



**Board of Directors Meeting
January 19, 2024**

Meeting Location: Via Zoom

Present: Colleen Moran (Chair), Carson Burrington, Steven Sullivan, Valerie Sutton, Reed Brockman

Absent: Sue Walsh, Rafael Mares

Staff: Chris Albrizio-Lee, Richard Dalton, Penny Hasseli, Stephanie Sakelarakis

Guest: n/a

MINUTES

Agenda Topics	Major Discussion Points	Next Steps (Who, what, by when)
Meeting to Order	Colleen Moran called the meeting to order with a quorum present at 10:38AM. All parties attended the meeting remotely via Zoom.	
Approve Minutes of October 13, 2023, Board of Directors Meeting (VOTE)	<ul style="list-style-type: none"> • Colleen asked the Board of Directors to review the minutes and asked for questions and comments. • After review and opportunity for discussion, and upon motion duly made and seconded, the Minutes of the October 13, 2023 Meeting of the Board of Directors were unanimously approved by all members present. Valerie Sutton made the motion; Carson Burrington seconded the motion. <ul style="list-style-type: none"> ○ Roll Call Vote of all members present at time of vote: <ul style="list-style-type: none"> ▪ Ayes: Colleen Moran (Chair), Carson Burrington, Steven Sullivan, Valerie Sutton ▪ No: N/A ▪ Not Present at time of vote: Sue Walsh, Rafael Mares, Reed Brockman ▪ Abstain: N/A 	

<p>Personnel Policies Handbook Update (VOTE)</p>	<p>Updated language on flexible work arrangement policy (prior policy was heavily focused on the pandemic related language). Emphasis on hybrid organization with a mix of remote and in-person work. Remove reference to the pandemic being the reason for work changes. Reimbursement for employees removed from policy and will be a separate operational document (less specific so small changes don't have to be a full BoD vote going forward).</p> <p>Question: Is this a result of specific issues related to a staff(s) member? Answer: Staff were made aware of this change going forward, staff concerns have been raised in discussions.</p> <p>After review and opportunity for discussion, and upon motion duly made and seconded, the updated language for the flexible work arrangement policy of the Personnel Policies Handbook was unanimously approved by all members present. Valerie Sutton made the motion; Carson Burrington seconded the motion.</p> <ul style="list-style-type: none"> ○ Roll Call Vote of all members present at time of vote: <ul style="list-style-type: none"> ▪ Ayes: Colleen Moran (Chair), Carson Burrington, Steven Sullivan, Valerie Sutton ▪ No: N/A ▪ Not Present at time of vote: Sue Walsh, Rafael Mares, Reed Brockman ▪ Abstain: N/A 	
<p>Quarterly Fiscal Report</p>	<p>Dick reviewed the Metro North Regional Employment Board FY24 Operating Budget (<i>Revised as of January 17, 2024</i>)</p> <ul style="list-style-type: none"> -All total revenues presented are under contract -Expenses based on hiring of new staff (under budget as hiring has been slower than anticipated) -Carry forward some funds into FY25 -Information Tech - \$20K more than forecasted (Salesforce more involved than original plan) -Office space (hybrid work model change) – meeting expense and travel will be impacted 	
<p>Major Operational and Programmatic Reports</p>	<p>Staffing update:</p> <ul style="list-style-type: none"> -Transitioning positions: Jenny Synn (6-month transition to hire new Sr Director of Workforce Development); Molly Paone promoted to Sr Manager of In-School Programs. Terminated Director of Youth Programs position. -Penny transitioned in VP of Programs as of January 1. -New Hires: Brahim (MBI grant - Digital Equity), Kaysia (Communications Intern), Jimmy (Small Business Entrepreneurship/WtT), Meagan (Youth Employer Engagement). -Open positions: Youth Programs Specialist (2), Manager of Workforce Systems, Sr Director of Strategy and Impact, NAMC Project Manager. 	

	<p>Procurements (WIOA Mandated):</p> <ul style="list-style-type: none"> -Career Center Operator (2 Applicants – ABCD + Career Team): committee currently reviewing the applicants and review committee will meet next week. Recommendation to full board during February 14th board meeting. -WIOA Youth Program Providers: RFP to be released January 30th, applications due in March, review team meeting in April, recommendations to full board during May meeting. <p>MBI (Digital Equity grant):</p> <ul style="list-style-type: none"> - Launching the initiative this month. - Grant announcement event on February 7th. <p>Small Business and Entrepreneurship Programs:</p> <ul style="list-style-type: none"> - New entrepreneurs and small business employees in Somerville. <p>Recent arrivals in emergency assistant shelters:</p> <ul style="list-style-type: none"> - MassHire system asked to provide services to the populations. - Received additional funding to support this work. - Additional programs: ESOL, paid internship, career centers getting services to folks (some setbacks related to getting to locations, staff). - Internships/apprenticeships/Temp work/Gig work = job placements. - Get word out on folks that are work authorized to place them in positions. - Higher level professionals that may refuse MassHire assistance (can log in MOSES – MassHire work is behind this). -Identifying workplaces that may already be set up to take on ESOL learners (or pay translators to assist folks). -Vet folks with construction background and get into construction (construction shortage in MA). - https://www.mass.gov/news/healey-driscoll-administration-appoints-ken-brown-and-sarah-joseph-to-lead-efforts-to-connect-new-arrivals-with-employment. 	
<p>Board Strategy and Vision Discussion</p>	<p>Board Members (maximize time with Board members)</p> <ul style="list-style-type: none"> - Engagement, identifying connections, board member involvement in our work. - How to engage board members and utilize their time with us. - Interactive and inclusive experience. - Topic of discussion that we need assistance with (break out in small groups and have the board members brainstorm opportunities/connections to advance work). - Must be very clear on the purpose/ask and give them enough information. - Example: here are the 3 questions that we need help with, report out quickly what was taken from that information. 	

	<ul style="list-style-type: none"> - What specific deliverables do we need from Board members so they can help strategize. - Migrate away from some report out but more facilitating conversation. - Feedback loop to update board members on how feedback was used/implemented. - Day in the life of the board member and what they can bring to the table (in-person). 	
February Quarterly Member Meeting Agenda	<ul style="list-style-type: none"> • Proposed Agenda: <ul style="list-style-type: none"> ○ Approve minutes of November Meeting (VOTE) ○ OSCC Operator Recommendation (VOTE) ○ Board Vision and Strategy Discussion <ul style="list-style-type: none"> - EA shelter needs ○ Major Activities Report ○ LMI presentation and discussion 	
Other Business as may come before the Board of Directors	<ul style="list-style-type: none"> • n/a 	
<p>This meeting was adjourned at 12:13PM.</p> <p>Scheduled Upcoming Meetings, all from 10:30am – 12:30pm: 4/12/24</p>		
<p>Documents used at meeting:</p> <ul style="list-style-type: none"> • Agenda for January 19, 2024, Board of Directors Meeting • Draft minutes of the October 13, 2023, Board of Directors Meeting • FY24 Operating Budget • Agenda for Quarterly Full Board Meeting in February 		