

Metro South/West Workforce Development Board Meeting Minutes from September 20, 2018

Members present: Lisa Kubiak, Chair, Rosemary Alexander, Ed Bartley, John Bogdan, Jessica Cimini, Patrick Davis, Shannon Laingen, MaryEllen Leveille, Rev. J. Anthony Lloyd, Paul Matthews, Nick Pavone, David Podell,

Proxy: Mark Knowlton for Charles Gagnon

Members absent: Bob Bower, Barbara Gonsalves, MaryLou Regan, Christine Tibor, Jane Willshire, Seth Worby

Other: Town of Norwood, Grant Recipient and Local Elected Official: Tony Mazucco; PSW staff: Greg Bunn, Henry Bryson, Cindy McComiskey Cedrone, Kevin Lopez, Laura Purutyan; Metro South/West Employment and Training Administration, Inc.: Patricia Lucier, Louise Meyer, Carol Wolf; Career Center: Angie Grant, Jason Matthews, Nicholi McLaughlin; Guest: Mark Fegley

Review of Agenda, Introductions and Consent Agenda

Lisa Kubiak welcomed Greg Bunn as the new Executive Director. She asked for a motion that the consent agenda be approved. Rev. Lloyd made a motion. Ed Bartley seconded. Motion passed.

Local Plan/Budget Update and Treasurer's Report

Carol Wolf gave an overview of the FY19 Integrated Budget created from previous year's estimates and experience in order to serve the clients. She noted it is down approximately \$700,000 from last year's budget but not from what was spent. Rev. Lloyd asked what initiatives were not funded because of this. Jason said a satellite office was in the budget but not acted upon and some staffing requests were being postponed.

Henry Bryson presented WIOA funding source charts with the same data as last year (see Attachment A.). He noted there will be an additional unrestricted \$30,000 branding incentive funds for milestones met. He also said there is less money due to WIOA Dislocated Worker and Youth reduction in funding for FY19 compared to FY18, but it will not impact the ability to deliver the same level, if not better, quality of service.

Ed Bartley presented the FY19 PSW Budget noting that it is a solid budget by reducing some expenses even with some revenue lower than last year. John Bogdon asked why HealthcareWorks had been running for ten years. Henry explained that DESE had changed their funding protocol and strategy but we will continue to provide technical assistance.

Lisa asked for a motion that the budgets be approved. David Podell made the motion. MaryEllen Leveille seconded. Motion passed.

CEO Updates

Tony Mazzuco said he and Greg had talked about a strategic restructuring and that Bernie Lynch was going to do an organizational analysis to bring to a board retreat for discussion. Greg stated that he had met with Alice Sweeney from DCS who encouraged a consortium model to continue as an interim status before proceeding with the procurement of the career center operator and that Tony had agreed.

Tony noted that there have been challenges in the transition of the career center but he felt things were moving forward. He invited Jason Matthews to speak. Jason reinforced the message that the staff is committed to the integrated model and have been in open communication for transparency and accountability. Mark Fegley encouraged “leadership to put strategy over structure”.

Governance Committee Report

Lisa asked Henry Bryson to excuse himself. She noted that Henry had stepped up during the transition and that the Governance Committee was proposing he be promoted to Deputy Director and an increase in salary of \$5000 per year, retro to July 1. Also she stated the Governance Committee proposed changing the Accounting and Procedure Policy to add Henry as a signatory on the checking account. Lisa asked for a motion for these three items. MaryEllen Leveille made the motion. Paul Matthews seconded. Motion passed.

Branding Update

Henry stated the MassHire branding launches would be October 17 in Framingham with a “soft” launch and the official launch on October 18 in Norwood. A team from the career center and PSW have been meeting weekly to discuss the status of the signage, business cards, collateral, website, announcements, invitations, launch events, etc. He encouraged everyone to attend one or both of the launches.

Retreat Discussion and Next Steps

Greg proposed a retreat the week of November 5 to discuss the structure and strategic planning process at Assabet Valley Regional High School. He said once we transition to MassHire, it will open up more discussion of why we are here, what the board responsibilities are and how we could reorganize. See attachment B.

Lisa asked for a motion to adjourn. Rosemary Alexander made a motion. MaryEllen seconded. Meeting was adjourned.