



## Board of Directors Meeting

June 25, 2024

Zoom Meeting 3:00pm – 4:30pm

C. Buono	J. Sullivan	M. Wise
C. Burton	J. Cook	P. Samra
E. O’Keefe	K. Messina	S. Kasa
E. Cassidy	K. Dunkleberg	W. Andino-Williams
G. Kos	K. Dodds	

Others Present: MassHire Staff, Jason Pacheco – Baystate Health

### Meeting Materials

**Emailed Out:** Agenda, Minutes of the March 19, 2024 Meeting Minutes, Executive Committee Report, MassHire One-Stop Career Center Certification Memo, Registered Apprenticeship Information (US Dept. of Labor Registered Apprenticeship Fact Sheet, MassHire: Registered Apprenticeship Overview), Board of Directors Meeting Schedule.

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#### I. Welcome & Board Business Items

##### A. Welcome & Approval of Minutes

Chair Patricia Samra called the meeting to order and welcomed the Board of Directors. Patricia requested a motion to accept the the March 19, 2024 meeting minutes.

- **Action Taken:** A motion to accept the minutes from the March 19, 2024 meeting was Seconded and Approved.

##### B. Executive Committee Report

Patricia reviewed the Executive Committee report.

##### Election of the New Board of Director

Cathy Buono introduced herself. She has 33 years of experience with the City of Springfield and expressed her excitement about working with the Board.

- Based on a recommendation of the Governance Committee, the Executive Committee unanimously voted to recommend to the MHHCWB Board of Directors, the election of Cathy Buono, City of Springfield’s Chief Administrative and Fianancial Officer.
- **Action Taken:** A Motion to approve the Executive Committee’s recommendation for the election of Cathy Buono for a term of June 25, 2024 – December 31, 2026 was Seconded and Approved.



### Finance & Audit Committee

Diana Carr proceeded with going over the 3<sup>rd</sup> quarter financials & budget modification that were reviewed by the Finance & Audit Committee. She noted that most all income and expenses were in line with expectations.

- **Action Taken:** A motion to ratify the FY'24 budget modification through March 31, 2024 as approved by the Finance and Executive Committees was seconded and approved.

### Youth Council - Ratify FY'25 WIOA Youth Providers

Steve Trueman outlined the review process for potential youth vendors and their submissions, leading to a recommendation made to the Youth Council and subsequently the Executive Committee for the proposed funding for FY'25. Steve stated that the Youth Programs will be level funded with additional carry-in from this year due to a terminated contract with New England Farm Workers Council.

PROPOSED WIOA FY25 FUNDING		
<i>Out-of-School Vendors (Minimum 75% of Funds)</i>	<b>FY24 Initial Funding</b>	<b>FY25 Proposed Funding</b>
New North Citizens Council	\$263,681.00	\$393,711.32
Square One	\$260,640.00	\$488,906.51
VOC, Inc.	\$109,616.79	\$299,296.17
	<b>\$633,937.79</b>	<b>\$1,181,914</b>
<i>In-School Vendors</i>		
New North Citizens Council	\$115,216.00	\$130,476.00
Pathfinder RVTHS	\$ 52,907.15	\$ 58,892.53
Holyoke Public Schools	\$159,747.92	\$159,996.00
BayState Medical/BSEP	\$ 48,850.24	\$ 43,135.00
	<b>\$376,721.31</b>	<b>\$392,499.53</b>

- **Action Taken:** A motion to ratify the Executive Committee's approval of the FY'25 Workforce Innovation and Opportunity Act (WIOA) Youth Providers. Amounts are for FY'25 with renewal awards contingent upon funding and successful performance for FY'26 was Seconded and Approved. Patricia Samra – Abstained due to a conflict of interest.

Caveat condition: Pursuant to MHCWB contracting policies, should we receive more than level-funding and any final amount, as adjusted, would exceed a bidder's original required amount by more than 10%, the MHCWB also authorizes and approves such funding based on final contract negotiations

## II. **One Stop Career Center (OSCC) Items**

Career Center Certification and FY'25 Re-Contracting of both MassHire Holyoke & MassHire Springfield

Meredith Wise presented an update on the One-Stop Career Centers, detailing the recertification and re-contracting processes. Steve Trueman discussed a few concerns regarding MassHire Holyoke's fiscal responsibilities. The Workforce Board has placed MassHire Holyoke on corrective action due to 1) not receiving their FY'23 single audit on time 2) inability to submit billings and invoicing on a timely fashion. There was a discussion around the staff turnover within MassHire Holyoke's fiscal department that has resulted in some challenges. The Workforce Board is providing technical assistance so they can fulfill their obligations. Recognizing the concerns, the Board of Directors recommended to move forward with the motions below.

- **Action Taken:** A Motion to approve the following, based on a review of the results of the above areas, and as approved by the MHCWB One Stop Career Center Committee to recommend that the MHCWB Board of Directors approve the following

### ***MOTIONS:***

#### ***Career Center Certification***

- Approve the certification of the MassHire Springfield Career Center, effective for July 1, 2024, through June 30, 2027 was seconded and approved.  
Kermit Dunkleberg - abstained
- Approve the certification of the MassHire Holyoke Career Center, effective for July 1, 2024, through June 30, 2027 was seconded and approved.  
Kermit Dunkleberg - abstained

#### ***Career Center Re-Contracting***

- Re-contracting with the MassHire Springfield Career Center for FY'25 be approved for the fourth year of the four-year Charter period was seconded and approved.  
Kermit Dunkleberg - abstained
- *Re-contracting with the MassHire Holyoke Career Center for FY'25 be approved for the fourth year of the four-year Charter period* was seconded and approved.  
Kermit Dunkleberg - abstained

## III. **President & CEO Report**

Peter provided an overview of the following:

- Snapshot of the labor force and unemployment data for Hampden County as of April 2024.
- Real time job openings within the region in the last 90 days
- Picture for the FY'25 budget – state workforce development line items and federal USDOL WIOA allocations



He discussed how every year the Workforce Board submits a Annual Plan to the MassHire Department of Career Services. As of today, the Plan guidance had not been released by the state. As a precaution Peter recommended the Board votes to authorize the Executive Committee to approve the submission of local plan.

- **Action Taken:** A motion, depending on due date to MassHire Department of Career Services, to authorize the Executive Committee to approve the submission of the FY'25 Local Annual Plan was Approved and Seconded.

Peter discussed changes to the Board Meeting schedule to address attendance and quorum issues, with the following scheduled Board meeting dates:

- Quarterly Meeting: September 24, 2024, 8:30am – 10:00am via Zoom
- Annual Meeting: December 10, 2024, 8:30am – 10:00am at TD Bank Conference Room in Springfield

The group also agreed to maintain either all in-person or all virtual meetings to avoid conflicts and ensure a quorum.

#### IV. **Regional Highlight: Registered Apprenticeships Presentation**

Melissa Scibelli, Director of Workforce Development Programs, has been at the forefront of promoting registered apprenticeships since 2017 with MHHCWB being the first workforce board to be a sponsor in Massachusetts. She shared an overview of registered apprenticeships and discussed their benefits to employers, key components, and the workforce board's sponsor and intermediary role. Since 2017, the workforce board has sponsored 199 manufacturing registered apprenticeships and 242 healthcare registered apprenticeships.

Jason Pacheco provided a detailed overview of Baystate Health's workforce development strategies including their commitment to registered apprenticeships. He also noted the enrollment of 52 apprentices in the last fiscal year.

Jason proceeded to introduce three employees who shared their positive experiences with the apprenticeship program at Baystate.

- Zachary Makol: Operation Associate/Cardiac Monitor Tech Graduate
- Gilyanis Diaz: Sterile Processing Technician Apprentice
- Justin Dearing: Sterile Processing Technician Apprentice

Chair Patricia Samra thanked everyone. With no further business coming before the Board, Patricia Samra thanked the Board and the meeting was adjourned at 4:31pm.

Submitted by Peter J. Farkas.