCWB Office – EDC Conference Room**

Members Present: MHHCWB Staff:

C. Brown	D. Cruise	Others:
E. Cassidy	C. Abramowitz	R. D’Agostino
J. Sullivan	D. Carr	
M. Wise	J. Lyons	
	S. Trueman	

Meeting Materials

- Mailed Out:** November 14, 2018 Agenda, August 15, 2018 Minutes, Finance Committee Report, 1st Quarter FY19 Expense Report, Governance Committee Report (including Director Re-Elections/Elections), Officer Nominations and Staff Signature Reauthorizations, Strategic Planning Committee Report
- Handed Out:** Meyers Brothers Kalicka, P.C.’s Annual REB Financial Statements and Accompanying PowerPoint Slides, 2017 and 2018 REB Board Self-Assessment Survey: Summary of Comments and Recommendations

Minutes of Meeting

I. Approval of Minutes

Chair Jeff Sullivan called the meeting to order and welcomed members. Due to a lack of quorum, it was agreed upon that any required Executive Committee votes will be attained at the December 18, 2018 full Board of Director’s meeting.

II. FY18 Audit Report (Hand-Outs)

Chair Jeff Sullivan introduced Rudy D’Agostino of Meyers Brothers Kalicka who gave an overview on the results of the REB FY’ 18 Audit. Rudy began by stating that 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. He also noted the agency continues to be fiscally sound from year to year and that the 2017 IT Risk Assessment suggested changes were implemented. The audit had been previously accepted and approved by the Finance & Audit Committee. Full details of the financial statements are posted on the member-only section of www.masshirehwcw.com.

He then provided financial report highlights reviewing assets and liabilities showing net assets on 6/30/18 of \$1,432,199 which is a net increase of approximately \$68,000 from the prior year. It was also pointed out that there is periodic monitoring of program and financial records in compliance with state and federal requirements. In reviewing the 5-year comparison, the total decrease was due to a reduction to WIOA of \$300k and a WIOA grant that was renewed at a lower amount. It was 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 www.masshirecwb.com.

- ***Action to approve the FY18 Audit Report will be deferred to the December 18, 2018 Board Meeting.***

III. President & CEO Report

David Cruise first reported on the major work of the organization that focused on meeting workforce supply and demand needs via the implementation of the Labor Market Blueprint, the new MassHire branding transition and the OSCC Charter requirements. He also highlighted the following:

- He also provided copies of the recent Annual Report of the Healthcare Partnership of Western MA, which we manage with leveraged investment of partner members, and noted a new report is about to be released on the Supply & Demand needs of Nurse Practitioners and Physicians Assistants. He highlighted the Western MA Nursing Committee, the Allied Health Committee and the Pioneer Valley Interprofessional Education Committee and shared their mission of strengthening the region's healthcare workforce.
- He reviewed the status of our Registered Apprenticeship work in manufacturing and healthcare focusing on 2 major employers; Baystate Health Systems and Smith & Wesson's incumbent worker's apprenticeship programs.
- And lastly reviewed some upcoming staff organizational changes effective after the new year including the departure of Brian King, Director of CLASP and the retirement of George Ryan. David will continue to keep the committee informed of any future staff decisions.

IV. Finance Committee Report 1st Quarter Financials

Jeff turned the meeting over to Finance Committee Chair, Gene Cassidy and MassHire VP & Comptroller, Diana Carr, who provided an overview of the 1st Quarter FY 19 Expense Report on pages 5 & 6 in the agenda packet. Diana highlighted Federal funding for FY19 noting it was at 8% at the end of the first quarter. She advised this was because our cognizant agency (the Department of Career Services) has not contracted with us for most of our FY19 funding sources. The reason being they did not have the Notice of Obligation (NOO) from USDOL and we are still waiting on the state to finalize our invoicing ability for many federal grants; which could become problematic. Discussion ensued with members regarding further resolutions.

V. Governance Committee Report

MHHCWB Clerk, Craig Brown asked members to turn to page 7, noted that the Governance Committee met on November 7th report and advised Deshawn Dodd and Nicole Griffin have agreed to be new committee members on the Governance Committee. Craig then provided the Governance Committee Report, which included conditionally approving the upcoming re-election of members whose terms expire this December and the annual signatory authorizations for the President & CEO and Vice Presidents, the highlights are as follows:

A) Members with Terms Expiring December 2018

The Governance Committee reviewed attendance for those members whose terms expire this December against the Board's By-Law policy and discussed their re-election. Those members are:

Name	Title	Company / City
Eugene Cassidy	President & CEO	Big E, West Springfield
Edward Demetrian	VP of Sales	Tiger Press, East Longmeadow
Keshawn Dodds	Executive Director	Boys & Girls Club Family Center, Springfield
Maria Ferrer	Owner	MD Beauty Salons, Holyoke
Nicole Griffin	CEO	Griffin Staffing Network, Springfield
Jorge Messmer	Area Director	Mass Rehabilitation Commission, Regional
Kermit Dunkelberg	Assistant VP, ABE & Workforce Development	HCC / Ludlow Adult Learning Center, Regional Rep for all DESE Programs
Spiros Hatiras	President & CEO	Valley Health Systems, Inc., Holyoke
Dr. Christina Royal	President	Holyoke Community College
Roxanne Smith-Miller	Regional Manager, West	MA Department of Transitional Assistance, Regional
Paul Stelzer	President	Appleton Corporation, Holyoke
Henry Thomas	President	Urban League of Springfield, Inc., Springfield
Jacob Waah	President & CEO	Victory Home Healthcare, Inc. Holyoke

- *Action to approve the re-election of the above members, pending outcomes of discussions by David Cruise with those members who had attendance issues, will be deferred to the December 18, 2018 Board Meeting.*

B) Review Board Survey Results

Craig went on to provide the positive results of the Board survey and reviewed the results of the on-line Self-Evaluation of the Board which had a 68% response rate (from 70% last year). Most factors were reviewed favorably with some work to be done in the areas of meeting time management and clarifying Board member fundraising roles.

Members' evaluation of their own contribution to the Board indicated that individuals' board and committee attendance, cultivating of new member candidates and offering to serve in a leadership role are areas to improve on. Details of the scoring are posted on the board member section of our website: <http://massshirehcb.com/board-member-page/>. A summary of the comments made in the 2018 survey, as well as an assessment of our progress against the comments made in the 2017 survey, was handed out.

VI. Officer Nominations & Signature Authorizations

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:

- Chair: Jeffrey Sullivan (3rd year of 3-year term)
- Vice-Chair: Meredith Wise (1-year term)

- Treasurer: Eugene Cassidy (1-year term)
 - Clerk: Craig Brown (1-year term)
 - President and Chief Executive Officer (non-voting): David M. Cruise
 - Vice-President of Administration and Workforce Systems (non-voting): Christine Abramowitz
 - Vice-President and Comptroller (non-voting): Diana Carr
 - Vice-President of Workforce Operations (non-voting): Steven Trueman
- *Action to nominate the above terms of Officers for election at the December Annual Board meeting will be deferred to the December 18, 2018 Board Meeting.*

B) Signature Authorizations

The Executive Committee annually votes to authorize the President & CEO of the MHHCWB 501(c)(3) corporation to sign contracts and other legal business documents on its behalf. The Vice-President of Director of Administration and Workforce Systems was added as a secondary signatory on REB sub-contractual agreements only (not legal documents) when the President & CEO is unavailable. Further the Vice-President of Workforce Operations is the primary signatory on Individual Training Accounts (ITAs), On-the-Job Training (OJT) contracts and various related checks.

- *Action to vote to authorize the below to sign contracts and legal business documents will be deferred to the December 18, 2018 Board Meeting.*

- The President & CEO to sign MHHCWB, Inc. contracts and legal documents and for the Vice-President of Administration and Workforce Systems to be a back-up signatory on REB sub-contracts, and
- The Vice-President of Workforce Operations as the primary signatory on all Workforce Innovation and Opportunity Act Umbrella Contracts for Individual Training Account (ITA) contracts, On-the-Job Training (OJT) contracts, all checks for ITAs, OJTs and WIOA customer support service payments, and in the President & CEO's absence, all other checks.

There is also a need to re-approve individuals in the following positions to be “authorized organizational representatives” whose names can be used when submitting federal grant proposals on-line at grants.gov under the new MHHCWB, Inc. organizational name, which will also be deferred to the December 18, 2018 Board Meeting.

- The President & CEO, the Vice-President of Administration and Workforce Systems and the Vice-President of Workforce Operations

VII. Strategic Planning Committee Report

In the absence of Chair, Gina Golash-Kos, David Cruise referred people to details on page 9 of the packet and just highlighted that David reviewed the approved FY19 state budget, that the Year 1, 4th QTR Progress Report of the REB Strategic Plan Scoreboard & Key Performance Indicators (KPIs) was reviewed and that its summary page is included on the following page and that Branding and the Regional Planning as part of the September Board meeting strategic planning agenda item was discussed.

VIII. Strategic Thinking Discussion: MassHire Value: Reliability

The committee discussed the MassHire Value ~ Reliability: MassHire creates trust and reliability by consistently delivering high quality professional services at each location and in every interaction in terms of what employers should expect from our workforce system. They focused on how this related to the MH “Promise”, particularly the “connecting employers with talent and job seekers” portion. The importance of making a good first impression was seen as critical to ensuring employers continue to engage with our system. Where the centers are in implementing their integrated Business Services unit and usage of the Talent Bank was also discussed. David and Steve noted that we have made some good progress in these areas very recently; but we need to do more to make sure we understand what “talent” we do have to help employers full their supply needs; as well what we don’t have, but if so, how we can still help that employer with onboarding needs, given the low unemployment and availability of workers. They agreed that while a lack of resources is still an impediment we need to work on our ability to follow through more fully on the “Promise” statement.

With no further business, Vice Chair, Meredith Wise called the meeting to close at about 4:05 p.m.

Submitted by, David Cruise