

## MassHire Metro South/West Workforce WIOA Board Meeting

Minutes for June 23, 2022

**Members present on Zoom Meeting:** Lisa Kubiak, Chair, Rosemary Alexander, Bob Bower, Jeremy Brandon, Brandy DeBarge, Mark Fegley, Shannon Teles proxy for Charles Gagnon, Bob Ganong, Walter Gardner, Ernie Houle, Jennifer Jackson, Marc Koczwara, Rev, Lloyd, Susan Medeiros, Kevin O'Connor, Tom O'Rourke, Jason Palitisch, Nick Pavone, Dan Rediger, Mary Lou Regan, David Podell, Chris Vericker

**Members absent:** John Bogdan, Patrick Davis, Kim Ingalls, Shannon Laingen

### **Other:**

Town of Norwood: Tony Mazzuco, General Manager

MassHire Metro South/West Workforce Board staff: Greg Bunn, Henry Bryson, Cindy Cedrone

MassHire Metro South/West Employment and Training Administration, Inc.: Carol Wolf, Louise Meyer; Career Center Staff: Zoie Jaklitch

### **Review of Agenda, Welcome, Approval of April 21, 2022 Minutes**

Greg Bunn welcomed everyone and turned the meeting over to Lisa Kubiak. Lisa welcomed back Mary Lou Regan as a board member and three new members from the MSWETA staff: Bob Ganong, Marc Koczwara and Tom O'Rourke

Lisa reviewed the agenda and asked for a motion to approve the April 21, 2022 minutes. David Podell made a motion, Brandy DeBarge seconded. Members indicated "yes" on Zoom participant window. Motion passed.

Lisa asked everyone to introduce themselves and tell a brief story about their favorite summer vacation.

Kevin O'Connor asked for a board member listing that includes committees and members of the committees.

### **Fiscal Updates**

Carol Wolf reviewed fiscal reports through April 2022, the most recent reports approved by the finance committee. She reported that spending was on track with normal increased spending happening in the last two months of the fiscal year and expenses related to the relocation of both the Norwood and Framingham Career Centers.

She said it is expected that \$2M would be carried over to FY23 and there would be level, or some increased funding as well, and that there are ongoing discussions to strategize on the best way to spend the funds. She also said that benchmarks have been met.

Henry Bryson gave an overview of the workforce board report which also is on track for spend out in FY22. It included Behavioral Health, that was not on the original budget but will be carried over to FY23, the youth program, HSSIIEP, which will also be carried over and the CDL grant which will end. He stated he is working on the FY23 budget.

### **Overview of Career Center Monitoring**

Henry reported that the career center monitoring had positive results and was in compliance; that last year's recommendations had been put into place. He noted there was consistency and collaboration of how groups were working to deliver services. He will have a final report to send to DCS and will share with the board.

He also noted there was a change from DCS monitoring with the board to DCS checking on how the board conducts the monitoring.

### **PSW and MSWETA Merger, Office Move and General Updates**

Greg reported that the Articles of Merger were approved and filed with the Secretary of State and will go into effect on July 1, 2022. He stated the new name would be Metro South/West Workforce Board, Inc. with two DBAs: MassHire Metro South/West Workforce Board and MassHire Metro South/West Employment and Training Administration. He reviewed the four primary branches of the organization: board operations, administration and finance, youth programs and workforce development board, with firewalls put into place.

He reported that the Norwood Career Center move had taken place and Framingham move was expected in July. He also said the board was in negotiations for a potential space in Marlborough.

Greg noted that a committee would be formed for strategic planning for clear direction of the board.

Zoie Jaklitsch gave an update of the plans to move the Framingham and Norwood Career Centers. Progress is being made on the build out of both new locations. Both locations will be moved by the end of June. The spaces will have shared conference space and private office space.

Greg gave an update on the Workforce Board office move. Board staff, fiscal staff and youth staff will be combined in a new location in the Marlboro area. An RFP has been issued and there are two bids and 5 letters of interest that have been submitted. Once the submission deadline passes a committee will be formed to complete a full review and a decision will be made as to the exact location. We will include some level of service delivery to have a presence in the region. The plan is to have flexible space available for staff and board members to use as needed. The goal is to be moved by August/September. A press strategy will be developed for the regional grand openings.

### **Member Spotlight**

The member spotlight was Jeremy Brandon, Avidia Bank, who ran a financial literacy training at Framingham High School and also assisted in setting up checking/savings accounts for youth interns for direct deposit status. A big thank you him for his important work!

### **Adjourn**

Lisa asked for a motion to adjourn. Bob Bower made a motion. seconded. Rev. Lloyd seconded. Motion passed. Meeting was adjourned at 10:05 a.m.