



MASS WORKFORCE ASSOCIATION
ONE SYSTEM – ONE VOICE

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

Stan Usovicz, Chair

Tuesday, September 28 , 2021, 11:30 a.m - 1:00 p.m.

Attendees (all via Zoom):

Robert Bower, *MA AFL-CIO/CLU*

Michael Weekes, *Providers' Council*

Karen Pelletier, *Worcester Regional Chamber of Commerce*

Jim Oliveira, *MassHire Greater New Bedford Workforce Board*

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

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

Mary Sarris, *MassHire North Shore Workforce Board*

Robert Corley, *Neighborworks Housing Solutions*

Lauren Jones, *Massachusetts Business Roundtable*

Charles Gagnon, *Volunteers of America, Massachusetts*

Dave Gadaire, *MassHire Holyoke Career Center*

Staff -

Tonja Mettlach, *MWA Executive Director*

Raija Vaisanen, *MWA Associate Director*

Welcome and Introductions

- Stan welcomed everyone to the meeting, and also allowed everyone to introduce themselves.

Approval of June Meeting Minutes, *Stan Usovicz*

- VOTE: Motion to approve the June 2021 board meeting minutes (Charles move, Mary second).
 - Unanimous support

Treasurer's Report, *Tonja Mettlach*

- Stan turned the meeting over to Tonja and Jim to discuss the Treasurer's Report.
- To date MWA has collected \$67,877.18 (36%) in FY22 membership dues. We also received our grants from Eastern and Verizon and our first contract from EOLWD. Tonja thanked Stan for his work in securing the Verizon grant. While we are only 2 months into FY22, expenses and income are tracking at budget as you can see on the attached financials.

- Tonja then explained the two votes for the Board to discuss and vote on. First is to close out FY21 finances, all financial materials were included in your budget packet (pp 18-21) and to approve a financial review for FY21 (same as what we did last year). Second, will be on the financial review RFP included in the packet (pp 25-27) as well.
- Jim shared some comments as Board Treasurer around how transparent and easy staff make sharing all financial information and updates.
- VOTE: Motion to accept the FY21 close out and a financial review for FY21 (Jim move, Rob second).
 - Unanimous support.
- VOTE: Motion to approve the financial review RFP (Bob move, Valerie second).
 - Unanimous support.

Governance Update, *Raija Vaisanen and Tonja Mettlach*

- Stan updated the board on MWA's conflict of interest policy. MWA has had a conflict of interest policy in place for board members since 2019 but would like all members to re-review and sign. Tonja will pass along the policy for electronic signature.
- Tonja then discussed MWA's proposed document destruction policy (board packet pp 35-39). This written policy was suggested by the audit firm after our FY20 financial review. The document was drafted and approved by the Governance committee and today we are asking the Board for a vote.
- VOTE: Discussion and acceptance of MWA document destruction policy (Jim move, Charles second)
 - Unanimous support
- Raija updated the board on MWA's DEI working strategic plan (board packet pp 28-29) and described the process that MWA went through to develop this working document, starting with training in June through the Greater Boston Chamber/Diversity@Work, and getting feedback from the Governance Committee.
 - Mary asked if MWA has the budget to execute this plan. Raija responded that in the first year or two there are no additional costs planned - action items are incorporated into standing budget line items such as programming for members, professional development, etc. MWA believes that for any significant expense in the plan (for instance, more intensive training opportunities for members) that we could fundraise from outside the membership to support those activities.
 - Michael asked whether MWA had the capacity currently to operationalize this plan. Raija responded that MWA welcomes feedback on whether the plan is too ambitious, but that we did work to try to make this a realistic plan given our small staff.
 - Jim asked whether there should be a separate standing committee to support this work and plan. Tonja responded that MWA has been using the Governance Committee as the place to receive feedback and consultation. Stan suggested that MWA notify the entire board when this work is being discussed in Governance so that other board members could attend if they were interested.
- VOTE: Discussion and Acceptance of DEI working strategic plan (Jim move, David second)
 - Unanimous support

Policy Update, *Tonja Mettlach*

- Tonja shared MWA's strategy around securing ARPA funds for workforce development. MWA has met with leadership in both the House and Senate, testified at the workforce ARPA hearing and submitted written testimony. Tonja then asked if any Board members wanted to share any updates or ask any questions.
- Bob Bower shared an update from a recent meeting with Chairman Hunt. The Chair shared it was getting hard to prioritize the requests - \$10 billion in requests for \$5 billion in funds. But they are looking to get something out before Thanksgiving.
- Mary Sarris shared the importance of keeping it simple and accountable. Up on the North Shore they are putting a lot of people in training, have seen a huge uptick.

Membership Update, *Raija Vaisanen and Tonja Mettlach*

- Raija and Tonja gave a short presentation on the FY21 member survey. See the PowerPoint attached to the email.
- Stan thanked the staff for all that they have been doing during this challenging time and all that they are doing to move MWA forward.

Adjournment

- Vote: Motion to adjourn and to meet again in December (Robert Bower move, Dave Gadaire second).
 - Unanimous support