

MassHire Hampden County Workforce Board, Inc.
Board of Directors Meeting
Tuesday, June 18, 2019– 3:00 p.m. to 4:30 p.m.
TD Bank Conference Center

Members Present:

C. Brown	G. Golash-Kos	J. Mitchell	J. Sullivan
E. Cassidy	F. Grassetti	E. Nunez	J. Waah
J. Cook	S. Hatiras	V. Otero	M. Wise
E. Demetron	N. Kashouh	J. Peters	
K. Dodds	P. Kumar	C. Royal	
D. Fadus	S. Levesque	R. Smith-Miller	
REB Staff:			Others Present:
D. Cruise	M. Chechette	L. Martin	M. Flink
C. Abramowitz	M. Geary	M. Scibelli	
K. Bruce	E. Kershaw		
D. Carr	J. Lyons		

MINUTES OF MEETING

Meeting Materials

Mailed Out: June 18, 2019 Agenda, Minutes of the March 19, 2018 Meeting, Executive Committee Report, 3rd Quarter Financials, WIOA Youth Allocation Report, Career Center Re-contracting for FY 2020

Handed Out: N/A

I. Welcome & Introductions

Chair Jeff Sullivan called the meeting to order at 3:00 p.m. and first introduced and welcomed new Board Members Pia Kumar, Co-Owner of Universal Plastics and Edward Nunez, NRG Real Estate Services, and guests. Jeff noted that a last minute agenda change took place as the scheduled guest speaker, Rep. Carlos Gonzalez and 2019 Chair of the Black and Latino Caucus, was unable to attend.

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 March 19, 2019.

- **Action Taken:** A motion to approve the minutes of the December 19, 2019 meeting was made, seconded and approved.

b) Executive Committee Report

Jeff advised members that due to a lack of a quorum, the Executive Committee did not officially meet on May 22, 2019, therefore, 2 votes require Board approval:

1. A Finance Committee Report on the 3rd QTR Financials shows we are mostly on track and as expected at this point however an FY19 Budget Modification is required given that State funding increased by approximately \$1.8M due to new grants received. This change in funding mostly affects the “OJT, ITA, Consultants, Vendors” and the “Career Center Funding” expense line items. In addition, the operating budget was adjusted to be more in line with expenses and projections through June.

Diana Carr advised the Board that the FY19 Budget Modification was necessary due to the increase in State funding by approximately \$1.8M, including the \$450K Mass Rehabilitation Commission (MRC) grant, received in April, and a \$600 manufacturing grant we received in November. A budget modification is respectively requested to the proposed budget due to several new grants that have been received since the Executive Committee approved the original budget on August 15, 2018.

➤ **Action Taken:** A motion to approve FY19 Budget Modification was seconded and approved.

2. The WIOA Youth allocation has been issued for FY20 with about a 6% reduction in funds due to the State receiving less funding from USDOL. Christine Abramowitz added members of the Youth Council, led by Chair Cleveland Burton, went out and visited all 8 vendors for in-school and out-of-school and had positive results on the site visits. Also, our internal fiscal staff went out and found no issues. Therefore, vendor funding for year 2 of the 2-year procurement cycle is being proposed at commensurate reduced amounts proportionate to their FY19 awards as follows:

WIOA Out of School Youth (75%)					
\$	837,236	FY19	FY20	\$	785,642
	NEFWC	\$ 492,648	\$ 462,288	\$	(30,359)
	YWCA	\$ 98,392	\$ 92,329	\$	(6,063)
	Square One	\$ 147,794	\$ 138,687	\$	(9,108)
	VOC	\$ 98,402	\$ 92,336	\$	(6,066)
		\$ 837,236	\$ 785,640		
WIOA In-School Youth (25%)					
\$	279,079	FY19	FY20	\$	261,881
	HPS	\$ 141,137	\$ 132,440	\$	(8,698)
	PVTHS	\$ 44,338	\$ 41,606	\$	(2,732)
	NNCC	\$ 49,265	\$ 46,230	\$	(3,035)
	BSHS	\$ 44,338	\$ 41,606	\$	(2,732)
		\$ 279,079	\$ 261,882		
\$	1,116,315	\$ 1,116,315	\$ 1,047,522	\$	1,047,522

➤ **Action Taken:** A motion to approve WIOA Youth funding for FY20 was seconded and approved. **Abstention: Vanessa Otero**

It was noted that the Governance Committee approved the FY20 goals for the President & CEO which are on page 7 of Agenda Packet. This does not require further action.

III. OSCC Committee Report & Year 3 Re-Charter & Re-Contraction

Jeff handed the meeting over to OSCC Chair, Doreen Fadus. Doreen turned members to page 8 of the packet for the full report that outlined that in Fiscal Year 2019 the One Stop Career Center Committee (OSCCC) implemented a process and activities to determine re-contracting recommendation for Year 3 of each of the Career Center's four-year charter. She noted that the OSCCC conducted the following activities as part of the Career Centers' Re-contracting process for FY 2019:

- An annual review of performance against negotiated standards as outlined in the OSCC Operator Charters, including benchmarking against other regions in the Commonwealth review by the One Stop Career Center Committee ~ for which she added that the difference in the volume of customers being served in Hampden County as compared to others, including those with more financial resources, is staggering;
- A Fiscal and Programmatic monitoring of each One Stop Operator in accordance with *Massachusetts Workforce Issuance 100 DCS 17.104: Local Workforce Board Oversight and Monitoring Requirements*; and
- A review the Centers' progress in implementing Coordinated Employer Services in accordance with their four year Charters. In particular, the Committee reviewed progress in the following areas:
 - The implementation of the MHHCWB Employer Engagement Framework including developing and implementing all strategic planning, process development, and allocation of staff, and staff resources, that pertain to the provision of Employer Services and
 - The implementation of a coordinated Regional Talent Bank in Hampden County.

Doreen advised the full One Stop Career Center Committee met on May 29, 2019 to review the result of these activities. She noted that in Year Three, the MHHCWB One Stop Career Center Committee will monitor closely the documented progress being made by MassHire Holyoke Career Center and MassHire Springfield Career Center in accelerating employer engagement and increasing business services through the integrated MassHire Business Solutions Team, and in successfully implementing the coordinated Regional Talent Bank.

Based on a review of the results of the above areas, the Committee voted to:

1. Recommend to the MHHCWB Board of Directors that re-contracting with the MassHire Holyoke Career Center for FY 2020 be approved for the third year of the four-year Charter period.
 - **Action Taken:** A motion to re-contract with the MassHire Holyoke Career Center for FY 2020 for the third year of the four-year Charter period was seconded and approved.
 - Abstention:** *Joe Peters*

2. Recommend to the MHHCWB Board of Directors that re-contracting with the MassHire Springfield Career Center for FY 2020 be approved for the third year of the four-year Charter period.

➤ **Action Taken:** A motion to re-contract with the MassHire Springfield Career Center for FY 2020 for the third year of the four-year Charter period was seconded and approved.

Finally, Doreen took a moment to thank the committee for their hard work and dedication, especially the leadership of David Gadaire, Kevin Lynn their staffs and especially Steve Trueman.

Steve Trueman also spoke briefly on the Career Centers' progress in implementing a Coordinated Business Services noting that the Centers were originally Chartered as competitive centers and have made progress in working in a collaborative manner under the MassHire Business Solutions banner, <https://www.masshirebusinessolutions.org/>. He noted that we now have a single set of business outcomes standards that apply to both as a unit.

Vanessa Otero lastly added that her organization is also entering into MOUS with the OSCCs outside of our Hampden County Youth MOU which she sees as a positive step forward.

IV. President & CEO Report, FY 2020: The Work Ahead and Board Engagement

Jeff turned the meeting over to David Cruise who first congratulated Jeff Sullivan on the newly formed New Valley Bank and Trust. David also welcomed the new Board members, Pia Kumar and Edward Nunez.

David provided a 'breaking news' item regarding the first annual MassHire Awards Ceremony, taking place today, June 18th, in Waltham, MA. MassHire workforce teams across the State had been nominated in the MassHire Values categories of Collaboration, Respect, Reliability, Ingenuity, as well as "Living MassHire," awarded to a team that best demonstrates the overall vision and promise of MassHire. Hampden County had nominations in all five categories, with 3 nominees advancing to the finalist phase. David was pleased to announce that Ramona Reno, Regional Director of Re-entry Services at MHHCC won in the Respect category, and the Hurricane Response Team of MHHCC won in the Living MassHire Category. Richard Berrena, Program Specialist at MHSCC was also a finalist in the Reliability Category.

David next discussed the following:

- MHHCWB recently hired 3 new staff members. He advised that 2 veteran employees retired, plus a new grant for a 3rd position was received. David then introduced new staff members Katrina Bruce and Eric Kershaw. Tiffany Munford, the third new hire, was not in attendance.
- As of December, 2019, Jeff Sullivan will be stepping down as his term ends as Board Chair; Meredith Wise will begin her term as Board Chair in December. He noted she has met with all 3 Vice-Presidents for 2 hours each in April, May and June of this year to broaden her existing knowledge of the inner workings of the organization and Meredith then spoke about how helpful those were and that she is looking forward to her upcoming term.

- David next noted that the current Strategic Plan will be sun-setting June 2020, and the new Strategic Plan updating process will begin after Meredith takes over.
- He also noted that today Steve Trueman was a panel presenter on an national webinar that had 46 participants in which he outlined our fiscal tracking contract database as a best practice in fiscal management.
- He lastly noted the challenge we have in balancing our role as a “statewide operator” of many of those grants for the MA DCS as well as ensuring our Hampden County based activities receive the proper focus.

He then invited the members to an open discussion in response to his report and Dr. Cook began with noting how #7 in the new President & CEO goals focused on implementing innovative practices and processes so this seems to line up well. This brought the discussion into a number of other areas including:

- Emerging training opportunities and new industry growth areas,
- The challenges for disconnected youth in our region,
- Differences in apprenticeship, pre-apprenticeship and early college program models, and
- Changes to DTA Benefits that are beginning to address some of the so-called “cliff effects” of what happens when individuals enter employment.

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

Submitted by David Cruise