

**MassHire Hampden County Workforce Board, Inc.**  
**Board of Directors Meeting**  
**Tuesday, December 18, 2018– 3:00 p.m. to 4:30 p.m.**  
**TD Bank Conference Center**

**Members Present:**

C. Brown	K. Dodds	S. Levesque	P. Stelzer
C. Burton	K. Dunkelberg	J. Mitchell	J. Sullivan
D. Butterfield	G. Golash-Kos	V. Otero	H. Thomas
E. Cassidy	F. Grassetti	J. Peters	W. Trudeau
J. Cook	S. Kasa	N. Rivera	M. Wise
E. Demetrian	N. Kashouh	J. Scavotto, Jr.	
<b>REB Staff:</b>	<b>Others Present:</b>		
D. Cruise	J. Lyons	R. Sullivan	J. Dyjach
C. Abramowitz	L. Martin	T. Mettlach	L. Pouliot
D. Carr	S. Trueman	M. Flick	
E. Johnson		D. Moran	

**MINUTES OF MEETING**

**Meeting Materials**

- Mailed Out:** December 18, 2018 Agenda, Minutes of the September 18, 2018 Meeting, Executive Committee Report, Governance Committee Report (including Director Re-Elections/Elections), Officer Nominations and Staff Signature Reauthorizations, 2017-2018 Board Survey Comments and Recommendations
- Handed Out:** FY19-21 WOIA Local Plan PowerPoint

**I. Welcome & Introductions**

Chair Jeff Sullivan called the meeting to order at 3:00 p.m. and first welcomed members and guests. He also introduced Tonya Mettlach, the newly hired Director of the Massachusetts Workforce Association.

**II. Business Items**

**a) Approval of the Minutes**

Jeff asked for a motion to approve the minutes of the Board of Directors meeting held on September 18, 2018.

- **Action Taken:** A motion to approve the minutes of the September 18, 2018 meeting was made, seconded and approved.

**b) Executive Committee Report**

Jeff asked members to turn to page 5 in the agenda packet noting the Executive Committee met on November 14, 2018 and in the interest of time asked members for a motion to accept the Executive Committee report.

- **Action Taken:** A motion to accept and approve the November 14, 2018 Executive Committee Report was made, seconded and approved.

### III. Election of Officers & Directors and Signature Authorizations

Jeff turned the meeting over to Governance Committee Chair, Craig Brown, who asked members to turn to page 6 & 7 in the agenda packet and recommended the following actions be approved:

#### A) Members with Terms Expiring December 2018

The Governance Committee reviewed attendance for those members whose terms expire this December against the By-law policy and discussed their re-election with the Executive Committee. Those members are:

Name	Title	Company / City
Eugene Cassidy	President & CEO	Big E, West Springfield
Edward Demetron	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 Taken:** A motion to re-elect the above members, for terms ending December 2021, was seconded and approved. (Note: Nicole Griffin has since resigned from the Board.)

#### B) Election of Officers:

A slate of Officers needs to be voted on and the Governance and Executive Committee reviewed the following as the proposed candidates:

- Chair: Jeffrey Sullivan (3<sup>rd</sup> 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 Taken:** A motion was taken that the terms of Officers above be nominated for election was seconded and unanimously approved.

### **C) Signature Authorizations**

In lieu of a quorum at the Executive Committee meeting, the Board needs to authorize the President & CEO of the MHHCWB 501(c)(3) corporation to sign contracts and other legal business documents on its behalf; which is required annually. The Vice-President of Director of Administration and Workforce Systems was added as a secondary signatory on 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.

- **Actions Taken:** Motions to authorize the below items were seconded and approved:
  - 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 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 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:

- **Action Taken:** A motion to re-authorize the President & CEO, the Vice-President of Administration and Workforce Systems and the Vice-President of Workforce Operations to be ‘authorized organizational representatives, was seconded and approved.

### **IV. President & CEO Report**

Jeff turned the meeting over to David Cruise, who first introduced and again welcomed Tonja Mettlach, newly hired Executive Director at Massachusetts Workforce Association, who thanked the Board, shared some of her background in workforce development, and expressed excitement to serve.

David then referenced table collateral on healthcare and spoke about the recent 2018 Pioneer Valley Healthcare Career Forum held at Springfield College. He noted that 87 individuals representing secondary schools, higher education, community-based organizations, healthcare service agencies, and workforce boards that participated in the region-wide discussion focused on preparing high school students to enroll into and successfully compete a credential, certificate or degree in the healthcare field. He also discussed the following:

- He referred to the new MassHire video that had been playing on the screen as members walked in as the latest in the Branding initiative to market the system to employers.
- He provided a Pioneer Valley Labor Market progress update regarding a MHHCWB mid-point report submission to the Workforce Skills Cabinet.

- David then spoke about CRRC’s official rollout ceremony marking the on-time completion of the first pair of Orange Line railcars. He noted that several local and state dignitaries were present including Governor Baker and Mayor Sarno.
- A decision to approach the City of Springfield for additional training funds for the broad metal fabrication industry in the region was approved by City officials. David thanked Board member John Scavotto and Local 63 for their help. David advised that there were 12 graduates in the first cohort with 6 now working at CRRC and 6 others at different metal fabrication companies. A 2<sup>nd</sup> group began in November with expected graduation in February 2019.
- MHHCWB, MGM and the Gaming Commission meet today on workforce data since the MGM opening and are still working through some on-boarding issues.
- David advised the group that MHHCWB has received \$500K in new manufacturing training funds from the Executive Office of Housing and Economic Development to cover advanced manufacturing training in the western region that includes Franklin/Hampshire and Berkshire counties. The program focuses on providing training to unemployed and underemployed individuals, and underrepresented populations including veterans, minorities and women.

#### V. WIOA Local Plan Presentations

The meeting was turned over to Christine Abramowitz who began the PPT presentation (*considered as addenda to these minutes*) by giving a review and a background timeline on the WIOA Regional Planning process. She continued the discussion and presentation of the WIOA Regional Planning and provided in-depth information on the following:

- Regional Analysis of Demand and Supply
- Local Board Strategic Vision, Including Priority of Services
- Plan Implementation Strategies
- Description/Coordination of Employment and Training Activities
- High-Performing Local Board Indicators

- **Action Taken:** A motion to approve the submission of the Hampden County WIOA Local Plan, including the Priority of Service policies was made, seconded and approved.

#### VI. Pioneer Valley Labor Market Blueprint: Goal 1-Strategy 3: *Align Existing and Future Economic Development Plans with Workforce Development Plans*

David first introduced the panelists:

- Richard K. Sullivan, President & CEO, Economic Development Council of Western MA
- Marcos A. Marrero, Director of Planning & Economic Development, City of Holyoke
- Lee M. Pouliot, Planning Director, City of Chicopee
- **Moderator: Paul M. Stelzer, President, Appleton Corporation**

He then opened a discussion focused on how to effectively align educational programming to respond to evolving business workforce needs; and the need for the State’s investment in targeted financial aid to make college and career pathway programs across all industries more

affordable and accessible for working class families and underserved populations. An in-depth discussion took place on the following questions as each panelist weighed in on what is going on in their particular regions/cities:

1. Alignment of the two polices requires knowledge of our region's economic and workforce challenges and opportunities. What do you see as the key regional challenges and opportunities over the next three years and what needs to be done to respond to them?
2. How can a coordinated and integrated regional workforce development system and its educational partners support the economic development activities and plans that you see developing both regionally and within your respective cities in the next 3 years.
3. What key efforts can MassHire Hampden County Workforce Board make to ensure the workforce has the necessary skills to compete for jobs when an economic development opportunity presents itself? Do we need to develop sector strategies beyond what we have now?
4. How can MassHire Hampden County Workforce Board and its One Stop Career Centers create a successful coordination mechanism to create "change management" and facilitate more coordinated regional efforts?

Following this in-depth discussion and with no further business, Jeff called the meeting to a close at 4:35.

Submitted by David Cruise