

**MHHCWB Executive Committee Meeting**  
**Wednesday, November 10, 2021**  
**Zoom Meeting**

<b>Members Present:</b>	<b>MHHCWB Staff:</b>	<b>Others;</b>
C. Brown	D. Cruise	R. D'Agostino
C. Burton	C. Abramowitz	C. Jenkins
G. Golash-Kos	D. Carr	
J. Sullivan	S. Trueman	
J. Peters		
M. Wise		

**Meeting Materials**

- E-Mailed Out:** November 10, 2021 Agenda, August 25, 2021 Minutes, Finance Committee Report 1<sup>st</sup> QTR Financials, Governance Committee Report, 2020 and 2021 Board Self-Assessment Survey: Summary of Comments, New Strategies to be Implemented for WIOA Adults and Youth in FY22, Meyers Brothers Kalicka, P.C.'s Annual Financial Statements PowerPoint Slides
- Screen Shared:** Strategic Planning Committee Meeting Report

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**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 August 25, 2021 meeting meetings following a roll-call of attendees.

- **Action Taken:** A motion to accept the minutes from the August 25, 2021 meeting was seconded and approved.

**II. FY20 Audit Report**

Rudy D'Agostino, CPA of Meyers Brothers Kalicka, P.C., reported on the results of the FY'20 Audit; which once again resulted in 3 clean, unmodified opinions of the financial statements, of the agency's internal controls and for each major program; with no deficiencies or compliance issues to note; no adjusting journal entries required of the financial statements, no findings or questioned costs; no significant impact for COVID-19, a surplus of \$26,600 in fiscal year 2021 with a Deficit of \$(17,000) in fiscal year 2020 (utilized temp restricted net assets) and additional COVID-19 Funding (National Dislocated Worker Grants) of \$2.2 million.

Rudy also noted consistently low management expenses as compared to most other organizations they audit at about 4-5%. Questions on if we review audits of sub-recipients was replied to in the positive for our OSCCs and WIOA Youth vendors, as required.

Full details of the financial statements and the IRS 990 form will be posted on the member-only section of [www.masshirecwb.com](http://www.masshirecwb.com).

- **Action Taken:** A motion to accept the FY'20 Audit was made, seconded and approved.

### III. Finance Committee Report 1st Quarter Financials

Diana Carr provided 1<sup>st</sup> Quarter Financials which were reviewed by the Finance Committee and she noted most all income and expenses are in line with expectations and explained any variances. Some discussion on contracts and cash flow occurred but no major issues noted.

### IV. Governance Committee Report, Director Re-elections, New Nominations

Meredith turned the meeting over to Clerk, Craig Brown. Craig advised the Governance Committee met on November 3<sup>rd</sup> and had the following actions:

#### A) Members with Terms Expiring December 2021

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:

Name	Title	Company / City
1. Eugene Cassidy	President & CEO	Big E, West Springfield
2. Edward Demetrian	VP of Sales	Tiger Press, East Longmeadow
3. Keshawn Dodds	Executive Director	Boys & Girls Club Family Center, Springfield
4. Kermit Dunkelberg	Assistant VP, ABE & Workforce Development	HCC / Ludlow Adult Learning Center, Regional Rep for all DESE Programs
5. Spiros Hatiras	President & CEO	Valley Health Systems, Inc., Holyoke
6. Pia Kumar	Co-Owner	Universal Plastics, Holyoke
7. Dr. Christina Royal	President	Holyoke Community College
8. Henry Thomas	President	Urban League of Springfield, Inc., Springfield
9. Jacob Waah	President & CEO	Victory Home Healthcare, Inc., Holyoke

- **Action Taken:** The Executive Committee recommended the re-election of the above members at the Board December Annual meeting, for terms ending December 2024, pending outcomes of discussions by David Cruise with some members whose attendance were below the minimum 50% as outlined in the Board By-Laws.

#### B) Review Board Survey Results

Craig Brown in his Governance Committee report included reviewing the overall POSTIVE results of the Board survey, also which are posted on the member-only section of website along with survey comments and an assessment of progress towards last year's survey comments. The new survey comments were discussed in more detail later in the Executive Committee agenda that focused mostly on use of ARPA funds.

### V. Officer Nominations & Signature Authorizations

Craig Brown also reviewed the upcoming slate of Officer Elections and the annual signatory authorizations for the President & CEO and Vice-Presidents as follows:

#### 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: Meredith Wise (3<sup>rd</sup> year of 3-year term)
- Vice-Chair: TBD
- 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 made that the terms of Officers be nominated for election at the December Annual Board meeting was seconded and unanimously approved.

## **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.

- **Actions Taken:**
- A motion to authorize the President & CEO to sign MHHCWB contracts and legal documents and for the Vice-President of Director of Planning and Workforce Systems to be a back-up signatory on MHHCWB sub-contracts and
  - For the Vice-President of Workforce Development Operations to be 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 *were seconded and unanimously approved.*

## **VI. Strategic Planning Committee Report**

Gina Golash-Kos provided the Strategic Planning Committee report as a screen share which included their review of the progress in the 1<sup>st</sup> QTR of the Strategic Plan KPIs and more discussion on Strategic Priority 2, highlighting more detailed activities related to the goals of program coordination & capacity building as well as on career center operational enhancements. They then had a focused discussion on the status of the region's Labor Force Participation rate and how it, and its related goal in our Regional Planning Blueprint, has changed since first defined in 2018 and over the onset of the pandemic.

## **VII. President & CEO Report**

David provided his President & CEO report on the re-opening of the MH OSCCs by appointment only (mostly) and some walk-on traffic but that seemed to be more about UI claims issues; the change in MHHCWB staff modified work schedules to 3 days a week in the office and 2 days remote and the expected infusion of federal ARPA funding which will require a huge ramp-up of programmatic activities.

## **VIII. Use of WIOA FY22 Funds**

An update on how some WIOA funds are being used to pilot some activities for adults, dislocated workers and youth was provided and:

- **Action Taken:** A vote to approve any changes beyond 10% of current youth contract amounts was taken, seconded and approved.

## **IX. Strategic Thinking Discussion: 2021 Board Survey Comments**

The committee continued discussion on the 2021 Board Survey comments focusing on these areas:

- Continue focus on increasing Board membership diversity as well as attendance and leadership development
- Use of ARPA funds across Hampden County for infrastructure investment
- Advocacy for the Administration/Legislators to understand how the "cliff effect" impacts lower wage workers, how PFMLA impacts staffing

**X. New Business**

With no further business, Chair Meredith Wise called the meeting to close at about 4:15 p.m.

Submitted by, David Cruise