

MINUTES
Quarterly Board Meeting Minutes
8:30 a.m. on Thursday, June 27, 2024

1. **CALL TO ORDER:** The meeting called to order at 8:36 a.m. by the Board Chair, Mr. Joseph Lovetere
QUORUM PRESENT
2. **ROLL CALL:**
Present: Suzanne Fernandes—*Past Chair*, Joseph Lovetere—*Chair*, Linda Sacchetti—*Vice Chair*, Mary Waldron—*Clerk*, Jill Conlon, Robert Revil, Sasha Stadhard, Dan Evans, and Thomas Thibeault
Bold = excused absence
Not Present: Nancy A. Chiappini, Jonathan Carlson, Karen Preval—*Treasurer*, **Dr. Carine Sauvignon**, **Maria Fernandes**, Paul Landerholm, and Donald Donnalson
Ex-officio: John Murray
Staff: Jason Hunter, John Nesti, Lorraine Albert, Michael Joseph, Michele Ahern, Shaleah Gilmer, Patricia Garcia, David Edwards, David Vincent, Vanessa Labossiere, and Rachel Cherry-Adams
Guests: Dr. Johan E. Uvin, UMass-Donahue Institute [via remote Zoom]
 Jake Maijala, Signature Healthcare
 Courtney Henderson, Mayor’s Office-Brockton
 Karla Rogers, Cape Cod Café
 Darlene Silva, Sharon & Crescent United Credit Union
 Stephanie Victoria, Healthcare-Edu
 Paul Diamond, North Easton Machine, Inc.
Logan Engineers LLC: Shiymiq, Jaynilson Lopes, Michael Fredericksen, Amanda Fermin-Ramcharran
 Barbatt Jocelyn (Filmmaker), Anawan Studios (Media/Marketing Facilitator for MassHireGBWB Media Moguls programming)
 Larry Johnson, Millennium Training Institute (MTI) (Instructor for MassHireGBWB Young Incabators).
 Kelly-Anne Ferreira (Proctor)- Corporate Trainer w/Sharon Credit Union
 Eileen Wagner – MA Executive of Labor & Workforce
 Judy Bower, MassHire DCS
 Yolanda Lynn, JobCorp-Grafton
3. **WELCOMING & OPENING REMARKS:** Guests and Board were welcome.
4. **MINUTES - VOTE:** A motion made (Ms. Mary Waldron) and seconded (Mr. Thomas Thibeault) to approve the March 24, 2024, Quarterly Full Board meeting minutes. **March 28, 2024, Quarterly Full Board meeting minutes approved by the board members.**
5. **FISCAL YEAR FY24 - Budget Review**
 - **MASSHIREGBCC UPDATE – Mr. John Murray**
 - Mr. Murray indicated that the current FY2024 budget is on track for close-out across the board.
 - The Career Center recently hired two (2) new staff members for this year.
 - The MassHireGBCC will have carry-in as well.
 - **MASSHIREGBWB UPDATE/FY24 FINANCIALS – Ms., Michele Ahern**
 - Total overall expenditures for MassHireGBWB - 70% spending for the FY 2024. This includes all salary, fringe, insurances, and rent. Currently 38 funding streams, including 6 carry-ins and with cross period endings.
 - ✓ Carry-in from FY23 has been completely spent in November 2023.
 - ✓ Youth – \$613,869 (76% expended & 100% rollover).
 - ✓ Adult – \$35,190 (69% expended & 100% of rollover).
 - ✓ Dislocated Worker – \$30,307 (76% and 100% rollover)
 - ✓ Anticipate rolling over 20% in Adult & 18% in Youth.\Admin is 76% spent.
 - ✓ CC Monitoring is in progress—We are using April month end.
 - ✓ YouthWorks, our largest grant this year come from Commonwealth Corporation (\$1.335m) is currently at 56% spending.
 - ✓ Connecting Activities – 73% spent through March 2024. Mr. David Edwards
 - ✓ Auditors – Clean annual audit from Anstiss /Aduit services is up for an RFP progress /Anstiss mentioned about a 40% increase in their prices.
 - ❖ MassHireGBWB office may have to go out to bid in near future for the Auditing Services.

6. FISCAL YEAR 2025

- **MassHireGBCC Forecast/Estimated Budget Narrative Fiscal Year 2025 – Mr. John Murray**
- **Mr. John Murray gave a synopsis Budget Narrative for the MassHireGBCC for FY2025.**
 - ✓ Funding FY25 plus Carry-in from FY24: \$3,418,372.28
 - ✓ Total Salaries, plus Fringe (47% of salaries: \$2,574,152.04
 - ✓ Total Personnel: is based on 24.35 FTEs.
- **MassHireGBWB Forecast/Estimated Budget Narrative Fiscal Year 2025 Synopsis– Jason Hunter**
 - ✓ Funding FY25 (Projected): \$3,226,469
 - ✓ Personnel Expenses/Total Salaries: \$1,139,972
 - ✓ Personnel Expenses: 15.5 FTEs
 - ✓ Youth Wages: \$284,725
 - ✓ Youth & Faculty Stipends: \$179,900, WAVE Program & Connecting Activities
 - ✓ Staff Training & Conferences: \$35,000 Professional development for Staff
 - ✓ Insurance: \$31,500 Cost of Business Insurance, Liability, Workers' comp, Director's & Officers
 - Board member, Mr. Thomas Thibeault inquired about progress of inquiry about the company's Capital Plan (being put in place to date).
 - ✓ Premises: \$167,133 Rent for MassHireGBWB Offices, Youth Career Center, and parking fees
 - ✓ Contractual: \$276,831.50 Costs for contracts to be made for WIOA youth programs and Mobile Learning Lab
 - ✓ Training: \$346,400 Cost of training for regional priorities
 - ✓ IT Expenses: \$43,000 Cost of IT Management for MassHireGBWB Offices, Youth Career Center, and IT maintenance & troubleshooting.
 - ✓ Audit Expense - \$26,000 – cost of audit and Form 990 Reporting
- **Budget FY25 MassHireGBWB Forecast – Mr. Jason Hunter/Mr. Joseph Lovetere**
 - **BACKGROUND**
 - ✓ We are currently awaiting final budget figures from the Division of Career Services (MDCS) along with carry-in figures. Draft presented as known figures and assumption of level funding.
 - **MOTION - VOTE**
 - ✓ To accept the budget as presented as the final budget for Fiscal Year 2025 for the MassHire Greater Brockton Workforce Board, empowering the Executive Director, Mr. Jason Hunter, and the Director of Finance & Administration to make budget modifications based on changes in funding streams.
 - **A motion was made (Mr. Bob Revil) and seconded (Ms. Suzanne Fernandes) to accept the draft estimated Budget Narrative for Fiscal Year 2025 as presented by Mr. Jason Hunter.**
 - **The motion unanimously passed.**

7. CAREER CENTER BUSINESS COMMITTEE

- **MASSHIREGBCC - Mr. John Murray**
 - MassHireGBCC Update/Executive Summary Report through May 31, 2024 – 92% through the Fiscal Year
 - ❖ *Goals exceeded for:*
 - 📊 Total Job Seekers – 141%
 - 📊 Persons with Disabilities – 143%
 - 📊 New Employers - 105%
 - 📊 Adults Enrolled – 119%
 - 📊 Adult Wages – 114%
 - 📊 Dislocated Workers Wages – 129%
 - 📊 Adult Training – 111%
 - 📊 Dislocated Worker Training – 153%
- **TRAINING INITIATIVES - Mr. Jason Hunter**
 - MassHireGBCC Update
 - ❖ *Working with new CNA Healthcare vendor, Healthcare EDU about 47 graduates; partnering with Greater New Bedford Workforce Board.*
 - ❖ CDL
 - 11 people at CMSC Parker currently
 - 18 completed their CDL requirements.
 - 25 employments (completed training) – 30 days of employment.
 - ❖ Alternative Fuels & Emissions/Diesel Tech training –
 - Nine (9) students enrolled @ Massasoit Community College (MCC)
 - ❖ MassHireGBWB received CleanEnergy grant (working with the Connecting Activities).
 - ❖ Apprenticeship/Early Childhood Education with Trainer, MCC [4 and Self-Help, Director, Mr. Jonathan Carlson [MassHireGBWB Board member as well], our partner.
 - 📊 Mr. Hunter added that we had a great visit June 13th with the Secretary of Workforce Development, Ms. Lauren Jones at Self-Help Inc.
 - ❖ Update/Apprenticeship/Early Childhood Education with Trainer, MCC [4 and Self-Help, Director, Mr. Jonathan Carlson [MassHireGBWB Board member as well], our partner.
 - ❖ Mr. Hunter added that the MassHireGBWB office received the Workforce Competitive Grant through the Commonwealth Corporation (CommCorp).

8. CONNECTING ACTIVITIES EVENTS - Messrs. David Edwards/John Nesti

- ✚ Mr. Edwards showed a video showcasing this year's Entrepreneurship Contest participants – there were 21 youth participants at this year's event. The goal is to strengthen the MassHireGBWB partnerships with the participating schools.
- ✚ **CONSTRUCTION CAREER DAY** - Mr. John Nesti gave a brief presentation.
 - Hosted 220 students
 - 13 groups/schools
 - 38 organizations
 - Corporate donations increased this year

9. YOUTH SERVICES - Mr. David Vincent

FY24 YEAR-END UPDATE

➤ **Annual Goals**

- ❖ Total Walk-Ins: 1,206 YTD/81% of Goal
- ❖ New Members: 273 YTD/75% of Goal
- ❖ 2023 Summer Jobs Program: 182 YTD.91% of Goal
- ❖ WIOA/ITA: 29 YTD (pending additional enrollments)/48% of Goal.
- ❖ YouthWorks Year-Round: 117 YTD/97% of Goal
- ❖ Shannon Program: 29 YTD/100+%

➤ **FY25 Summer Jobs/Program Information**

- ❖ 16-17 yr. old: \$15.50/hour
- ❖ 18-27 yr. old: \$17.00/hour
- ❖ Total Hours: 125 hours for each youth
- ❖ Youth Enrollment Goal: 160 interns
- ❖ Number of applications: 583
- ❖ Employer Enrollment Goal: 40 Employers

➤ **Important Dates**

- ❖ Youth & Employer Orientation: July 8th
- ❖ Summer Awards: August 29th
- ❖ Backyard Boogie: End of Summer Celebration – August 30th

➤ **Program Partners/Vendor Testimonials (Partners with MassHireGBWB Youth Services/Youth Career Center)**

The Vendors each gave presentations visuals for today's Board Board; what a spectacular spectacle displayed by all.

- ✚ Kelly Anne Ferreira – Corporate Trainer w/Sharon Crescent Union Bank (Proctor for Banking & Finance programming)
- ✚ Barbat Jocelin, Anawan Studios – Media/Marketing Facility
- ✚ Larry Johnson, Business Training w/Millennium Training Institute
- ✚ Amanda Fermin-Ramcharran – CEO/Co-Founder Logan Engineers LLC

10 EXECUTIVE DIRECTOR REPORT- Mr. Jason Hunter

- Articles of Interest – Career Center Certification FY24 Document –Mr. Hunter indicated that this document will be sent out to the Board after today's meeting.
- MassHireGBWB Employer Personnel Manual (review/revised—to be ratified): older language has been revamped.
- Board members, Ms. Mary Waldron, and Mr. Thomas Thibeault highly recommend there be input from the MassHireGBWB staff. More information to come.
- MassHireGBWB By-Law Committee Inquiry: The document is still under review by the Executive Committee.
- MassHireGBWB vacant position: Staff Accountant & Payroll Specialist.
 - On board 11 years.

11. CHAIR'S CLOSING REMARKS & ANNOUNCEMENTS -- Closing by Board Chair, Mr. Joseph Lovetere.

- The Chair, Mr. Joseph Lovetere of the MassHireGBWB, indicated that we look forward to seeing all Board members in September 2024. And his intent to stay on as a Board member after the new chair is nominated in September 2024.
- The Chair introduced the Vice President of North Easton Machine, Inc., Mr. Paul Diamond. Inc. Mr. Diamond gave highlights of their organization and their working relationship with the MassHireGBWB organization and staff members.

12. ADJOURNMENT – A motion made and seconded to adjourn 10:00 a.m.

**NEXT MEETING: SEPTEMBER 26, 2024,
LOCATION: EXECUTIVE BOARD ROOM**