

## **MSW Workforce Board Executive Committee Meeting, August 14, 2023**

### **Minutes**

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

**Members absent:** Andy Vizulis

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

### **Welcome and Approval of June 13, 2023 Minutes**

Lisa Kubiak welcomed everyone and asked for approval of the June 13, 2023 minutes. Bob Bower made a motion to approve. Mark Fegley seconded. All members indicated approval. Motion passed.

### **Executive Session**

Lisa asked for an Executive Session to discuss Greg Bunn's salary. After the discussion she turned the meeting over to Greg to continue with the agenda.

### **Emergency Assistance**

Greg reported that Holiday Inn in Marlborough is one of many hotels in our region that are housing migrant families. He asked board members for ideas and input regarding resources to potentially help these families with wrap-around services, ESOL training and employment support.

### **Program Updates**

Greg reported that we received a grant from Boston Children's Hospital. Some staff members have been trained in Teen Mental Health First Aid to recognize signs of mental health need and provide resources for peers and high schools; and also for students to explore behavioral health careers. Rev. Lloyd is interested in participating. Greg announced the month of April would be Trade and Construction Month. The expo will be April 2, 2024, funded by the Foundation for MetroWest; the second week of April will be Tools of the Trade; the third week will be an information session for parents about labor market info; the fourth week will be a job fair. Bob Bower suggested contacting Mass Clean Energy Center for funding.

Greg said the MSW WB was co-sponsoring with the Division of Apprenticeship Standards, to help manufacturing and health care companies with the overwhelming paperwork required in order to hire apprentices.

Greg also noted that the VR Training was widely used at the Waltham Public Library and could possibly be used for pre-apprenticeship instruction with Tooling U, an online tool that could count toward apprenticeships.

### **Internal Operations**

Greg reported that due to the merger, the organization was getting larger, and a need for a human resource management company had been recognized. He said a contract had been signed with HRK (HR Knowledge), who will rewrite the HR Handbook, do an HR Assessment, and allow for 60 hours of consultation, which include Best Practices, a Resource Library, to assure compliance.

Greg also reported that a cyber security company, Towerwall, had been contracted for a cyber security assessment.

Lisa asked for a motion to adjourn. Rev. Lloyd made a motion. Bob seconded. Meeting was adjourned at 10:00 a.m.