

Executive (Management) Meeting Minutes
Thursday, March 2, 2023

Location: Virtual Meeting – Zoom

<https://us02web.zoom.us/j/81801784882?pwd=c1JvT3ZNTE9KVXQzSGIYVFp5RDNVQT09>

QUORUM PRESENT

1. **CALL TO ORDER:** The meeting called to order by the Board Chair, Mr. Joe Lovetere at 3:00 p.m.

2. **ROLL CALL:**

Present: Suzanne Fernandes–*Past Chair*, Joe Lovetere–*Chair*, Linda Sacchetti and

Absent: **Paula Martel***–*Vice Chair*, Mary Waldron–*Clerk*, Tom **Thibeault***

Staff: Jason Hunter, Michele Ahern, Patricia Garcia, Lorraine Albert, David Vincent, and Rachel Cherry-Adams

Ex-Officio: John Murray, MassHireGBCC

Guest(s): Craig Kennedy, MassHireGBCC

***Bold** = excused absence

3. **REPORTS,**

➤ **MINUTES:** Review of Prior Meeting Minutes February 2, 2023.

- A motion made (Ms. Suzanne Fernandes) and seconded (Ms. Linda Sacchetti) to approve the February 2, 2022. **The Executive Committee approved the February 2, 2023, Meeting Minutes.**

FY21 AUDIT PRESENTATION FOR WIB (YEAR ENDED JUNE 30, 2022 AUDIT)

Presentation by Brendan E. Toolin, III, CPA (Director of Audit & Small Business Services) -Anstiss Certified Public Accountants, Lowell, MA (with Douglas French)

[This information is intended solely for the use of the BAWIB Board of Directors and management of BAWIB and is not intended to be, and should not be, used by anyone other than these parties.]

▶ **Highlights are as follows (A snapshot)**

Audit Summary

- Auditor’s Report: unmodified – “clean opinion.”
- Anstiss (Auditor) encountered no significant difficulties in dealing with management in performing and completing their audit.
- Federal Awards: There were no weaknesses or significant deficiencies encountered.

Financial Review – Statements of Financial Position

- Information showing differences between 2022 & 2021 with changes and notes.
- *Current Ratio 1.62 [2.00 is a standard benchmark].*
- Financial Review – Statements of Cash Flow – Question(s) regarding \$12,000 – uncleared deposit answered: Check payment/still looking into it at this time per Ms. Michele Ahern.
- ? to Auditors regarding virtual audit verses this year and last year: “No issue doing it virtually because the MassHireGBW (Ms. Ahern) office was so responsive to the Auditor questions put forth. –Nice Job Michele!

FINANCE

○ ***FY23 Budget Review, MassHireGBCC – Mr. Craig Kennedy***

Mr. Craig Kennedy presented FY2023 budget to date (FSR for 2023)

- Mr. Kennedy indicated that the MassHireGBCC the % obligations for Dislocated Worker, One Stop & Trade should increase by fiscal end.
- Partner (3) contracts should be coming out soon.
- COVID NDGG (Vouchers) – Final figure shown on February 2023 FSR today. ended at 60%
- Updates/Notifications: Partners infrastructure – coming in – no contracts yet (4 of them).

○ ***FY23 Budget Review, MassHireGBWB – Ms. Michele Ahern***

- Ms. Michele Ahern presented FY2023 budget to date for the MassHireGBWB – February 2023
 - Additional Grants added to the budget since last meeting: HSSEIP, ALC, CDL and Construction Career Day
 - Expenditures at 49%. The MassHireGBWB anticipates that expenditures will increase with trainings and conferences being attended by staff members in the near future.
 - WIOA Youth at 52%.
 - Ms. Ahern indicated that Year-Round (YR) payroll started for this year.
 - There were no grants ending in the month February 2023.
 - MA DCS Monitoring – scheduled April 24-28, 2023.

○ ***FY23 Budget Review, MassHireGBWB – Mr. Jason Hunter***

- Mr. Hunter indicated that the MassHireGBWB is fully staffed at this time; but the office may hire a part-time person to spend down some \$\$\$\$.
- High Interest Account @ Easton Savings Bank – The MassHireGBWB is working on closing out this account per Mr. Hunter.

○ **RECENT AND UPCOMING CURRENT EVENTS AT MHGBCC/Programmatic update**

➤ **Updates**

- more in person sessions
 - March 13th MA Department of Corrections
 - March 13th - TSA
 - March 21st – Tempess Unlimited
 - HotJob sessions on Tuesdays
 - March 7th – BSU will be here.
 - March 14th A&E Metro
- There has been a large increase in unemployment fraud per Mr. Murray.

4. **MassHireGBWB Committee Update**

➤ **Training Opportunities/Current Trainings**

- Highlights:
 - CDL Kick off – enrolled one person; start March 13th. Others waiting. Mr. Michael Joseph is the contact person.
 - Apprenticeship Program – waiting for official notification from the State.
 - Thank you, Patricia Garcia, – Monitoring w/Ms. Judy Bower at MassHire DCS.
 - Went well per Ms. Garcia – waiting for exit meeting was February 28th. A lot of improvements.

➤ **MassHireGBWB Youth Services/Program & Training Updates – Mr. David Vincent**

- Bank Teller has started. Twelve people in program.
- ITA programs completed – Medical Assistant 1; Combo HVAC – started his apprenticeship rather soon.
- YR – Designer’s Studio – 4-day workshop starting an Apparel brand. Sheila Sullivan-Jardim joined the class.
- Media room – Media Mogul program – 21 student, state of the art equipment we hear.
- Highlight application to CommCorp 2/17/2023 waiting from CommCorp.
- YAI mtg – March 8th.
- HSSEIP program – David Edwards –
- STEM March 22 – 12 participating High Schools
- Career Day Students
- April 13th looking for employers.
 - ✓ ???Joe Lovetere – Is this all by documented workshop on site that we are capable of using. We are writing the reports for CommCorp and the State per Mr. Vincent
 - ✓ Flexibility with our programming per Jason with CommCorp
 - ✓ Kudo Ms. Sullivan-Jardim – a lot of supply items were purchased for programming during pandemic and now we are using it per DavidV

➤ **Executive Director Report – Mr. Jason Hunter**

- New Board meetings
 - Jill Conlin – BAMSI
 - Maria Fernandes – New Heights Charter School of Brockton
 - Karen Preval – City Auditor the City of Brockton

➤ **CLOSING REMARKS– Mr. Joseph Lovetere**

- Mr. Lovetere made closing remarks regarding the proposed FY2024 Budget recommendation item, the launching of the MassReconnect scholarship program, which would support 25 years and older with free Associate degrees and high-quality certificate in which Governor Healy highlighted in her campaign.

5. **ADJOURNMENT** – There was no other business, the meeting adjourned at 3:57 p.m.

Next Meeting: April 6, 2023