



**Board of Directors Meeting - Thursday, June 11, 2020  
Via: Zoom (remote platform)**

*Attendees:*

	R. Adams	*	C. Hollaway	✓	B. Morrison		<b>Staff:</b>
✓	J. Brosnan	✓	B. House	*	B. Petropulos		H. Boulger
✓	J. Burke	*	A. Ingegna	*	R. Recker		H. Williams
✓	J. Butler	✓	R. Keegan	✓	E. Sheridan		S. Zayac
✓	B. Chaput	*	E. Kennedy	✓	M. Taylor		K. Toomey
*	E. Dellea		S. Kinstle	✓	C. Tyer		
✓	B. DiTomasso	✓	B. Lepicier	✓	B. Waterman		<b>Guests:</b>
✓	D. Evans	✓	J. Lipa				Melanie Gelaznik, BTE
✓	P. Gage	✓	J. Lowenstein				Kristen Messeck, DTA
✓	T. Gage	✓	D. McNally				
✓	L. Harrison	✓	K. Messina				*excused absence

**Order suspending certain provisions of the Open Meeting Law and Governor’s Order of limiting meetings of more than 10 people:**

President Eva Sheridan read the following statement:

*Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 23 and 31, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Berkshire Workforce Board will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Berkshire Workforce Board’s website, at <http://www.masshireberkshire.com> as well as the City of Pittsfield and City of North Adams respective websites.*

*For this meeting, members of the public who wish to listen to the meeting may do so in the following manner: Zoom video conference call. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Berkshire Workforce Board website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.*

*This meeting will be recorded and a roll call vote will be required for the Consent Agenda.*

**Call to Order:**

President Eva Sheridan welcomed everyone to the remote meeting and assured a quorum.

**I. Consent Agenda:**

President Sheridan asked if there were any agenda items that needed to be removed from the consent agenda. Hearing none, the following were considered:

1. *Recommendation to approve the Minutes of the March 12, 2020 Board of Director proxy vote meeting.*
2. *Recommendation to approve the proposed FY20 Financial Statement reflecting \$666,559 income; \$564,537 expenses; \$102,021 surplus.*
3. *Recommendation to approve the June 2020 personnel update reflecting the elimination of one full-time employee and the reduction in hours for one full-time employee.*
4. *Recommendation to approve the recommendation by Executive Committee (voted May 13, 2020) for a By-Law change to ensure virtual meetings, proxy votes, and open meeting law adherence.*

*Section 13A. Meetings by remote communications; remote participation in meetings. Any annual or special meeting of the Directors need not be held at any place but may instead be held solely by means of remote communication; and any action taken will be conducted via proxy vote of one-third of the membership.*

- a. The corporation shall implement reasonable measures to verify that each person deemed present and permitted to vote at the meeting by means of remote communication is a proxyholder;*
- b. the corporation shall implement reasonable measures to provide such proxyholders a reasonable opportunity to participate in the meeting and to vote on matters submitted to the shareholders, including an opportunity to read or hear the proceedings of the meeting substantially concurrently with such proceedings; and*
- c. if any proxyholder votes or takes other action at the meeting of means of remote communication a record of such vote or other action shall be maintained by the corporation.*

*5. Recommendation to approve the Evaluation Committee Individual Training Account recommendations. There were no ITAs presented this quarter.*

***A motion to approve the consent agenda items was made by John Lipa and seconded by Doug McNally. A role call vote was conducted reflecting 21 approvals. Motion carried.***

## **II. Announcements/Communications**

The next Board meeting will be September 10, 2020. All committees will convene virtually over the summer. Scheduled meetings include:

- Berkshire Skills Cabinet – June 16, 2020 at 10AM
- Board Orientation in July/August
- Executive Committee – August 12, 2020 at 8AM

Communications included that the Berkshires have received FY20 WIOA systems certification.

## **III. Committee Recommendations**

Adhering to BCREB By-Laws, the Nomination Committee solicited nominations for FY21 Board membership, youth council membership and officers and is proposing the following:

### *Board of Directors Term 2020-2022*

- *Robert Adams, Edward Jones*
- *James Brosnan, McCann Technical School*
- *Gene Dellea, Fairview Hospital*
- *Linda Harrison, General Dynamics*
- *Albert Ingegna, Berkshire Health Care Systems*
- *Robert Keegan, Crescent Creamery*
- *Ellen Kennedy, Berkshire Community College*
- *Brenda Lepicier, Berkshire Health Systems*
- *John Lipa, Linden Consulting*
- *Ken Messina, Division of Career Services*
- *Michael Taylor, City of Pittsfield*
- *Chelsea Tyer, Neenah, Inc.*
- *Byron Waterman, IUE 254-255*

*No resignations and no appointments this quarter. Current vacancies include a retail and real estate representative (new). The Board is at 56% private sector make up.*

### *Youth Council term 2020-2022:*

- *Vincent Marinaro*
- *Kathleen Phillips, consultant*

- William Ballen, Superintendent’s roundtable
- Dustin Burdette, Berkshire Health Systems

No resignations and no appointments this quarter. No vacancies.

FY2021-2022 Officers:

- President: **Eva Sheridan, Main Street Hospitality**
- Vice President: **Stephanie Kinstle, Miraval/Cranwell**
- 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 Doug McNally to approve the Nomination Committee’s recommendations. Seconded by Bonny DiTomasso, the motion carried with 21 affirmative responses.*

**IV. Annual Business**

The Executive Director highlighted board member commitment and noted that 14 members have been on the board for more than 4 years with a 72% participation rate. Efforts around closing the skills gap, training, labor market data, assisting companies in transition, Berkshire Recruiter, college and career readiness, human resource network and Berkshire Skills Cabinet were noted.

President Sheridan asked Board members to complete the current conflict of interest, ethical conduct, open meeting law, and diversity statement and return to the office. FY21 Board meeting dates are:

**September 10<sup>th</sup>, 2020; December 10<sup>th</sup>, 2020; March 11<sup>th</sup>, 2021 and June 10<sup>th</sup>, 2021**

FY21 Budget – Treasurer James Brosnan presented the FY21 budget which reflects a 37% reduction. Income includes \$504,000 - Anticipated level funding from EOLWD, CA, WIOA, Skills, and healthcare care. Elimination of Berkshire United Way’s 3-year grant and reduction of Berkshire Taconic funding. Anticipate additional resources for manufacturing and healthcare. Expenses include \$500,500 – payroll changes (elimination of 1 FTE; one FTE now PTE and 2% cost of living raise); reduction in contracted services and travel; anticipated increase in digital platforms and marketing. Reflecting a net of \$3,500. Remain fiscally prudent and confident with reserves. *Motion to approve was made by Byron Waterman, seconded by Beth Petropulos, the motion passes with 21 in the affirmative.*

**V. New Business**

FY2021 Preliminary Business Plan – although there is no state directive or indication of FY21 funding levels, a draft FY21 business plan was presented to assist with planning for career center services. Recommendations include:

- BWB to receive up to \$65,000 of WIOA & WP10% funds (level funded)
- MassHire Berkshire Career Center to provide virtual services until state directives to reopen; 8:00 AM to 4:00 PM M-Th and 9:00AM to 4:00 PM on Fridays (the center may be open at additional times by appointment only)
- The Individual Training Account allocation will be capped at \$5,000 per customer
- Performance Standards may be negotiated
- To negotiate services for northern and southern Berkshire Counties. Recommend:

Discussion ensued and a *motion was made by John Lipa to approve the tentative Workforce Plan for 2021 as presented. Seconded by Doug McNally, the motion carried with 21 in the affirmative.*

WIOA Title I Youth Corrective Action plan – The Youth Council and Evaluation Committee have been monitoring the WIOA Title I Youth program’s bimonthly reports and is pleased to report that they are exceeding their goals and adhering to our regional and state guidelines. Staff have been trained and periodic checks of the MOSES system show complete entries. Discussion ensued and a *motion was made by Jim Brosnan to remove the Corrective Action Plan for the WIOA Title I*

*Youth program effective July 1, 2020. Seconded by Brian Morrison, the motion carried with 21 positive responses.*

WIOA Title I Youth FY21 Recommendations – The Youth Council Proposal review committee only received one application for FY21 youth services. A failed bid process has been conducted to ensure compliance. *The recommendation is to approve the sole applicant Berkshire Training and Employment, Inc. the award of \$182,141 to serve a minimum of 30 youth (contingent on the final WIOA allocation). BTE would also receive the Framework services (\$73,996 based on level funding) and \$28,459 in administrative costs. Discussion ensued and a motion was made by Byron Waterman to approve the recommendation. Seconded by John Lipa, the motion carried with 21 affirmative responses.*

## **VI. COVID-19 Workforce Update**

The Executive Director briefly highlighted the activities of the workforce board and career center during the pandemic.

### Berkshire Workforce Board

- Working remotely since March 13, 2020
- Diverting current training programs (healthcare on hold; mfg pivoted)
- Ed/Training providers wanting to establish short-term training to reskill
- Assisted 177 companies (outplacement assistance; UI, furloughs, layoffs, closings)
- Kept BWB operational; kept website & social media current
- Responded to state/federal mandates

### MassHire Career Center

- Assisting customers online and via phone
- Online Job Search – 7 events; 24 people
- Job Clubs & workshops – 20 events; 32 people
- Career Center Seminars – 9 events; 38 people
- HiSet/GED prep through Google Classroom
- Posting job opportunities – 1200+ on job quest
- Rapid Response Orientations (Crane – 33/229; Kripalu 60/480)
- Job seekers – 3,504 (113.7%)
- Disabilities 194 (155%)
- UI 2030 (116%)
- Vet 151 (98%)
- Youth – 975 (54 WIOA)
- Employers 372 (90%)
- New employ 147 (72%)
- Employer referrals 112 (140%); 51 hires (88.6%)
- 304 Employers listing jobs

## **VII. Other Business/Adjournment**

Board members raised the following items:

- Concern with the number of **fraudulent claims** being filed (hundreds of Berkshire folks impacted). Best way to report is by going to website: <https://www.mass.gov/info-details/report-unemployment-benefits-fraud> or call (877) 626-6800. Encouraged to file police report. Not clear where breach is, but this is a national issue.
- Department of Transitional Assistance is working remotely encourage people to contact them as **additional cash benefits**, SNAP, and PTEB benefits are available to assist.
- **Food insecurity** is a growing concern. There are state/federal resources available to assist. Locally Berkshire United Way and Berkshire Taconic Foundation have generated \$2.6M.
- **Rapid response efforts** have been assisting with Work Share and other layoff aversion programs. More than 82 presentations across MA outlining services available. PPT will be forwarded to Board.
- Best practice - **Career Center providing** virtual job fairs and job clubs to assist customers.

- Best practice – **1Berkshires’ Town Halls** (6 panels with local experts) assisting mostly small businesses with PPP, visitor’s economy, higher education, gov’t programs, etc.
- Thank you to **Heather Williams and Career Readiness Team** for pivoting to online platform for career readiness and assisting schools.
- Thank you to **Byron Waterman** for addressing union concerns for General Dynamics employees during the pandemic.
- **Red Lion Inn and Hotel on North** will be opening on June 12, 2020 and providing outdoor dining options.

Board members are encouraged to forward brief descriptions of their organizations for BWB social media postings.

With no further business to discuss, a motion was made by Jim Brosnan to adjourn. Seconded by Linda Harrison, the motion carried. The meeting closed at 8:55AM.

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