

## MassHire Metro South/West Workforce Board

### Executive Committee Meeting

#### Minutes from June 18, 2020

**Members present on Zoom Conferencing:** Lisa Kubiak, Chair, Ed Bartley, Mark Fegley, Jennifer Jackson, Rev. Lloyd, Gwenn O’Keefe, Andy Vizulis

**Other:** MassHire Metro South/West Workforce Board staff present: Greg Bunn, Henry Bryson, Cindy Cedrone; MassHire Metro South/West Career Center staff present: Louise Meyer; Town of Norwood: Tony Mazzucco, General Manager, Cathy Carney, Contract Administrator

#### Welcome, Acceptance of Minutes

The meeting was called to order at 8:30 a.m. Lisa Kubiak asked for a motion to approve May 14, 2020 minutes. Ed Bartley made the motion; Mark Fegley seconded. All members indicated “yes” on Zoom Participant window. Motion passed.

#### Board Reserve Fund Discussion

Greg presented the Reserve Fund Operating Procedures, part of the Accounting Policy and Procedures, which was set up to help with cash flow issues and to build equity. He reported that the Finance Committee approved changing the language under *Use of Reserve Funds for Other Purposes* from: “The request to the board shall be in writing and include a description of the project, the anticipated benefits and a budget to: “A written request will be presented to the Executive Committee for approval, and will include the amount requested, a description of the project or use of the funds, the anticipated benefits, a budget if appropriate and plan to reimburse reserve funds. The Board Chair or Finance Committee Chair will present and review the Reserve Fund request and Executive Committee decision at the next WIOA Board meeting.” The Finance Committee also recommended removing the second bullet of *Management of the Fund*: “All unrestricted grants and donations will be added to the Reserve Fund as they are received”. Lisa made a motion to accept the changes. Mark made the motion; Ed seconded. All members indicated “yes” on Zoom Participant window. Motion passed.

#### Procurement Process for Career Center Operator

Greg stated that the MassHire Department of Career Services (MDCS) requested a waiver to the Department of Labor (DoL) for a year’s extension to procure the career center operator. The DoL requires the procurement be processed to have an operator in place by July 1, 2021 so the process will be going forward. He said the WIOA language states the Board, in conjunction with the Lead

Elected Official, is responsible for the process and our Career Center Committee is in place to carry this out. Tony Mazzuco said he would have Cathy Carney, Contract Administrator work with the procurement team. Henry noted that we receive procurement procedure issuances from MDCS and would make sure checks and balances are in place. Greg said he was working on a Code of Conduct document and would bring it to the full board next week. He also said he hopes for a stable of bidders and would be “casting a wide net” as recommended by the DoL.

### **Update of MassHire MSW Member On-Boarding Process**

Greg presented the slide deck that had been shared with five new board members and would be adopting the process for any new members. He received very positive feedback from the committee who said it was the best clarity and explanation of the organization in a way that helps to understand the complexity of the workforce system. Rev. Lloyd asked to clarify the bullet under “Qualities of an Effective Board Member” about Commitment to Personal Giving. Greg said he felt personal giving could also be the time given to sit on the board. Ed noted that the bullet before “Strong Commitment of Time and Energy” encompassed that so it was agreed to strike “Commitment to Personal Giving” from the bulleted list. Greg also reminded everyone that we still are looking for someone on the Finance Committee and from a Legal Department. Mark said he had a legal person in mind and would reach out to that person about interest.

### **Other Updates**

**Career Center:** Lisa asked if the Career Center staff was working in the office. Louise Meyer said only the fiscal and management staff were on site on staggering days. She said she has weekly calls with the State who are working on getting all the career centers in the state to start with appointments-only. She said the challenges will be how to separate staff when they are allowed back into the office. She said the virtual job fairs, workshops and training are going very well. Greg also stated that the State is working on allowing the Unemployment Offices to offer walk-in centers before the career centers reopen. Henry noted that the career center staff had been training on Zoom procedures that he and Greg had conducted and had been doing an excellent job of offering many virtual services. He also said the website had been revised a few times to make it easier for customers to get up-to-date information.

**Bi-annual certification:** Greg said that we had no findings on the FY20 System Certification which is conducted in order to ensure that the necessary processes, procedures and policies are functioning effectively. He said there were two recommendations which were a COVID-19 and a Branding policy be written.

**Town Halls:** Greg reminded everyone that the Town Halls were being held every other week with Jason Palitsch, from 495/MetroWest Partnership.

Lisa adjourned the meeting at 10:00 a.m.