



Massachusetts Workforce Association Board of Directors Meeting Agenda

Stan Usovicz, Chair

Wednesday, June 12, 2019 10:00 a.m - 12:00 p.m.

Location: MSWETA, Inc., 1671 Worcester Rd, Framingham MA (Lower Level). Breakfast and coffee to be served.

Attendees:

Present -

Robert Bower, *MA AFL-CIO/CLU*

Erin Travassos, *Eversource*

James Oliveria, *MassHire Greater New Bedford Workforce Board*

David Gadaire, *MassHire Holyoke Career Center*

Michael Weekes, *Providers' Council*

Maddrey Goode, *MassHire Boston Career Center*

Joseph Peters, *United Plastics*

Mary Sarris, *MassHire North Shore Workforce Board*

Present via Phone -

Chris Kealey, *Massachusetts Business Roundtable*

Valerie Sutton, *Harvard University/MassHire Metro North Workforce Board*

Absent -

Stan Usovicz, *Verizon/MassHire North Shore Workforce Board*

Harneen Chernow, *1199SEIU Training & Upgrading Fund*

Suzanne Fernandes, *Mutual Bank/MassHire Greater Brockton Workforce Board*

Karen Pelletier, *Worcester Chamber of Commerce*

Raymond Wrobel, *Align Credit Union/MassHire Greater Lowell Workforce Board*

Staff -

Tonja Mettlach, *MWA Executive Director*

Guests -

Greg Bunn, *MassHire Metro S/W Workforce Board*

Welcome and Introductions,

- Valerie Sutton, Vice-Chair, called the meeting to order. All members introduced themselves. Valerie introduced Greg Bunn who hosted the meeting and asked him to give a brief welcome and introduction to the region.
- Greg Bunn provided a regional snapshot, including a few data points on the size of the region, number of workers in the region v. the number of individuals who are looking for

work, and who some of the biggest employers in the region are. In addition, Greg highlighted many of the partnerships and collaborations occurring throughout the region.

Approval of April Meeting Minutes

- Vote: Motion to approve April 11th board meeting minutes (Joe Peters move, Maddrey Goode second)
 - Unanimous

Treasurer's Report

- Tonja provided the Treasurer's Report with an update on FY19 membership dues collection, the FY19 budget, and other fiscal related updates.
- As for FY19 membership fees: MWA has collected \$192,186 (96%). We had 100% participation by regions. We expect to collect an additional \$5,000 this month.
- MWA will end FY19 under budget. Updated numbers will be provided to the Board this summer once everything is reconciled after June 30th. While we know we will end FY19 with a budget surplus, this is important given the cash flow issues the organization would face and a need to invest in a website.
- Financial software - MWA has moved from a 2008 desktop version of Quickbooks to Quickbooks online. This will make the organization's accounting more efficient, timely, and will allow us to utilize better reporting features. However, it is a time intensive project and we are still working through a few system glitches.
- This month we will submit paperwork for the \$75,000 from the Workforce Training Fund and have spent over half of the FY19 federal money from DCS.

Discussion of Deputy Director job description

- Tonja provided a draft job description for the 2nd position at MWA. She asked for board member feedback on the description and on the process.
- Discussion:
 - Many board members expressed agreement with just hiring one person (as opposed to two, one being a part time administrative assistant) but thought an associate or assistant director would be a better title.
 - A few board members noted that this is statewide position so that some travel, a car, and a license should be a requirement.
 - More specifics to be added to the job description around membership focus.
 - Tonja indicated should would make some changes, and get it back out to the board for final comments. Tonja will also follow up with Stan about process and provide more information to the board.

Committee Updates

- Valerie and Maddrey provided an update on the Governance committees' activities to date including: (1) creating an executive director evaluation process; (2) board member recruitment strategies, and (3) collaboration with finance committee.

- The Governance committee will also be proposing some technical amendments to MWA's by-laws for consistency purposes and to avoid any confusion. The proposed changes were discussed at the meeting, as was adding in a sentence that the board meeting minutes will be posted on MWA's website. A vote was not taken at this meeting but is planned to be voted on in September.
 - Vote: Motion to approve the proposed changes to the by-laws contingent on ratification by the board in September (Jim Oliveria move, Robert Bower second)
 - Unanimous
- Valerie and Maddrey then opened the discussion up to the board on feedback in drafting an organizational diversity statement. A discussion followed about the strategic plan and how that should relate to the diversity statement and how can we ensure the diversity statement is embedded in the mission of MWA.
- Tonja then provided an updated on the Membership and Public Policy committees. Draft charters for these committees will be sent out the board for review. We will then solicit directors and members to serve on the committees, with chairs to be decided soon. Board members are encouraged to engage in these committees as that is where a lot of the work in forming MWA will occur. Suggestion was made that Tonja reach out to individual directors and members to ask that they serve on the various committees.
- Finally, Tonja asked for any additional interest in serving on the Finance committee as there are only 3 members. Jim Oliveria volunteered to be on the Finance committee.

FY20 Budget Vote

- Very similar to what was presented to the Board last year but a few expense categories were consolidated. We were conservative with what funds we are likely to receive in FY20.
- \$200K is budgeted towards salary expenses, with a cost of living increase for the executive director, and a goal of hiring a second staff person by August 1st.
- A discussion ensued on the increase in rent. A decision was made that in the short term to keep MWA where it is at but that Tonaj will be tasked with evaluating alternatives for the next fiscal year.
 - Vote: Motion to approve the FY20 budget (Mary Sarris move, Chris Kealey second)
 - Unanimous

FY20 Membership Dues Vote

- This year there will be a big conversation around membership, structure, dues, sponsorship, etc.

Plan would be to keep dues at the same level as FY19 and to revisit the dues conversation after the membership committee, staff, and the Board approve a formal membership and dues structure.

Questions - thought had to do with cost. Some had to do with a cost and - budget - private sources of funding. Got to get out of public. Can't keep barking up the gov tree.

Diversifying our resources.

Motion - on the dues structure -

bobby, jim O.

MWA 3-year Strategic Plan Vote

- Tonja thanked the board for their input, time, and ideas that went into creating MWA's 3-year strategic plan. The plan will now be designed by the communications firm, with a reporting mechanism to be designed and reports provided at regular intervals.
 - Vote: Motion to approve the 3-year strategic plan (Chris Kealey move, David Gadaire second)
 - Unanimous

Executive Director Report

Tonja to provided an update on MWA's key activities since the last board meeting and what to expect in FY20.

Adjournment

- Next meeting is a Joint Council Meeting on July 24, 2019. This will also include a workshop in the morning on resource development and a structured WIOA state plan engagement session with EOLWD in the afternoon.
- Vote: Motion to adjourn (Robert Bower move, David Gadaire second)
 - Unanimous