

**MHHCWB Executive Committee Meeting**  
**Wednesday, February 20, 2019**  
**MHHCWB Office – EDC Conference Room**

**Members Present:**

**MHHCWB Staff:**

C. Brown	G. Golash-Kos	D. Cruise
C. Burton	J. Peters	C. Abramowitz
E. Cassidy	J. Sullivan	D. Carr
D. Fadus	M. Wise	J. Lyons

**Meeting Materials**

- Mailed Out:** February 20, 2019 Agenda, November 14, 2018 Minutes, Finance Committee Report, 2nd Quarter FY19 Expense Report, Governance Committee Report, Strategic Planning Committee Report, KPI's-Strategic Priority 3, 1<sup>st</sup> Goal Excerpt
- Handed Out:** FY20 Proposed State Budget, Pioneer Valley Labor Market Blueprint Dashboard; Draft Conflict of Interest Policy and Code of Conduct, Hampden County Workforce Region Youth Career Pathway Model

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**Minutes of Meeting**

**I. Approval of Minutes**

Chair Jeff Sullivan called the meeting to order and welcomed members. Jeff then advised that due to a lack of quorum at the last meeting, the minutes were considered notes with no need for a vote. Jeff and the entire Board then gave their congratulations to Joe Peters, who was named as one of BusinessWest's 2019 Difference Makers. Well deserved!

**II. President & CEO Report**

Jeff turned the meeting over to David Cruise who reviewed the latest Governor's House 1 FY20 Budget which showed increases in Summer Youth, Early College, ABE and Registered Apprenticeship line items. He then gave updates on the following:

- David updated everyone on the progress of the Pioneer Valley Regional Plan Blueprint implementation and shared a one-page summary highlighting the 8 goals and provided a dashboard of progress towards goal implementation through December 2018. David noted more information can be found on our website: [www.massshirecwb.com/massachusetts-regional-workforce-development-planning/](http://www.massshirecwb.com/massachusetts-regional-workforce-development-planning/)
- He then led an in-depth discussion began regarding a possible partnership with MHHCWB Western MA Nursing Collaborative with the MA Action Coalition.
- David advised that the state asked MHHCWB to partner with them on opioid related grants. David noted he did not have a lot detail but will keep members updated
- David reported on the Massachusetts Apprenticeship Initiative funded by the US Dept. of Labor. David advised the board that 16 incumbent Smith & Wesson employees successfully completed the program at STCC in December. He noted that another 16 entered the program in January for a year-long program.

### III. Finance Committee Report 2nd Quarter Financials

Jeff turned the meeting over to Finance Committee Chair, Gene Cassidy and MassHire VP & Comptroller, Diana Carr, reported on the 2<sup>nd</sup> QTR Financials. Diana advised Federal funding for FY19 is at 46% at the end of the second quarter and we now have all of our contracts in place. The Finance/Audit Committee agreed that this number is on target, however, it was noted that we are currently waiting for additional funding (second amendment) from MHDCS for the Hurricane NDWG. State funding is over-budget at 70% due to the Summer YouthWorks program that operated July and August at over \$1M. This should level off somewhat as the year progresses. Private funding is over-budget (as mentioned in the first quarter) because we deferred in \$540,000 and budgeted to use only \$450,000 in FY19. In addition, we continue to receive private funding for our HealthCare and CLASP programs. She also provided the following highlights ((note: the summary report is posted on member-only section of the website):

- Staff salaries and fringe benefits are slightly under 47% and 44% respectively due to some open staffing positions.
- Operating expenses are at 47%. This is not a concern as we expect to utilize these expenses as we move through the fiscal year.
- Testing Materials and Support Services are below budget at 42%. Support Services are based on client usage and we anticipate more activity throughout the fiscal year.
- Vendors and Consultants along with OJTs and ITAs are above budget at 57%. This is partially due to the Summer YouthWorks program that operated during July and August as mentioned above.

Jeff brought up additional discussion relating to our current line of credit which he recommended the Finance/Audit Committee discuss at a future meeting.

- **Action Taken:** A motion to approve the 2<sup>nd</sup> QTR Financials was made, seconded and approved.

### IV. Governance Committee Report

MHHCWB Clerk, Craig Brown asked members to turn to page 8 in the agenda packet and provided the report noting that the committee met on February 13, 2019 and reviewed the following:

1. **CY19 Committee Work Plan** – A new set of draft activities for the calendar year were reviewed and approved to include:
  - finalizing new Vice-Chair nominee,
  - reviewing the committee Charter,
  - vetting new member-directors,
  - reviewing updated conflict of interest, code of conduct policies and disclosure procedures,
  - approving new CEO performance goals for the coming year,
  - conducting the annual survey of the Board. (note: the final Work Plan is posted on member-only section of the website)

2. **Committee Charter** – The committee reviewed and voted to re-affirm their charter for another year with no amendments. It was noted that the committee is short on membership and so David and Christine will identify potential new additions.
3. **Vice-Chair** – The committee agreed on a process for moving forward with the selection of a new Vice-Chair as Jeff Sullivan completes his last year as Chair and Meredith Wise becomes the new Chair after the December, 2019 Board meeting.
4. **Board Member Discussion** – Action was taken on the following new nominees:
  - **Action Taken:** A motion to approve the election of Pia Kumar, Co-Owner of Universal Plastics and Edward Nunez, Assistant VP of Member Business Lending from Freedom Credit Union, to the Board of Directors for terms ending December, 2021 was seconded and approved.

Two other potential new members, 1 private and 1 public, were discussed for possible additions at the Annual Meeting in December.
5. **Updated conflict of interest, code of conduct policies and disclosure procedures** – Craig advised that the updated conflict of interest forms, which were mailed out prior to the meeting, were discussed and approved by the GC. He then asked members for a motion to formally approve the updated COI and code of conflict polices and forms at the March Board of Directors meeting.
  - **Action Taken:** A motion to approve the updated conflict of interest and code of conduct policies and forms at the Board of Directors meeting was seconded and approved.

#### **V. Strategic Planning Committee Report**

Craig turned the meeting over to Gina Golash-Kos who advised that due to inclement weather, the Strategic Planning Committee did not meet on February 7, 2019. She then deferred to David who noted that on the agenda to discuss was March Board meeting presentation on: “Delivering High Quality, Affordable Patient Healthcare: Workforce Issues Going Forward”. David advised the panelists will include Frank Robinson, Vice President of Public Health, Baystate Health Systems, Tania Barber, President & CEO, Caring Health Center, Doreen Fadus, Regional Executive Director and Community Health and Well Being, Mercy Medical Center and Jacob Waah, President, Victory Home Healthcare, Inc. has agreed to moderate the discussion.

#### **VI. Strategic Thinking: MHHCWB Strategic Plan Scoreboard Strategic Priority 3**

The committee then discussed, in relation to MHHCWB Strategic Plan Scoreboard Strategic Priority 3: “Goal/Strategy-Employability Development Pathways and Systems, KPI # 3- The Career Pathway Continuum”. David and Christine shared a Hampden County Workforce Region Youth Career Pathway Model one-page handout and spoke of various activities, initiatives and programming that is supporting this KPI and referred to the adopted Career Pathway continuum model as part of Hampden County Youth MOU. These activities are now being required to align to our Regional Plan Blueprint identified priority and other critical industries and occupations. Discussion also included a subsidized youth training program to encourage employers to hire youth workers. Additional discussion, possibilities and details will continue at the next Strategic Planning Committee meeting.

#### **VII. New Business**

With no further business, Chair, Jeff Sullivan called the meeting to close at about 4:35 p.m.

Submitted by, David Cruise