



**Board of Directors Meeting  
Thursday, March 12, 2020 - PROXY VOTE MEETING**

**Due to COVID-19 this meeting was cancelled, and Board members were issued a Proxy vote for consent agenda items. 77% of Board members returned the proxy vote.**

*Received Proxy Votes:*

	R. Adams	√	C. Hollaway	√	B. Petropulos		<b>Guests:</b>
	S. Alfonso		B. House	√	R. Recker		n/a
√	J. Brosnan	√	A. Ingegni	√	E. Sheridan		
√	J. Burke	√	R. Keegan	√	M. Taylor		
	J. Butler	√	E. Kennedy	√	C. Tyer		
√	B. Chaput		S. Kinstle	√	B. Waternan		
√	E. Dellea	√	B. Lepicier		<b>Staff:</b>		
√	B. DiTomasso	√	J. Lipa		n/a		
	D. Evans	√	J. Lowenstein				
	P. Gage	√	D. McNally				
√	T. Gage	√	K. Messina				
√	L. Harrison	√	B. Morrison				*excused absence

**Proxy Vote for the March 12, 2020 Consent Agenda:**

23/30 votes received 77% participation rate which adheres to the Berkshire Workforce Board By-Law requirements and ensures there is a quorum.

**Consent Agenda Items:**

- 1. Recommendation to approve the Minutes of the December 12, 2019 Board of Director meeting. 23 Approved. Motion passed unanimously.**
- 2. Recommendation to approve the proposed FY20 Financial Statement reflecting \$527,427 income; \$403,819 expenses; \$123,608 surplus. 23 Approved. Motion passed unanimously.**
- 3. Recommendation to approve the Individual Training Account recommendations for Q3. 23 Approved. Motion passed unanimously.**

<b>Program</b>	<b>CR (75%min)</b>	<b>EER (60% min)</b>	<b>Educ Outcome (75%)</b>	<b>Wage (\$12/min)</b>	<b>Recommendation</b>
<b>John Mason Institute at Hellenic University</b>					
Project Management Methodologies (\$5,500; 320 hrs)	100%	100%	100%	\$25/hr	Approval 12/19
<b>Quest Connect</b>					
Effective Interpersonal Communication for Business Professionals (\$5,500; 320 hrs)	n/a	n/a	n/a	n/a	New program 12/19 approval
Problem Solving Skills (\$195; 8 hrs)	n/a	n/a	n/a	n/a	New program 12/19 approval
Writing Effective Email (\$195; 8 hrs)	n/a	n/a	n/a	n/a	New program 12/19 approval
Telephone Skills that Satisfy	n/a	n/a	n/a	n/a	New program

Customers (\$195; 8 hrs)					12/19 approval
Effective Interpersonal Communications (\$195; 8 hrs)	n/a	n/a	n/a	n/a	New course 1/20 approval
Tri State CDL Training Center					
CDL Refresher (\$2000; 40 hrs)	100%	100%	100%	\$22.13	Approved 1/20
Tri State CDL Training Center (Springfield)					
Class B CDL w passenger endorsement (\$3,465.50; 60 hrs)	100%	100%	100%	\$18.70	Approved 2/7/20
Class B (straight job truck) (\$2590; 70 hrs)	100%	100%	100%	\$18.35	Approved 2/7/20

4. *Recommendation to approve the change in retirement to allow for both a tax-deferred and ROTH IRA option for employees.* **23 Approved. Motion passed unanimously. Changes in the plan will go into effect on July 1, 2020.**

5. *Recommendation to approve 6% contribution to eligible employees Defined Contribution plan at \$12,217.* **23 Approved. Motion passed unanimously.**

6. *Recommendation to approve the Executive Director, Youth Director and Career Center Director reports.* **23 Approved. Motion passed unanimously.**

The proxy is only valid for the March 12, 2020 meeting of which 23 members casts votes. Leadership attests that there was a quorum by proxy, the votes are counted properly, the votes are recorded consistently, and the votes are legal.

Respectfully submitted,  
Chelsea Tyer, Secretary  
Heather P. Boulger, Executive Director