

MHHCWB Executive Committee Meeting
Wednesday, February 24, 2021
Zoom Meeting

Members Present: MHHCWB Staff:

C. Brown	D. Cruise
C. Burton	C. Abramowitz
G. Cassidy	D. Carr
G. Golash-Kos	J. Lyons
J. Sullivan	S. Trueman
M. Wise	

Meeting Materials

E-Mailed Out: February 24, 2021 Agenda, November 10, 2020 Minutes, Finance Committee Report 2nd QTR Financials, Governance Committee Reports, Strategic Planning Committee Report

Viewed: Governor's FY'22 Budget

Minutes of Meeting

I. Approval of Minutes

Chair Meredith Wise, called the meeting to order and welcomed members and asked for a motion to accept the November 10, 2020 meeting minutes following a roll-call of attendees.

- **Action Taken:** A motion to accept the minutes from the November 10, 2020 meeting was seconded and approved. (Please see Attachment A, MHHCWB Executive Meeting Minutes which is considered an addendum to these minutes.)

II. Finance Committee Report – 2nd QTR Financials and Modified FY21 Budget

Meredith Wise turned the meeting over to Finance Committee Chair, Eugene Cassidy and MassHire VP & Comptroller, Diana Carr. Eugene opened and turned the meeting over to Diana Carr, who reported on the 2nd QTR Financials. Diana advised balances in this report reflect all transactions that have been processed against the MassHire HCWB's approved budget as of December 31, 2020. She noted Federal funding for FY21 is at 46% at the end of the second quarter. The majority of our contracts are in place. State funding is at 47% with the only outstanding contract being the State One Stop line item funding. Private funding is over-budget at 165% (as mentioned in the first quarter) because \$180k remains in the revenue that will be deferred to FY22. In addition, we continue to receive private funding for our HealthCare Partnership program. She also reviewed the following:

- Staff salaries are on target at 50% and fringe benefits (that includes staff parking) at 51%.
- Operating expenses are under budget at 34%. This is due to line item expenses such as meeting and travel being underutilized due to the pandemic.
- Testing Materials and Support Services are under budget at 20%. Support Services are based on client requests. We expect these to increase during the last two quarters. Some support services may be carried forward to FY22.
- Vendors and Consultants along with OJTs and ITAs are at 48% and Career Center funding is on target at 49%.

- Our income and expenses for the second quarter are in line and on target with no concerns at 49.1% and 48% respectively.
- She advised that Federal funding for FY21 is at 18% at the end of the first quarter. State funding is over-budget due to the Summer YouthWorks program that operated mostly during July and August at over \$1.1M. Private funding is over-budget because we deferred in \$375k and budgeted to use only \$277k in FY21.

Diane then went on to the Modified FY21 Budget and explained that a budget modification is requested due to several new grants that have been received since the original budget was approved. Federal funding increased by \$1.2M and State funding increased by \$1.4M. This change in funding mostly affects the OJT, ITA, Vendors and Career Center Funding lines. She added that overall youth money has increased quite a bit with new CommCorp Youth Works grants and other MA DESE funding.

- **Action Taken:** A motion to approve a FY21 Budget Modification was made, seconded and unanimously roll call approved.

III. Governance Committee Report

Meredith turned the meeting over to Clerk, Craig Brown. Craig advised the Governance Committee met on February 3rd asked everyone to turn to page 7 in the agenda packet and briefly highlighted the follow:

1. **Vice-Chair** – The committee discussed further the nomination of a new Vice-Chair with two possible private sector members as options to pursue. Meredith and David will act on next steps.
2. **CY21 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 response to MA DCS Board re-certification requirements,
 - 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)
3. **Committee Charter** – The committee reviewed and voted to re-affirm their charter for another year with no amendments, but it was noted that at least one new additional committee member is needed.
4. **Board Member Discussion** – One new possible female private sector nominee was discussed and results of that outreach will be shared if it moves forward.

IV. Strategic Planning Committee Report

Meredith turned the meeting over to Gina Golash-Kos who advised the Strategic Planning Committee met in early February and highlighted a few items as follows:

- Gina advised the committee reviewed and re-affirmed their charter for another year with no changes.
- The committee then reviewed and congratulated the team on the overall progress of the Year 1, 2nd QTR Progress Report of the Strategic Plan Scoreboard & Key Performance Indicators, which is posted on the website.

Gina added that later in the agenda, a discussion will follow relating to developing innovative approaches and finding new ways to create workable solutions to the challenges facing the workforce as a result of COVID; highlighting occupations in the hardest hit areas of “beauty, bar and restaurant” which are mostly females and lower paid individuals.

She then turned the meeting over to David Cruise who added to the discussion on those industries hardest hit as a result of the virus noting that a significant number of those impacted and on UI are predominately female (many with children at home) and those less educated. More discussion will follow in the Strategic Thinking Discussion later in the agenda.

V. MassHire One Stop Career Center Procurement Results

Meredith first discussed some of the competitive challenges during the procurement process and then turned the meeting over to Christine Abramowitz who presented on the status of the OSCCC Operator/Service Provider procurement. She advised that the RFP was issued on December 7, 2020 and noted the 3 major changes on the RFP were around virtual capacity to deliver services, compliance with MassHire branding which is different when we issued the RFP from 4 years ago, and related MassHire Business Solutions sections where both career centers agreed to work together to service our business community in a singular way. She noted that we only received bids from our current Operator/Service Providers, even though we had a Letter or Intent to Bid and interest from another organization for both Springfield and Holyoke locations. She noted that several documents were then submitted to the State to ensure that the process was open and fair and our results will move forward, which were approved. She also advised we will also need to secure the required agreement by the WIOA Chief Elected Official, Springfield Mayor Domenic J. Sarno prior to the Board meeting. The process will be discussed again in more detail and voted on at the March 9th Board meeting.

- **Action Taken:** A motion was made to recommend approval of MassHire Springfield One-Stop Career Center Operator/Service Provider for the 4-year Charter period, subject to an annual performance review and a re-chartering and re-contracting renewal process, to the Board of Directors, and then seconded and approved.
- **Action Taken:** A motion was made to recommend approval of MassHire Holyoke One-Stop Career Center Operator/Service Provider for the 4-year Charter period, subject to an annual performance review and a re-chartering and re-contracting renewal process, to the Board of Directors, and then seconded and approved.

VI. President & CEO Report

Highlights of David’s President & CEO report included the Governor’s FY22 Budget which proposes either slight increases or level-funding of the line items we typically track. He focused on a new initiative called the “Career Technical Initiative” that has been to be initially piloted in vocational technical schools to address skills gaps in various trades and other key occupations to train adult learners in evening hours (5-9pm) as well as non-vocational high schools students in late afternoon hours (2-5pm). It is proposed at an increase from \$6.9M across two line items to over \$15M. He noted that we will be keeping a close eye on this initiative. He also reviewed the following:

- He noted and thanked Steve Trueman and his team on their hard work on the US DOL COVID-19 National Emergency Humanitarian Assistance Grant, advising that MHHCWB was asked to be the statewide operator for the \$7M initiative.
- The MassHire Hampden County Workforce Board has been awarded a \$500k grant through the Executive Office of Housing and Economic Development in partnership with the Federal Cares act to develop and implement a Virtual Manufacturing training program. The Virtual Manufacturing training is for individuals that have lost their employment or are now under-employed due to COVID. The program will be implemented across Western MA in the Berkshire, Franklin/Hampshire and Hampden Counties. The training is targeted towards individuals, especially women, who were employed in highly impacted industries such as food and accommodations, retail and tourism. He thanked Larry Martin for his work designing, coordinating and organizing the work for this grant.
- David noted that MassHire Hampden and MassHire Franklin Hampshire County Workforce Boards applied for a \$375k multi-year Healthcare Workforce Hub Grant to increase the capacity of medical assisting and medical interpreting programs at the three local community colleges, STCC, HCC and . Funding would cover tuition and fees for 45 students enrolled in these two programs.
- Lastly, David spoke on the US Department of Defense 3 year Mass Bridge grant

VII. Strategic Thinking Discussion: Operational Issues/Capacity Building

The specific topic discussed was “Youth development and how MHHCWB can assist in supporting students continued educational attainment that may be negatively impacted by COVID-19 related issues”. Meredith introduced the topic and after David shared statistics of older youth receiving UI as impacted by COVID, both he and Christine presented on various new youth development programs. An in-depth discussion followed regarding how MHHCWB can assist in supporting students with in-person and/or virtual employment, work experience, internships, career exposure activities and project-based learning, mock interviewing and career advising, especially as aligned with our regional priority industries.

VIII. New Business

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

Submitted by, David Cruise

Attachment A - MHHCWB Executive Committee Meeting Votes Meeting Date: 2/24/21 (3:00-4:30pm)

	<u>Attendance</u>	<u>November 10, 2020 Minutes</u>	<u>Modified FY21 Budget</u>	<u>OSCC RFP Recommendation</u>
Craig Brown	X	X	X	X
Cleveland Burton	X	X	X	X
Gene Cassidy	X	X	X	X
Gina Golash-Kos	X	X	X	X
Joseph Peters				
Timothy J. Plante				
Jeff Sullivan	X	X	X	X
Henry Thomas				
Meredith Wise	X	X	X	X

Quorum: 6 of 9 / X Attendees

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