

MHHCWB Executive Committee Meeting
Wednesday, February 23, 2022
Zoom Meeting

Members Present:		MHHCWB Staff:
C. Brown	P. Samra	D. Cruise
C. Burton	J. Sullivan	C. Abramowitz
G. Cassidy	M. Wise	D. Carr
G. Golash-Kos		S. Trueman

Meeting Materials

E-Mailed Out: February 23, 2022 Agenda, November 10, 2021 Minutes, Finance Committee Report 2nd QTR Financials & Budget Mod, Strategic Planning Committee Report, Governor’s FY’23 Budget

Viewed: N/A

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

- **Action Taken:** A motion to accept the minutes from the November 10, 2021 meeting was seconded and approved. (Please see Attachment A, MHHCWB Executive Meeting Votes which is considered an addendum to these minutes.)

II. Finance Committee Report – 2nd QTR Financials and Modified FY22 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 on 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, 2021. She noted Federal funding for FY22 is at 40% at the end of the second quarter but now most other funding is in place; State funding is at 57%, and Private funding is over-budget at 190% but most will be deferred to FY23. She also reviewed the following expenses:

- Staff salaries are on target at 48% and fringe benefits (that includes staff parking) at 52%.
- Operating expenses are under budget at 34%. This is due to line item expenses being underutilized due to the pandemic.
- Testing Materials and Support Services are under budget at 7%. Support Services are based on client requests perhaps due to the OSCCs having to return to virtual services only; some support services may be carried forward to FY23.
- Vendors and Consultants along with OJTs and ITAs are at 49% and Career Center funding is on target at 45%.
- Income and expenses for the 2nd QTR are in line and on target with no concerns at 47.4% and 46.7% respectively.

Diane then went on to the Modified FY22 Budget and explained that a budget modification is requested due to several new state grants that have been received since the original budget was approved, as follows:

FY'22 MHHCWB Budget	FC/EC Approved Budget Modification	Variance to Approved Budget
Federal Funding	\$ 9,516,280	\$ 225,252
State Funding (due to ↑ Training & Program Services)	\$ 6,216,585	\$ 1,851,009
Private Funding	\$ 195,982	\$ 3,435
Interest Income	\$ 750	\$ 750
Total Income:	\$ 15,929,597	\$ 2,080,446
Salaries (due to loss of staff + only ½ year for new staff)	\$ 1,313,806	\$ (19,043)
Fringe Benefits, Taxes, UI, Parking	\$ 302,961	\$ 2,096
Operating Expenses	\$ 323,201	\$ 23,180
Testing Materials & Support Services	\$ 162,887	\$ 5,000
OJTs, ITAs, WBT, Consultants, Vendors (due to ↑ in State \$\$)	\$ 8,872,523	\$ 1,474,947
Career Center Funding	\$ 4,822,026	\$ 525,527
Total Expenses:	\$ 15,797,404	\$ 2,011,707

- **Actions Taken:** Motions to approve the 2nd QTR Report and the FY22 Budget Modification were made, seconded and unanimously approved.

III. 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 that they reviewed the 2nd QTR Strategic Plan Scoreboard and the increase in the menu of training options was noted under the Adult-focused KPI. She added there was discussion on the challenges in recruitment and retention for not only programs we fund but across many programs, as operated by our partners like the community colleges, and the possible creative marketing techniques and use of incentives and supports to encourage training participation and retention as well as an updated status of the region's Labor Force Participation rates.

IV. President & CEO Report

David began his President & CEO report by providing further details on the Strategic Planning Committee meeting to note that the new training programs which have begun are in manufacturing, healthcare and CDL Licensing.

He also noted a new staff org chart is in place with 3 new hires (2 under youth and 1 under adult programs).

He then reviewed the Governor's proposed FY23 Budget which is mostly level-funded with the exception of reductions to the Youth Summer Jobs and OSCC line items, but an increase to Early College Programs. It was also noted while ARPA funds could offset the Summer Jobs line item, those funds are not permanent and would prefer if state line items remain healthy.

V. Strategic Thinking Discussion: Board Membership Diversity

The committee discussed ways to expand the Board membership's ethnic diversity and leadership, especially for Latinas/Latinos, to include trying to recruit from small business owners and entrepreneurs with a focus on younger generations, following up on comments from the 2021 Board Annual Survey.

Challenges were noted in meeting the WIOA requirements for our membership, which Craig Brown echoed from the Governance Committee's perspective, and being in competition with other boards looking at targeting membership/leaders from the same community. It was agreed we need to challenge ourselves to push for appropriate representation regardless of these challenges.

It was also noted that while we have a good mix of representation from our priority industries, outreach to other industries could also be a possibility and thoughts about additional members from the hospitality area as well as, if allowed, the growing cannabis industry were mentioned.

VI. New Business

With no further business, Chair Meredith Wise called the meeting to close at about 4:30 p.m.

Submitted by, David Cruise