

## Unofficial Minutes

### MassHire Metro South/West Workforce Board Meeting

Minutes from June 25, 2020

**Members present on Zoom Meeting:** Lisa Kubiak, Chair, Rosemary Alexander, John Bogdan, Bob Bower, Jeremy Brandon, Brandy DeBarge, Charles Gagnon, Jennifer Jackson, Shannon Laingen, Rev. J. Anthony Lloyd, Kevin O'Connor, Gwenn O'Keefe, Jason Palitsch, Nick Pavone, David Podell, Dan Rediger, MaryLou Regan, Leslie Parady

**Members absent:** Ed Bartley, Patrick Davis, Mark Fegley, Adam Garber, Robb McCune

**Other:** MassHire Metro South/West Workforce Board staff: Greg Bunn, Meghan Burke, Henry Bryson, Cindy Cedrone; MassHire Metro South/West Employment and Training Administration, Inc.: Carol Wolf, Louise Meyer; Career Center Staff: Zoie Jaklitsch, Sean Marshall  
Career Connections: Tricia Lucier

#### Review of Agenda, Welcome, Approval of Minutes

Lisa Kubiak reviewed the agenda and asked the new board members Jeremy Brandon, Brandy DeBarge, Jason Palitsch, and Dan Rediger, to introduce themselves.

Lisa made a motion to approve the April 9, 2020 minutes. Bob Bower made a motion, Charles Gagnon seconded. All members indicated "yes" on Zoom Participant window. Motion passed.

#### FY20 MassHire Metro South/West ETA Financials

Carol Wolf presented the financials saying everything was on track overall as of the end of April. She said the career center is continuing to provide services but managing spending to be able to carry over a reasonable amount into FY21 because there will be funding cuts. Questions were asked about receiving Federal funding. Carol stated that if that did happen it would be funding for more staff, but the challenge of distancing people would still need to be addressed. She also said we had become fully certified on the bi-annual FY20 System Certification.

#### FY20 MassHire Metro South/West Workforce Board Financials

Henry Bryson said the board also was on track as of the end of April on what needs to be spent out by June 30 and would be carrying over to help offset some of the funding cuts. He said because of COVID, some extensions were being permitted such as the approval of our indirect rate from the State and from DESE.

#### Board Reserve Fund

Greg presented changes to the Board Reserve Fund Operating Procedures. The language changes are changes to "The Use of Reserve Fund for Other Purposes" from "The request to the board to the Executive Committee" and "The project must be approved by a majority of the Board to the Executive Committee". Also, under "Management of the Fund" to omit the bullet "All unrestricted grants and donations will be added to Reserve Fund as they are received". The Finance Committee and the Executive Committee have approved these changes. Lisa asked for a motion to approve. David Podell approved; Bob Bower seconded; All members indicated "yes" on Zoom Participant window. Motion passed.

## **Board Updates**

Greg reported that the board staff were working on activity priorities to close out FY20 and start into FY21.

## **Career Center Updates**

Zoie Jaklitsch gave a status report of the career center. She noted that many of the third quarter performance goals were met but she was concerned about this quarter and is working on improving credential attainment rates. She said that the structure of the management team had been changed to meet the needs of the customers and to address the 3 phases of the customer flow. She said that everything had been shifted to online: seminars, career planning, online intake, and workshops. She said there was also a Veterans event today online.

She said that the manager of the Framingham Career Center, Angie Grant, was in charge of career planning, career center seminars and RESEA, doing everything virtually. The manager of the Norwood Career Center, Antoine Jones, also virtually, was in charge of WIOA enrollment and monitoring customers flow through the WIOA process to include potential training approvals, and Sean Marshall was in charge of business services and taking on the follow up retention process. She said the State will be issuing guidelines for opening all the career centers at once and plans are being put into place for specific separated, spaces for people to be able to access all necessary career center in person services, while maintaining safe social distancing for customers and staff.

Zoie reported that DCS is working on a timeline to open the all the career centers for in person services across the state, at the same time and that they wanted the Unemployment Insurance office be opened first to allow those who have concerns with their unemployment claims to receive in person services through DUA. Upon opening the Career Center for customers, these will be by appointment only to assist customers who do not have access to the internet, computers and printing services.

She said they were promoting and updating the Career Center offerings through increased social media communication, the website and that Sean sends out a newsletter twice a week for updates on activities.

She talked about hiring security onsite (the Career Center will be part of this process with DCS). Bob suggested the title of ambassador in light of recent events. He thanked Rev. Lloyd for all the work he does focusing on the hardest to serve. Rev. Lloyd said there were two major stakeholders in Framingham: 1. Individual institutions and 2. Collectively as a city and had talked to Greg about getting him involved in the work.

Zoie was pleased to announce a staff member, Odessa DeJesus has been named as a finalist in the 2020 MassHire Awards.

## **On-Boarding Updates**

Greg presented the slide deck for all new members and Lisa reminded other board members that it was a good tool to use anytime as a refresher.

## **Adjourn**

Lisa asked for a motion to adjourn. Rev. Lloyd made a motion; John Bodgan seconded. Motion passed. Meeting was adjourned at 10:00 a.m.