



## Board of Directors Meeting

September 24, 2024

Zoom Meeting

8:30am – 10:30am

W. Sandino-Williams	K. Dodds	E. O’Keefe
P. Bailey	S. Hatiras	P. Samra
K. Buono	G. Kos	J. Sullivan
C. Burton	K. Messina	K. Dunkelberg
J. Cook	J. Mitchell	

Others Present: MassHire Staff, YouthWorks Peer Leaders Jacob Santos & Jaylynn Rentas

### Meeting Materials

**Emailed Out:** Agenda, Minutes of the June 25, 2024 Meeting Minutes, Honoring Craig Brown, Executive Committee Report, FY’25 Budget Presentation, FY’25 WIOA Operational Plan, President & CEO Report, Finance & Audit Committee shared list, YouthWorks Presentation.

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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.

Peter Farkas followed with paying respects and honoring Craig Brown’s passing. Several Board members shared their fond memories of Craig.

Patricia mentioned Peta-Gaye Johnson was selected as a 2024 Healthcare Hero of Western Massachusetts. She was nominated for her tremendous work overseeing the Healthcare Workforce Partnership of Western Massachusetts.

Patricia continued with the requested motion to accept the June 25, 2024 meeting minutes.

- **Action Taken:** A motion to accept the minutes from the June 25, 2024 meeting was seconded and approved.

##### **B. Executive Committee Report**

Patricia mentioned the Executive Committee met on September 11, 2024.



#### Governance Committee

Peter explained that the Governance Committee did not meet this past quarter due to the passing of Chair Craig Brown. The Committee shared some fond memories of Craig and the lasting impact he had on the organization. Peter will work to identify a new Governance Committee Chair and Clerk.

#### Strategic Planning Committee

Peter provided an update on the FY'25 state budget related to specific workforce development line items. Compared to FY'24 the final state budget included a \$2.9M increase to the One-Stop Career Center line item (7003-0803). One area of concern is the Governor zeroed out the Advanced Manufacturing line item (7002-0020), which was funded at \$3.0M in FY'24. There is optimism the cut will be offset through the Workforce Investment Fund. Several other line items were level funded.

Peter also provided an overview of the U.S Department of Labor funding picture for FY'25. The Commonwealth of Massachusetts received an 8.5% cut across the Workforce Innovation and Opportunity Act (WIOA) programs. Locally, Hampden County received cuts to Adult (-11.3%), Dislocated Worker (-4.5%), and Youth (-14.1%). The MHHWB will be unable to offset the cuts with carry-in funds.

## **II. FY'25 Budget**

Diana Carr presented on the FY'24 4<sup>rd</sup> quarter financials & the FY'25 preliminary budget that were reviewed and approved by the Finance Committee and Executive Committee. For the FY'24 4<sup>th</sup> quarter financials, most all income and expenses were in line with expectations. She compared revenues and expenses for FY'24 vs FY'25.

There was discussion around the FY'25 budget being fluid and the impact of the state budget not being signed until July 29<sup>th</sup>. As a result, a few of the state budget line items were conservatively estimated.

- **Action Taken:** A motion to ratify the FY'25 budget as approved by the Finance Committee and the Executive Committee, was seconded and approved.

## **III. FY'25 WIOA Operational Plan**

Steve Trueman presented on the FY'25 WIOA annual plan which is submitted to the MassHire Department of Career Services annually. He referenced the Executive Summary of the plan in the meeting materials. Steve's presentation highlighted:

- The overall federal/DOL and state allocations
- Who will be served: Adult, Dislocated Workers, Youth, Employers
- Services to be provided



- Funding Levels for Various Services
  - Expected Outcomes/Common Measures
- **Action Taken:** A motion to approve the submission of the FY'25 Annual WIOA Operational Plan by October 20, 2024 as presented was seconded and approved.

#### IV. President & CEO Report

Peter provided the following updates:

- Update on the labor force and unemployment data as of July 2024. The unemployment rate for Hampden County was 5.8% compared to 4.6% for Massachusetts.
- The Workforce Board was recently certified by the MassHire Department of Career Services for the period of July 1, 2024 – June 30, 2026.
- Career Center/Service Provider Procurement – WIOA requires Career Center Operator(s)/Service Provider(s) be selected through competitive process not less than every 4 years. Our charter/contracts with our Career Centers expire on June 30, 2025. Peter shared and reviewed the tentative Request for Proposals (RFP) schedule with a goal of releasing the RFP on December 9<sup>th</sup>.
- Peter highlighted on some communication and marketing strategies to improve the Workforce Board and the Career Centers' visibility to various stakeholders including utilizing X/Twitter, developing a quarterly newsletter, and improving the website.

#### V. Quarterly Highlight: YouthWorks

Deborah Snape, Director of Youth Career Pathway Initiatives, provided an overview of the YouthWorks program:

- State funded through Commonwealth Corporation ~ \$2.4M
- Summer (Cycle 1) and year-round (Cycle 2) program
- Career readiness training, career exploration and subsidized employment
- Serves Hampden County low income youth: 14-24 yrs. old
- Goal pursue post-secondary education or unsubsidized employment

Deb discussed how Cycle 1/summer had over 1,300 applicants in Hampden County and a lottery was implemented to ensure a fair and equitable selection process. She provided some highlights and accomplishments of the summer programming:

- 465 youth engaged in work based learning experiences
- Streamlined enrollment process and eliminated the need for paper files.
- Coordinated collaborative recruitment events with our partners and community organizations.
- Added 2 new youth partners & 15 new private sector employers



Jacob Santos and Jaylynn Rentas, two YouthWorks peer mentors at MassHire Holyoke Career Center spoke about their experience and role with the YouthWorks program. They spoke about the positive impact YouthWorks has had on them, but also the young adults they are working with during the summer.

**VI. New Business & Adjourn**

Peter mentioned the next Board of Directors Annual/Holiday Meeting will be held on December 10, 2024 from 8:30am – 10:00am in the TD Bank Conference Room in 1441 Main Street, Springfield.

Chair Patricia Samra thanked everyone and with no further business coming before the Board, Patricia thanked the Board and the meeting was adjourned at 9:56am.

Submitted by Peter J. Farkas.