

## Executive (Management) Meeting Minutes

**Thursday, November 3, 2022**

Location: Virtual Meeting – Zoom

<https://us02web.zoom.us/j/81238080038?pwd=MW9kNFV3NFFUWWtiaWJlWGRWYmNtUT09>

### QUORUM PRESENT

1. **CALL TO ORDER:** The meeting called to order by the Board Chair, Mr. Joe Lovetere at 3:10 p.m.
2. **ROLL CALL:**  
**Present:** Suzanne Fernandes–*Past Chair*, Joe Lovetere–*Chair*, Paula Martel–*Vice Chair* Mary Waldron–*Clerk*, Linda Sacchetti and Tom Thibeault  
**Absent:**  
**Staff:** Jason Hunter, Michele Ahern, Patricia Garcia, and Rachel Cherry-Adams  
**Ex-Officio:**  
**Guest(s):** Craig Kennedy, MassHireGBCC  
**\*Bold = excused absence**
3. **REPORTS.**  
 > **MINUTES:** Review of Prior Meeting Minutes October 6, 2022.
  - A motion made (Mr. Tom Thibeault) and seconded (Ms. Linda Sacchetti) to approve the October 6, 2022. **The Executive Committee approved the October 6, 2022, Meeting Minutes.****FINANCE**
  - **FY23 Budget Review, MassHireGBCC – Mr. Craig Kennedy**
    - > Mr. Craig Kennedy presented FY2023 budget to date for the MassHireGBCC.
      - FY2022 carry-in for adults almost spent fully. Still working on the carry-in for Wagner-Peyser
      - Trade fully expended
      - MasshireGBCC FY2023 contracts are still coming.
      - There has been an uptick in Training contracts to date --9 for the year
      - Partner contracts and amounts being working on
      - Next month – new grant will be added to the MassHireGBCC financials –Behavioral Health
      - Continuing to bring new staff on board.
  - **FY23 Budget Review, MassHireGBWB – Ms. Michele Ahern**
    - > Ms. Michele Ahern presented FY2023 budget to date for the MassHireGBWB.
      - Expenditures at 33% expended to date.
      - WIOA Youth at 25% expended - \$206,656
      - CC Monitoring – still reviewing.
      - Youth Year-Round grant – began 9/30/2022
      - Shannon Grant – starting next week for payroll.
      - Anstiss Auditor – Ongoing. The initial documents have been submitted to the auditors by MassHireGBWB.
      - Question re: the low budget line items on financials e.g., MCB, ACLS, Mass Rehab, SCCEP, etc. – these there for auditing purposes.
4. **MassHireGBCC Committee Update – Mr. Craig Kennedy**
  - **RECENT AND UPCOMING CURRENT EVENTS AT MHGBCC/Programmatic update**
    - > **Updates**
      - Demands on employers
      - HotJobs Live session – every Tuesday are booked always fully.
      - Status/Onsite recruitments:
        - ✓ US Postal Service – September 2022. 44 people on site.
        - ✓ TSA – September 2022` ` 18 people on site.
        - ✓ Census Bureau – 23 applications – will be back on October 16th.
      - NEW ENGLAND REGIONAL JOB FAIR, November 15-16, 2022: Andrea Kingman from the CC Business Services
        - ✓ 412 employers have already registered (80 are from MA per Mr. Jason Hunter).
      - The MassHireGBCC received \$10,000 for Behavior Services – they are in partnership with HighPoint.
        - ✓ JobFair will be held on December 13, 2022.
      - The MassHireGBCC has acquired the old Bank office space as tenants. Some of their staff will beginning occupying next week.
      - Question from Mr. Jason Hunter ==Mr. Kennedy will follow-up with Ms. Andrea Kingman regarding the MBTA.
5. **MassHireGBWB Committee Update**

- **MassHireGBWB Committee Update - Mr. Jason Hunter**
  - **Nothing to report.** *The Committee did not meet in October 2022.*
  - **Training Opportunities/Current Trainings**
    - Highlights:
      - ✓ Lean Machining – ended with 7 participants
  - **MassHireGBWB Youth Services/Program Update – Ms. Patricia Garcia**
    - The Fall cohort programs started October 17, 2022
    - Report/Several youths in programming: find out how many #'s
      - ✓ Media Moguls (CEO Inc.)
      - ✓ Bank Teller Training
      - ✓ WIOA ITA
    - The Youth Services Department met with the Mass Department of Transitional Assistance (DTA) staff to establish an official relationship. Ms. Hirondina Barbosa will be meeting with them once a month to update them on their referrals.
    - Resume Prep for Job Fair today 11-3-2022 from 2:30pm – 3:30pm with our Mr. Michael Joseph.
    - Youth Job Fair, Thursday, November 10th: 1-4 PM at the MassHireGBWB office in the Youth Services Department, Lower Level.
      - ✓ 15 employers and over 50 customers registered.
    - Ms. Garcia talked about the upcoming Performance/Monitoring briefly.
    - Youth Testimonial
      - ✓ The MassHireGBWB Youth Career Center have a member, Madison, who has been coming periodically to learn how to use the company Cricut machine and embroidery equipment. After many weeks of practice, Madison was able to make the attached samples [items will be shown at a later meeting date]. She took on this role as the resident t-shirt and embroidery artist. MassHireGBWB's goal is to try to get her to create a T-shirt shop in the Youth Services Department as well as teach other youth members how to use the equipment in creating their own designs.
      - ✓ Ms. Garcia indicated that Mr. David Vincent has a meeting with Paul Bello, Paula Fontes, David Edwards, and Michael Joseph about upcoming trainings at South Shore Vocational Technical on training offerings this winter. The purpose of this is to see how we funnel our customers from the City of Brockton to the Town of Hanover. Mr. Bello stated that he can provide transportation if the MassHireGBWB has a group of young people interested in their programs.

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

New England Regional Job Fair 2022, Nov 15-16 – On-Line via Premier

- This is a first-ever New England Regional Job Fair – All job seekers are welcome to attend--from entry level to experienced. The state is looking for a big push for the New England Regional job fair. It's for all New England so there will be A LOT of opportunities!
  - November 15, 2022: Employer Industries will be Healthcare, Education, Hospitality, and other industries
  - November 16, 2022: Employer Industries will be Manufacturing, Engineering, Construction, Transportation/Warehousing and other industries
- Ribbon Cutting coming up at our Board Member Vice-Chair, Ms. Paula Martel's office at the North Easton Machine Company. Ms. Lorraine Albert and Ms. Michele Ahern attended from the MassHireGBWB.
- Mr. Jason Hunter indicated that the MassHireGBWB office is still waiting for the Competitive Grant for CDL submitted.
- Mr. Jason Hunter added that the MassHireGBWB office received a rental referral [HHA & CAN training, CPR, First Aid] from our Board Chair, Mr. Joseph Lovetere. The referred company is looking to rent space on the 2nd floor at 34 School Street (Healthcare Lab. We have also received one other interested company [out of Fall River] that is looking to expand into Brockton. They are doing due diligence in getting state approval
- Collaboration Award (MassHireGBWB received \$10,000) -Mr. Hunter gave some examples of what the \$\$\$\$ might be used.
- Mr. Jason and Ms. Albert (MassHireGBWB) attended the #LeadTheChange Black-Owned Business Roundtable on October 18th which was held at the Brockton Community Access on North Main Street.
- Mr. Hunter indicated that the MassHireGBWB (UMDI), tenant, has added additional space for their staff on the 1st floor (the old bank office space).
- ???Employment Vacancies? MassHireGBWB is closed – there are no vacancies.
- Staff member, Ms. Hirondina Barbosa (Youth Services Department) has returned to work from leave – she will be with WIOA along with Ms. Victoria Delannoy.

**7. ADJOURNMENT** – There was no other business, the meeting adjourned at 3:47 p.m.      **Next Meeting: December 1, 2022**