



Annual Board of Directors Meeting
Thursday, June 13, 2019
Conference Room, Bishop Clapp Building, Berkshire Health Systems, 742 North Street,
Pittsfield, MA 01201
Minutes of Meeting

Attendees:

*	R. Adams	*	L. Harrison		B. Morrison	√	H. Templeton
*	S. Alfonso	√	B. House	√	B. Petropulos	√	S. Zayac
*	J. Brosnan	√	A. Ingegni	√	R. Recker		
√	J. Burke	√	R. Keegan	√	E. Sheridan		Guests:
*	J. Butler	*	E. Kennedy	√	M. Supranowicz	√	Senator Hinds
√	B. Chaput (C. Hayes)	*	S. Kinstle	√	M. Taylor	√	Tonja Mettlach, MWIB
*	E. Dellea	√	B. Lepicier	*	A. Teixeira	√	Lisa Mendle, Mt. Greylock
√	B. DiTomasso	√	J. Lipa	√	C. Tyer	√	Stephen Boyd, Boyd Tech
*	D. Evans	√	D. McNally		B. Waterman	√	Mike Coggins, Haddad
*	P. Gage		K. Messina	√	H. Boulger	√	Bill Murray, MassHire
*	T. Gage			√	H. Williams		
				√	L. Paro		*excused absence

I. Call to Order

President Eva Sheridan opened the meeting at 8:00 AM by assuring a quorum, thanking Brenda Lepicier and Berkshire Health Systems for hosting, and welcoming guests. ***A motion was made by Doug McNally to approve the BWB Board of Director meeting minutes of December 13, 2018. Seconded by Bryan House, the motion unanimously carried.*** The next Board meeting will be September 12, 2019 at 8:00 AM at the BWB. Please let the Executive Director know if interested in hosting the annual board meeting.

II. Announcements/Communications

The following committee meetings were announced:

- ▶ *Executive Committee – August 7, 2019 at 8-9AM at BCREB*
- ▶ *Evaluation Committee – September 19, 2019 at 8AM*
- ▶ *Youth Council – October 3, 2019 at 8:30AM*
- ▶ *Board Orientation or Strategic Planning – TBD July?*

Board members were asked to nominate their company, a program or a person for the Berkshire Workforce Board’s Facebook Workforce Wednesdays and were encouraged to “like” our page!

Communications include:

- ▶ **FY2019 Annual Operating Plan Approval** EOLWD 3/21/19
- ▶ **STEM Week** –Gov/Lt Gov certificate
- ▶ **Sec. Acosta** –WTF grant to GD \$189,030 to train 31; will add 230 jobs
- ▶ **MCLA** – TY for supporting STEM Network & week and Science Fairs
- ▶ **BCC** - TY for supporting Robotics Challenge (20th year, 32 teams)
- ▶ **BCC Foundation**– honorarium towards Charles Kaminski Memorial Scholarship
- ▶ **Monument Mountain RHS & Taconic High School** – TY for being part of CVTE Advisories
- ▶ **North Adams Year-Round Youth Works** \$14K to assist 10 youth from First Congregational Church of Williamstown (Herbert Allen donation)

- ▶ **Pittsfield Youth Works** \$144,000 (state funds) – 46 youth; \$10,500 (Guardian) – 3 youth
- ▶ **North Adams Youth Works** \$18,000 serving 10 youth; Capital One; First Congregational Church of Williamstown; Berkshire Taconic and Mountain One
- ▶ **Mayor Tyer** has appointed **Jerry Burke** from Hillcrest Educational Centers, **Rebecca Recker** from Petricca/Unistress, and **Sarah Alfonso** from Canyon Ranch to the Board of Directors

III. Committee Recommendations

Nomination Committee –on behalf of Ellen Kennedy, the Executive Director presented the Nominating Committee recommendations:

1. The following individuals, currently members of the Board of Directors, be re-elected to the Board of Directors of the Corporation for a term of two years ending at the Annual Meeting of the Corporation to be held in June 2021:

- *Jonathan Butler, 1Berkshire*
- *Barbara Chaput, MCLA*
- *Bonny DiTomasso, Elder Services*
- *Deni Evans, DTA*
- *Paul Gage, Adult Learning Center*
- *Tammy Gage, Pittsfield Public Schools*
- *Bryan House, Berkshire District Attorney's Office*
- *Stephanie Kinstle, Miraval/Cranwell*
- *Doug McNally, Frost Hollow Associates*
- *Brian Morrison, Central Berkshire Labor Council*
- *Beth Petropulos, MountainOne*
- *Eva Sheridan, Main Street Hospitality*

Resignations:

- *Lisa Wagner, Canyon Ranch*
- *Alexis Teixeira, Petricca/Unistress*

Appointments:

- *Becky Recker, Petricca/Unistress*
- *Jerry Burke, Hillcrest Educational Centers, Inc.*
- *Sarah Alfonso, Canyon Ranch*

Current Vacancies: Mass Rehabilitation Commission and retail industry representative

A motion was made by Bryan House to approve the Director appointments, seconded by Albert Ingegni and unanimously approved by the Board.

2. The following individuals, currently members of the BWB Youth Council, be re-elected to the Youth Council of the Corporation for a term of two years ending at the Annual meeting of the Corporation to be held in June 2020.

- *Bryan House, District Attorney's Office*
- *Mia Albano, Pittsfield Adult Learning Center*
- *Kathy Yon, Pittsfield Public Schools*
- *Doug McNally, Frost Hollow Associates*

Resignations from Youth Council:

- *Brenda Lepicier, Berkshire Health Systems*

Current Vacancies: none

A motion was made by Albert Ingegni to approve the Youth Council appointments, seconded by Robert Keegan and unanimously approved by the Board.

3. The BWB. Nomination Committee solicited nominations for officers for 2019-2020 as required by the by-laws. The following officers be re-elected for a term of one year ending at the Annual Meeting of the Corporation to be held in June 2020:

- **President:** Eva Sheridan, Main Street Hospitality
- **Vice President:** Stephanie Kinstle, Cranwell Spa & Golf Resort
- **Vice President:** Albert A. Ingegni, III, Berkshire Health Care Systems
- **Treasurer:** James Brosnan, No. Berkshire Vocational School District
- **Youth Council Chair:** Doug McNally, FrostHollow Associates
- **Secretary:** Chelsea Tyer, Neenah, Inc.
- **At-Large:** Robert Keegan, Crescent Creamery

A motion was made by Bonny DiTomasso to approve the FY2020 Slate of Officers appointments, seconded by Bryan House and unanimously approved by the Board.

The Executive Director noted that 14 Board members have more than 5 years' experience and thanked them for their commitment. Board members were presented with umbrellas.

Board of Directors:

- 36 years: Gene Dellea
- 32 years: Albert Ingegni
- 27 years: John Lipa
- 24 years: James Brosnan
- 23 years: Doug McNally
- 20 years: Robert Keegan
- 17 years: Michael Supranowicz
- 9 years: Eva Sheridan
- 8 years: Brian Morrison
- 7 years: Bryan House
- 7 years: Ken Messina
- 6 years: Ellen Kennedy
- 6 years: Bonny DiTomasso
- 6 years: Paul Gage

Employees:

- 24 years: Heather Boulger
- 14 years: Heather Williams
- 7 years: Lauren Paro

Corporation Names:

- Berkshire Private Industry Council (1983)
- Berkshire County Regional Employment Board, Inc. (1995)
- MassHire Berkshire Workforce Board (2018)

President Eva Sheridan thanked the Board for their continued vote of confidence and for their hard work. She noted that Board participation is at 65% and highlighted the following:

- The work of the Berkshire Skills Cabinet has created CVTE pathways; trained 48 in manufacturing and trained 23 in Hospitality.
- The Evaluation Committee has reviewed 18 programs impacting 150 people.
- BWB has provided data to 120 organizations and generated \$1.6M in new resources.
- Provided resources to help 3 companies in transition impacting 150 workers.
- Berkshire Recruiter initiative has assisted 72 employers this year (144 total); 100 job seekers (225 total) with a 62% placement rate.

- College and career readiness opportunities provided 389 internships; 3,174 K-12 students in career awareness & exploration; integrated career planning for all students in Pittsfield, and established career trees to promote career pathways.
- Established Berkshire Workforce Improvement Network (BWIN) to convene and assist human resource professionals (46 companies) with their workforce needs.
- Eva thanked Lauren Paro, Heather Williams and Heather Boulger for their hard work.

IV. Annual Business

Conflict of Interest Policy – Board members reviewed the Conflict of Interest Policy which addresses standard & unethical conduct, added declaration of conflict of interest form; and non-disclosure of information and online training. Discussion ensued and *a motion was made by John Lipa to approve the modified policy. Seconded by Robert Keegan, the motion carried.* Board members were asked to complete and sign the form and leave it with staff.

Open Meeting Laws – the Executive Director outlined that the BWB is in compliance with open meeting laws and all new Board members must take the on-line training.

Diversity/Inclusion Statement – Board members reviewed the Statement which adheres to non-discrimination standards and inclusion. *A motion was made by Bonny DiTomasso, seconded by Bryan House and unanimously approved.*

FY2020 Meeting Calendar of Board meetings was approved and the 13 holidays that the BWB Offices will be closed.

- **September 12, 2019**
- **December 12, 2019**
- **March 12, 2020**
- **June 11, 2020 Annual ****

Treasurer Report – On behalf of Treasurer James Brosnan, the Executive Director distributed the FY2019 year to date profit/loss statement reflecting \$470,355 in income; \$512,981 in expenses; showing a net of -\$42,626. There is \$25,532 in accounts receivable, \$127K in checking, \$75K in money market, and \$547 in savings. Discussion ensued and *a motion was made by Doug McNally to approve the financial report as presented. Seconded by Robert Keegan the motion carried.*

FY2020 Budget – The Executive Director presented the FY2020 budget which reflects \$519,250 (15% reduction) in income. Level funded in Connecting Activities, EOLWD, and WIOA, and a decrease in the manufacturing grant and Berkshire United Way. Anticipated expenses total \$518,541 (17% reduction) which includes the addition of 2 full-time staff; 2% salary increase; increase in rent and benefits and contracted services and a decrease in the training and United Way grants. This reflects a net of \$709. Discussion ensued that additional grants are expected including the Berkshire Skills Cabinet and training resources and *a motion was made to approve the FY20 budget by Bonny DiTomasso, seconded by Robert Keegan and unanimously approved.*

The FY2018 annual report was distributed which was presented at the May 17th Legislative Luncheon with Mayors Tyer & Bernard, Senator Hinds, Rep. Farley-Bouvier, Rep. Mark's adie, and Congressman Neal's aide and highlighted the work of the Board. This report is forwarded to the 32 community leaders.

V. Annual Awards

The BWB annually solicits nominations to recognize outstanding workforce efforts throughout the Berkshires. President Sheridan and Senator Hinds presented the Workforce Professional award to William Murray from the MassHire Berkshire Career Center; the Educator of the Year to Lisa

Mendel from Mt. Greylock Regional High School, the Employer of the Year to Stephen Boyd from Boyd Technologies; and to Mike Coggins from Haddad Auto Group. The BWB also presented the Workforce Catalyst Award to Senator Hinds. The Senator thanked the Board for their hard work and leadership and noted that our work does not go unnoticed. Stephen Boyd also congratulated the Board on their efforts.

VI. New Business

FY20 Rent – The BWB has a 3-year agreement with 1Berkshire at 66 Allen Street and the proposed rent is \$21,252 for 779 sq. ft. (an increase of 9% from FY19). Office 108 provides additional space at \$342.83/month and the true up amount of overpayment was \$286. **A motion to approve the FY20 rent, additional space rental, and to receive the \$286 from 1B was made by Albert Ingegni, seconded by Robert Keegan and was approved by the Board.**

Individual Training Accounts: A brief overview of ITA process was provided. There were 6 programs from 5 vendors reviewed by the Internal Operations Committee. The current ITA cap is \$5,000 for career center customers. ***A motion was made by Bonny DiTomasso to approve recommendations on the ITAs. Seconded by Robert Keegan, the motion carried. Brenda Lepicier and Albert Ingegni abstained.***

FY2020 WIOA Allocations: The Executive Director presented the FY2020 WIOA allocations which reflects a 5.5% increase in Adult, 6.6% increase in Dislocated Worker, and 11.7% increase in Youth resources reflecting a total increase of 5.7%. Without state guidance on the annual business plan, the Executive Director is recommending that the Berkshire Workforce Board receive up to \$65,000 of WIOA resources; that the Career Center be open M-TH from 8AM-4PM and F from 9AM-4PM; Individual Training Accounts be capped at \$6,500; Performance Standards may be negotiated; and that services will be provided in North Adams and Gt. Barrington. ***A motion to approve was made by Doug McNally, seconded by John Lipa and approved. Bryan House and Bonny DiTomasso abstained.***

FY2020 WIOA Youth Recommendations: Heather Williams outlined the FY20 WIOA allocations and noted that the Youth Council conducted its procurement policy for Youth Services. Berkshire Training and Employment Inc. was the sole respondent and a failed bid analysis was conducted. The recommendation of the Youth Council is to awards \$182,141 to BTE to serve 30 youth (minimum); for BTE to receive \$73,996 in Framework services, and \$28,459 in Administrative costs, totally \$284,596. ***A motion to approve the Youth Council recommendation was made by Robert Keegan, seconded by Brenda Lepicier and approved by the Board. Bonny DiTomasso and Bryan House abstained.***

IV. State and Regional Initiatives

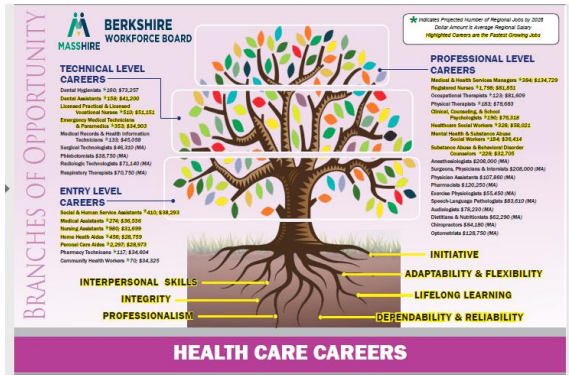
The Executive Director noted that this year was a Board Certification year which included the WIOA Partner memorandum and Career Center monitoring. There were no concerns with the Board certification. The Career Center monitoring process has identified two areas of concern and the Veterans Program and Youth programs have been placed on a corrective action plan for additional reporting and accountability.

Heather Boulger introduced Tonja Mettlach from the Workforce Board Association who highlighted activities of the state association, professional development opportunities, advocacy work, communication (storytelling and sharing), and legislative strategies. She noted that the Berkshires are a leader and doing great work. Albert Ingegni thanked her for the important work of providing statewide leadership, advocacy and informing us of national trends, and noted the funding is essential to the work that needs to be done.

VII. Reports

Youth Director Report – Heather Williams provided an overview of the following Connecting Activities programs:

- 389 internships/work experiences (97% of goal)
- 166 in STEM
- 7 Externships
- Career readiness to 3,174 students
- Innovative career pathway development at Monument Mountain High Schools
- Districtwide career readiness at Pittsfield Public Schools



- Establishment of career trees to promote critical industries
- New Youth Coordinators Kat Toomey starting July 15th to assist regionally and resources through Berkshire Taconic to assist the 4 south county schools
- Continued K-12 expansion efforts, year-round youth works programming, and new connecting activities programming throughout the region.

BerkshireWorks Report – The BerkshireWorks report through to May 31, 2019 was distributed which included serving:

- 422 Employers (85% Of goal) 208 new to career center!
- 3,535 Individuals (175%)
- 48 Dislocated (80%)
- 33 Adults (82.5%)
- 66 youth (117%)
- 182 Veterans (98.9%)
- 31 partner referrals (33%)
- 2,191 unemployed (140%)

Heather Boulger highlighted that the Career Center received resources through Rep. Barrett to develop an entry level training program for General Dynamics which trained 7 people.

VIII. Other business/Adjournment

Bonny DiTomasso noted that Elder Services will be working with the Career Center to implement another 50+ Job Fair in the fall.

With no further business to be brought before the Board, *a motion was made by Bonny DiTomasso to adjourn. Seconded by Rebecca Recker, the motion carried.* The meeting concluded at 9:11 AM.

Respectfully,
Chelsea Tyler
 HPB