



**MASS WORKFORCE ASSOCIATION**  
**ONE SYSTEM – ONE VOICE**

**Massachusetts Workforce Association  
Board of Directors Meeting Agenda**

Stan Usovicz, Chair

Thursday, September 19, 2019 10:00 a.m - 11:30 a.m.

**Location:** MassHire Boston Career Center, 1010 Harrison Ave, Boston, MA 02119

Attendees:

**Present -**

Maddrey Goode, *MassHire Boston Career Center*

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

Michael Weekes, *Providers' Council*

**Present via Phone -**

David Gadaire, *MassHire Holyoke Career Center*

Chris Kealey, *Massachusetts Business Roundtable*

Karen Pelletier, *Worcester Chamber of Commerce*

Joseph Peters, *United Plastics*

Mary Sarris, *MassHire North Shore Workforce Board*

**Absent -**

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

Robert Bower, *MA AFL-CIO/CLU*

Harneen Chernow, *1199SEIU Training & Upgrading Fund*

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

Erin Travassos, *Eversource*

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

**Staff -**

Tonja Mettlach, *MWA Executive Director*

Raija Vaisanen, *MWA Associate Director*

**Guests -**

James Harder, *Director of Communications, Morgan Memorial Goodwill Industries*

**Chair's Welcome and Introductions, Valerie Sutton, Vice-Chair**

- Valerie Sutton, Vice-Chair, called the meeting to order. All members introduced themselves.

- Maddrey Goode then introduced James Harder from Morgan Memorial Goodwill to give an overview of Goodwill's history in the region, their impact, and their relationship with workforce development and the Boston Career Center.
  - Roughly 6K job seekers are served each year at the Boston Career Center - this number can double during a recession period
  - Some of the key services provided include soft skill development, job readiness, partnerships with Dept. of Corrections on re-entry/pre-release services
- James shared a success story of one pre-release services participant that sounded like it could be a fit with the re-entry plenary session of the Jobs and Workforce Summit. Chris Kealey offered to follow-up.
- Maddrey shared additional statistics related to the populations that the Career Center serves. Tonja noted that they recently received an award for their work in the re-entry space. MWA staff will follow-up with James to get more details to share in an upcoming MWA newsletter.
- There was some discussion regarding building partnerships between the North Shore and Boston for reverse commute career opportunities in manufacturing.

#### **Background and Introduction, *Raija Vaisanen***

- Raija offered a brief overview of her background in economic development, workforce development, and policy research.

#### **Approval of June Meeting Minutes**

- Vote: Motion to approve the June 12, 2019 board meeting minutes (Michael Weekes move, Chris Kealey second)
  - Unanimous

#### **Treasurer's Report**

- Tonja provided the Treasurer's report.
- MWA ended FY19 with 99% of dues collected, and 100% participation by regions. As expected, we ended FY19 way under budget. This cushion will allow MWA to avoid cash flow issues and also have additional funds as various projects/needs arise.
- Last year was the last year of a multi-year contract for financial review/audit/tax services with CLA. A draft RFP to solicit another multi-year contract was reviewed by the Finance Committee which approved it and agreed that the RFP should be released. In addition, the committee agreed that given MWA's financial size, that a financial review should be sufficient for FY19. The draft RFP was distributed to the board members to review.
  - Vote: Motion to approve the RFP which calls for a multi-year potential contract for audit/financial review/tax services and allow MWA to release it to potential bidders, and approve MWA hiring a firm to conduct a financial review for FY19 and prepare taxes/990/and Form PC. (Maddrey Goode move, Michael Weekes second)
    - Unanimous
- Budget update -

- AR: MWA has collected \$52,567.50 (26%) of membership dues, grant proposals are pending with Verizon and Eastern Bank, and the first half of the WTF money has been received.
- Tracking on budget or below on everything.
- Tonja updated the board on the reduction in anticipated rent costs for FY20
  - MWA staff will make modifications to the budget to reflect these changes in the 2nd quarter and will review with the finance committee before the December board meeting.

### **Committee Updates**

- Valerie and Maddrey provided an update on the Governance committees' activities to date including: (1) creating an ED evaluation process; (2) board member recruitment strategies. The committee will share the proposed evaluation with the board at the December meeting. MWA staff will work with the committee to develop a process for board candidates to be nominated in order to be prepared for voting new members in at the May MWA annual meeting. This process will take into account the diversity statement that has been developed. We will share the draft diversity statement at the next MWA board meeting.
- Raija and Dave updated the Board on the Membership committee's first meeting and the committee's discussion on developing a value proposition statement. Lead, advocate and convene were three key themes that were discussed. The committee discussed how to solicit feedback on what current MWA members see as the value of their participation in the Association. The committee will also work on determining a process for opening up membership beyond workforce boards and career centers, with input from members. MWA staff offered to share an initial list of organizations with the committee that may be potential fits for future membership.
- Tonja provided an update of the public policy committee's first meeting and the proposed draft issue selection document. In addition, she shared that the Workforce Board Council discussed the need for data on impact and outcomes to better articulate the workforce system's importance and need for resources.

### **Executive Director Report**

- Tonja provided an update on MWA's key activities since the last board meeting and what to expect during the remaining months of 2019.
  - State budget was strong, including increases for WCTF and YouthWorks due to increased revenue from the Gaming Fund and recommendations from the Black and Latino Advisory Commissions' reports.
  - The federal budget so far has the House recommending increased funding for WIOA, while the Senate is recommending keeping funding at FY19 levels, with some increase for apprenticeships.
  - Tonja shared progress MWA is making along our Strategic Plan Priorities for FY19, including a scorecard for tracking progress for the duration of the plan. The scorecard could be shared with members bi-annually.
  - Tonja gave an update from the USWA meeting held in July.

- MWA is starting to think about planning events for 2020, working on building the MWA brand and supporting the Jobs and Workforce Summit.

### **Adjournment**

- Next board meeting is on December 12th - MWA's holiday meeting which will be at Salem State University and will include remarks by President Keenan.
- Reminder to register for the Jobs Summit and MWA event on October 22nd.
  - Vote: Motion to adjourn (Maddrey Goode move, Michael Weekes second)
    - Unanimous