



Massachusetts Workforce Association Governance Committee Meeting Notes

Thursday, Jan 16, 2020, 10:30AM

In attendance: Maddrey Goode, Shannon Norton, Sheila Sullivan-Jardim, Valerie Sutton, Tonja Mettlach, Raija Vaisanen

FY20 Governance Workplan: Committee reviewed workplan and approved.

Draft new board member orientation outline and TOC:

- Sheila offered suggestions including adding the board job description and roles/responsibilities to the beginning of the agenda/TOC and framing the committee descriptions as ways for board members to get involved
- One suggestion was to record the orientation at MassHire Lowell's webinar studio or at Valerie's office to have an option for those who cannot attend in-person
- Orientation handbook should be on member-only portal - could it be interactive?
- Tonja planning to meet with Rob Corley of Neighborhood Works later this month re: joining board in June for seat formerly held by Harneen Chernow
- Began discussion about members who will be rotating off the board in June. Tonja to have 1:1 conversations with these people to prepare and see who may be interested in staying on.
- Workforce Board and Career Center councils do not have written processes by which they nominate their representatives to the MWA board. Maddrey will talk with Dave about working with Doreen and Teri on this for the Career Center council. Tonja will talk with Mary and Jim.

MWA Policies and Procedures:

- Regarding delegation of authority, Tonja reviewed financial procedures put into place to allow Associate Director role in depositing checks and bank account access, in addition to list of contracts that MWA has in place.
- Discussed having a process by which the Governance Committee reviews MWA policies once a year for relevance, need for updating, etc.
- Committee also expressed a preference that MWA clarify DCS' oversight role and influence on policies and procedures.

MWA WISP:

- Currently MWA does not handle personal client information. Therefore, we don't believe at this time this policy is necessary. That being said, MWA updated and prepared for a committee discussion a draft WISP policy.



Massachusetts Workforce Association Governance Committee Meeting Notes

Thursday, Feb. 20, 2020, 10:30AM

In attendance: Maddrey Goode, Raija Vaisanen

Board nomination form out to membership.

- MWA will share a draft email and nomination form to the committee the first week of March. We will then plan to send it out the second week of March to MWA members so that we have sufficient time to follow up on any potential board member leads. It will also be on MWA's website.
- Board members with terms endings - Suzanne, Chris, Maddrey, Mary and Valerie (Tonja has begun conversations and will continue these conversations). At the March meeting will report back on those conversations.
- Tonja met with Rob Corley for Harneen's seat and he will be joining the Board at the June board meeting.

MWA staff to provide annual association member survey for Committee review.

- Tonja/Raija working on a survey. Will send a draft survey at the end of next week so that the committee can provide feedback and discuss timing to send to members. Plan is to send out in April so that feedback can instruct any updated FY2021 goals.

Sample orientation materials assembled and summer training session planned.

- Sheila's comments incorporated and Tonja/Raija will pull relevant materials once we get closer.
- Tonja/Raija to work with website developer to put the orientation booklet online in the member only portal.
- MWA proposing July 16th for orientation at MassHire Greater New Bedford Workforce Board. We may also include a networking event following the orientation.
- Maddrey suggested that this would be a good opportunity for him, Dave Gadaire, Teri and Doreen to work on preparing something to say about the Career Center Council at the orientation. He suggested we invite Teri and Doreen to the orientation.



Massachusetts Workforce Association Governance Committee Meeting Notes

Thursday, March 19, 10:30AM

In attendance: Maddrey Goode, Valerie Sutton, Sheila Sullivan-Jardim, Stan Usovicz, Shannon Norton, Tonja Mettlach, Raija Vaisanen

Check In:

- To begin, committee members shared how it was going operating in this new environment.
- In the workforce system, getting the technology and equipment to work remotely is a work in progress. In addition, the volume of UI claims and related issues were growing each day. Also issues with people in training and training vendors not being paid, state and/or federal grants which might not be spent in time. E-learning and wondering if clients have the necessary resources to participate if this is an option.
- Potential resources were shared including [JobGet](#) which could be a potential resource for YouthWorks and other youth programming.

MWA Update:

- Tonja shared a staff report on MWA work during the crisis, how operations have changed, and what events through April are looking like.
- MWA has cancelled all in person events through April. Events will be postponed or made virtual and the March 31st board meeting will be conducted via zoom.
- Tonja shared what services MWA is contemplating:
 - COVID-19 newsletter, twice weekly. Would include relevant information for members, information that is also easily shareable with staff and board members. A suggestion was made that including some positive stories would be a good idea given how scared people are right now.
 - Weekly MWA COVID-19 call. This would be an optional call for folks to discuss successes, questions, pain points, etc. separate from the DCS/EOLWD calls.
- The committee agreed that we should delay the annual meeting to September. Raija to call Hotel on North and see what our options are.

Governance Update:

- For now MWA will put board member recruitment on hold. Tonja to update the governance work plan to reflect this decision. In a few weeks, when we start thinking about sending out the board nomination form out to members (likely mid-April), we can think about having a small group zoom session, or chair meeting, or some combination to solicit ideas and nominations. We want to ensure we wait until things are not in such crisis mode before sending out the Member survey to members.

Next Steps:

- MWA to update workplan to reflect the new timing of board nominations and board recruitment.
- MWA to reach out to Hotel on North to explore new dates for the Annual Meeting.
- The goal is to send out a board nomination form in mid-April and the member survey at the end of April, early May. MWA to resend both to the committee closer to those dates in order to solicit any additional feedback.
- MWA to continue working on the board orientation packet and materials. Will share an updated outline and materials with the committee at our next meeting.



Massachusetts Workforce Association Governance Committee Meeting Notes

Thursday, April 16, 10:30AM

In attendance: Maddrey Goode, Valerie Sutton, Sheila Sullivan-Jardim, Shannon Norton, Tonja Mettlach,

Check In:

- To begin, committee members shared how it was going operating in this new environment.

Board Nominations:

- The committee discussed the timing of the board nomination email and agreed it would be best to send something out soon and that if folks were too busy now to respond, we could always resend later in May.
- Tonja to send to the committee the final text of the nomination email and to schedule an email to go out the week of 4/20.

Membership Survey:

- Tonja shared with the committee the draft member survey. The survey will be conducted through Survey Monkey with a goal of timing the survey to align with planning for FY21. The committee discussed whether we should add any questions relating to COVID-19. Valerie suggested a question around “emerging from COVID-19” in order to understand what members will need as we transition out of the state of emergency.
- Tonja and Raija to work on finalizing the survey and will send it to the committee for final review.

Annual Meeting:

- Tonja updated the committee that she would be sending out an update to the membership on Friday that the in person May meeting would be cancelled. The email would inform members that a virtual event is being explored and more updates would come in the following weeks. The committee also discussed the feedback form the membership committee which asked that we try to host an in-person meeting in the fall to the extent that any social distancing measures in place would allow it.
- The committee also agreed that we should use breakout sessions and other tools to ensure the virtual annual meeting has interactive parts. Sheila shared a recent call she was on and how they were able to use different technology to keep participants engaged.
- As for timing, the committee agreed that mid to late June would likely be best.

- The committee discussed various ideas for the meeting including:
 - Panel discussion on emerging from COVID-19 focused on recovery and innovation - panelists could potentially include someone from Comm Corp, JFF, maybe NAWB or USWA (talked about ensuring had a statewide focus).
 - Beth and Scott from UMass Lowell
 - LMI - maybe Mark Melnick.
- Tonja and Raija to work on an outline for the virtual annual meeting and share with the committee.



Massachusetts Workforce Association Governance Committee Meeting Notes

Thursday, June 18th 10:30AM

In attendance: Maddrey Goode, Sheila Sullivan-Jardim, Shannon Norton, Tonja Mettlach, Raija Vaisanen

New Board Member Vote:

- Tonja updated the committee that MWA will be welcoming a new Board member at the board meeting on June 23rd. Tonja shared a little about Robert Corley, ED, NeighborWorks, who Sheila nominated and will bring a wealth of housing knowledge to the Board.
- Tonja suggested that Valerie and/or Maddrey be the one to introduce Rob to the Board and ask for a vote on extending a 3-year term to Rob.

Fiscal Update:

- Tonja updated the committee that the MWA finance committee met last week but there was not a quorum present to vote on the proposed FY21 budget and dues (committee members that were present approved the budget and dues as presented).
- Therefore, Tonja provided an update on the FY21 proposed membership dues. For the proposed FY21 member dues, MWA is lowering the amount of dues we are seeking from members down to \$190,000 from \$200,000 (5% reduction). Based on the allocations formula, 12 regions will see their dues decrease while 4 regions will see their dues increase. Note, we used FY21 allocation numbers for everything except the One Stop line item given the way the budget is playing out this year and the uncertainty in total funding for that line item. Our understanding is that the OSCC line item, whatever level it is funded at, will be distributed using the same formula as in recent years.
- Tonja also shared with the committee the draft FY21 MWA budget. MWA is budgeting for a proposed income of \$367,000 and expenses of \$360,800 with \$6,200 in net income. The biggest fiscal unknown is when we will be able to return to in person convenings, but we believe we have budgeted enough in our meetings and travel expenses line items should we be able to return to some of our typical convenings, likely next year (2021) at the earliest. The budget also includes a COL increase for the ED and a salary increase for Raija.
 - The committee discussed any anticipated budgetary changes including Sheila noting that her region was budgeting more into technology line items.
 - Sheila shared what her region was doing with COL/merit increases this fiscal year and urged MWA to try to bring the ED's COL up to 3% to the extent possible.
 - Another idea that was shared was for MWA to consider using Raija's LMI expertise as a way (in time) to increase revenue. Raija could be consulted out to members for various presentations/research projects, all of which could come with a cost. Could

be be a good revenue generating idea for MWA.

- The committee approved the dues and budget as presented and suggested if we continue to have difficulty in getting engagement on the finance committee, we could consider combining the committee with governance or scheduling meetings together around June each year when the budget and dues will be discussed.

Board Orientation:

- The committee briefly discussed the proposed upcoming board orientation. We had planned on July 16th for the orientation but that was because we were planning on coupling the orientation with an in-person Quarterly Networking event. However, since that in-person event will not occur we want to ensure we pick a date this summer that will allow for the greatest participation by the committee and new board members.
- Tonja suggested that she bring up the orientation at the June 23rd board meeting and then survey those interested in participating and choose a July/August date depending on what date works best for the most amount of potential attendees.
 - A helpful suggestion from the committee since the orientation will be virtual was to include maps and other visuals.

FY21 Schedule:

- The committee talked about the FY21 meeting schedule and at what frequency the committee wants to meet going forward.
 - Members seemed happy with meeting every other month going forward (September, November, January, March, May) with MWA staff to provide updates in between months as needed. Tonja to send out updated meeting schedule with meeting invites to the committee.
 - The committee also briefly talked about upcoming MWA meetings and the need to keep members informed but also continue talking about issues that are important to the membership and might not be conversations folks want to have with the state (i.e conversations about reopening or the dislocated grant rollout).



Massachusetts Workforce Association Governance Committee Meeting Notes

Thursday, September 10th, 10:30AM

In attendance: Stan Usovicz, Sheila Sullivan-Jardim, Maddrey Goode, Valerie Sutton, Tonja Mettlach and Raija Vaisanen

FY21 Strategic Priorities

- Tonja started the meeting by sharing the draft FY21 strategic priorities document. Raija and Tonja created this document to supplement the organization's strategic plan and provide more concrete steps for staff to take to implement our strategic priorities over the next year.
- Committee agreed it was a useful document and offered a few ideas:
 - MWA should continue to explore other virtual networking opportunities. Sheila shared that her Board just subscribed to a new platform, OnBoard, and she will report back to the committee how useful it is.
 - MWA should remove the specific reference to UMass on the document and keep that bullet broader to avoid any procurement or other potential issues.
 - MWA should be clearer in the document about the priority to diversify our board, and our commitment to DEI throughout our goals. Sheila shared what her Board is doing on this, as did Valerie re: Metro North.
- **Next Steps:**
 - Tonja/Raija to incorporate the committee's feedback into the document and share with the committee and then MWA Board at the September meeting.

ED Maternity Leave

- Tonja shared with the committee her plan to be out on maternity leave in November and December and the plan she and Raija have put into place to ensure programming continues in a manageable way.
- Raija and Tonja will continue to prepare for Tonja's leave and Stan offered for the Board to be more responsive and help if needed.

FY21 Plan for New Board Member Outreach

- Two seats to fill. One private sector and one potentially for a business association or similar.
- Sandra Smith - Valerie has spoken with this person, who is part of the biotech industry at Fog Pharma. She could be a potential candidate to fill a private sector position.
- Will start intentional outreach in January, taking into account our goals for diverse representation along multiple categories.

September MWA Board Meeting

- Tonja and Raija previewed for the committee the follow-up racial justice conversation staff planned to have at the September MWA Board meeting. See the attached document which provides more context and information for the conversation.
- Valerie shared what Metro North is doing as they are having a very similar conversation. Valerie suggested Tonja and Raija follow up with Chris to get additional information.
- Maddrey shared the number of DEI initiatives he is participating in (Northeastern University, Horseman Charter School, MA Assoc. of Community Health Centers, and more). He cautioned that we should be clear about what we are looking to do and accomplish through this work before hiring any outside help/consultants. Learning from other organizations that are or have already been doing this work would be helpful.
- Sheila shared how the Career Center is incorporating a job quality focus into their business services.
- **Next steps:**
 - Please review the attached board discussion framework and provide any comments by September 15th.



Massachusetts Workforce Association Governance Committee Meeting Notes

Tuesday, November 17th

In attendance: Sheila Sullivan-Jardim, Valerie Sutton, Stan Usovicz

MWA Conversations with DEI Consultants (see attached summary along with MWA draft plan shared with the board in September)

- Committee reviewed the summary of conversations with consultants and discussed focus for conversation at the December board meeting.
- Committee members shared what types of work their organizations are participating in related to anti-racism, implicit bias, privilege and inclusion.
 - Verizon is inviting staff members who are people of color to share their experiences at staff meetings.
 - Valerie participated in an exercise at HGSE that was focused on understanding the varying degrees of privilege people have in the workplace.
 - Ask the following questions of board members at the December meeting: What are other board members doing in this work? Would they participate in a training/consultant offering with MWA staff?
- Committee members shared that the All Aces asynchronous online option would likely attract more board participation.
- Valerie also suggested that MWA eventually share what MassHire and members are doing around this work in the newsletter.

Raija shared the good news that MWA has welcomed its first affiliate member - Greater Lawrence Community Action Council - Lisa Vermette will join the public policy committee.

Raija shared the following items that will be shared at the December MWA Board Meeting

- Vote on Sept. Minutes
- FY21 Budget Updates
- DEI consultant/training conversation
- Guest: Cheryl Scott and Reinventing Work Initiative colleagues present on job quality employer outreach partnership with Boston Fed/LWD and CommCorp

Committee agreed that having Cheryl Scott come and present the Reinventing Work Initiative update was a good idea.

