

## **MSW Workforce Board Executive Committee Meeting, December 12, 2023**

### **Minutes**

**Members on Zoom:** Lisa Kubiak, Chair, Bob Bower, Mark Fegley, Rev. Lloyd, Andy Vizulis

**Members absent:** Brandy DeBarge

**Others present:** MassHire Metro South/West Workforce Board staff present: Henry Bryson, Greg Bunn, Louise Meyer; Cindy Cedrone, Administrative Consultant

### **Welcome and Approval of November 14, 2023 Minutes**

Lisa Kubiak welcomed everyone and asked for approval of the November 14, 2023 minutes. Mark Fegley made a motion to approve. Bob Bower seconded. All members indicated approval. Motion passed.

### **Human Resource Assessment**

Greg Bunn reported that the Board has contracted with HRK for 60 hours/year of virtual HR solutions and also for an HR assessment. The assessment found three areas of immediate concern: 1. A central location for tracking job applications, 2. Retaining I-9 forms for only three years, 3. Involuntary employee separations to be paid final wages and accrued vacation at the time of termination. A few areas for improvement, including an onboarding process and interviewing job candidates, were found. He said interviews have been conducted for hiring an HR Generalist/Customer Service to be the point person for HR and sit at the front desk; and as part of staff development, training staff on best practices/compliance in the interviewing process.

### **Migrant Shelter Updates**

Greg said Marlborough and Dedham are the state designated migrant shelter sites. He said he has been working to set up a computer lab in the Dedham shelter with eight all-in-one computers that Marlborough had received and were able to give to Dedham. He said the challenges still include obtaining work authorizations, ESOL, childcare and transportation but he said there has been more assistance in securing work authorizations and receiving information of the interest and capabilities of the potential workers, and he reported the Governor's office has set up fast track clinics for the work authorizations providing legal assistance and also transportation to the clinics. Greg also said that the supplemental budget included \$2M, at the discretion of the Secretary of Labor, to support and provide services for the shelters.

### **DCS Staffing/ Operations Manager Update**

Greg reported that the Norwood Operations Manager position had been vacant for over a year and although interviews had been conducted and a recommendation had been made The Board will continue to work with DCS to find a resolution. Greg noted better communication with the local boards and DCS/EOLWD is necessary. He also said that Tony Mazzucco suggested a meeting in the spring with the other 15 workforce board LEOs and possibly the Lt. Governor, Kim Driscoll.

Lisa asked for a motion to adjourn. Mark made a motion. Bob seconded. The meeting was adjourned at 9:48 a.m.