Massachusetts Workforce Association
Governance Committee Meeting Agenda
Thursday, February 11, 2021

Notes

In attendance: Sheila Sullivan-Jardim, Shannon Norton, Maddrey Goode, Valerie Sutton, Tonja Mettlach, Raija Vaisanen

MWA conversations with DEI consultants update

- Raija recapped the DEI discussions at the last MWA board meeting in December.
- Raija and Tonja also updated the committee on the consultants we reconnected with over the past month. MWA is in a particular situation where we are a small staff and our budget is small. We will have to figure out how to access quality training/consultants within our budget and size. We talked to All Aces about the possibility of partnering up with other small nonprofits for this work.
- Raija also updated the committee on two MassHire committees MWA is participating in:
    - SPAC DEI committee (MWA is participating). This committee is made up of agency heads from all the WIOA partners. Raija gave an update on how this committee work is going.
    - MassHire DEI committee (MWA is participating). This committee has representatives from career centers and workforce boards and is centered around what MassHire is going to do in this space. There is currently an effort to put out an RFP for consultant services to support this.
- In addition, MWA is also starting to put out a string of workshops/webinars that we hope will intersect with our DEI work.
- Questions -
    - Intentionally setting up groups that are diverse with different types of positions but ways to share out what different areas are doing.
    - Level setting is helpful. Maddrey talked a bit about what he learned through our upcoming job quality webinar prep and how he is part of a Black Directors Network in Boston which he finds helpful.
    - Affinity groups may not always be useful, depending on the organization and how they are run.
    - We do not need to be all things to all people on racial justice issues - we need to focus on workforce development, anti-poverty, etc.

2021 Board Recruitment

- There are two seats we will prioritize filing by the June Annual Meeting
    - Chris Kealey, businesses association seat

    - Suzanne Fernandes, private sector seat (will need new Treasurer)
- Sheila sent over one recommendation-
    - Chris Cooney - Metro South Chamber of Commerce, good candidate, has served on the state board.
- Action Items:
    - We would really appreciate nominations from board members and members of this committee. You can find the nomination form and board member job description here.

June MWA Annual Meeting

- Looking to the committee for ideas for the June annual meeting. We are planning to hold a similar virtual event series as we did last year.
- The committee liked the idea of something more social being included. Valerie shared a good experience she had using Airmeet, or having different conversations facilitated in break out rooms. Sheila said she would report back after a Middleborough Chamber event she was attending.

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Massachusetts Workforce Association
Governance Committee Meeting Notes

Thursday, April 15, 2021

Notes

In attendance: Sheila Sullivan-Jardim, Shannon Norton, Stan Usovicz, Valerie Sutton, Tonja Mettlach, Raija Vaisanen

Nominations: Tonja shared with the committee the nominations MWA has received from members for the two open board positions (see bullets below). The goal is to have two new board members join the MWA Board at the June Board meeting. The Central Region's nominee is a consultant and previously the committee discussed not allowing consultants onto the board. For the Metro South/West nomination, Tonja and Raija will further explore this nomination and set up a phone call with Charles to learn more. In addition, we have asked Lauren Jones, the new EVP of Mass Business Roundtable to consider joining the board. She would take the seat that was recently vacated by Chris Kealey, former Deputy Director of Mass Business Roundtable.

The seats being vacated include a business association seat and a private sector seat. However, according to the bylaws, the only seats that must be held by business representatives (private sector seats) are the Chair and Vice-Chair positions. In addition, with Suzanne coming off the board, MWA will need a new Treasurer. Stan will talk to a few potential candidates from the board including Jim, Maddrey, and Mary. Will report back to the committee at our next meeting.

- **Metro South/West:** Charles Gagnon, President & CEO, Volunteers of America, former COO of the South Middlesex Opportunity Council and member of MSW Workforce Board
- **Central Region:** Jason Matthews, Consultant, potential WIOA One Stop Operator for Central Region
- **MWA:** Lauren Jones, EVP, Mass Business Roundtable

Next Steps:

- Tonja/Raija will continue conversations with Lauren and reach out to Charles.
- Stan to talk to other board members about potentially taking over the role of Treasurer.
- Tonja/Raija to report back to the committee on these conversations and potential new candidates for the June meeting.

New Policies: Tonja updated the committee that based on our 990 return and working with CLA on our FY20 financial review, it is recommended that we put the following two written policies into place.

- Document retention/destruction policy

- ED compensation review policy

Valerie shared what they did for ED compensation review in Metro North. Sheila and other committee members indicated they have samples of these documents/policies that they can share with MWA.

Next Steps:

- Tonja to reach out to the committee for samples of these policies. Tonja/Raija will have draft policies ready for the committees review and approval at the next meeting.

Racial Justice Work:

- Tonja and Raija recapped the DEI work MWA has tried to undergo since the last meeting, highlighting the issues we have run into.
- Raija updated the committee on the two MassHire DEI committees she is representing MWA on.
- Committee members recommended that staff look into individual webinars, courses, and other resources and build our own learnings.
- Sheila then shared about what her region is doing in terms of focusing on quality jobs and the issues they are running into.

Next Steps:

- Tonja/Raija to look into the resources shared and report back to the committee in June.

Annual Meeting:

- Tonja and Raija shared the outline for what they are thinking so far in terms of the MWA virtual annual meeting. It will be framed around an equitable recovery coming out of COVID, but MWA is still working out the details.
- One focus of the annual meeting, which is very in line with the committee's conversation, will be around promoting good jobs and the relationship between connecting job seekers to good jobs, working with businesses to improve job quality, and racial equity.
- MWA is also hoping to integrate informal networking into the virtual annual meeting series, as well.

Next Steps:

- Tonja and Raija will reach out to the National Fund for Workforce Solutions regarding their work with other regions on building capacity for improving job quality, and Boston Indicators on their Seizing the Moment series of research.

Massachusetts Workforce Association
Governance Committee Meeting Notes
Thursday, June 17, 2021

Notes

In attendance: Sheila Sullivan-Jardim, Shannon Norton, Stan Usovicz, Maddrey Goode, and Tonja Mettlach

New Board Members/Summer Onboarding:

- At next week's board meeting the board will be voting on two new board members who will be replacing Chris Kealey and Suzanne Fernandes. See below for additional details on Lauren and Charles.
    - Charles Gagnon, President & CEO, Volunteers of America. Charles was nominated by Metro South/West and was the former COO of the South Middlesex Opportunity Council and a member of the Metro South/West Workforce Board. He brings relationships with key legislators and an understanding of the importance of workforce development.
    - Lauren Jones, Executive Vice President, Massachusetts Business Roundtable. Lauren was recruited by MWA after Chris Kealey had to step down from the Board. Lauren's nomination allows MWA to stay engaged with MBR while bringing a younger, dynamic leader to the board with a wealth of workforce experience.

  The committee discussed and agreed that at the August 24th MWA Summer Member Lunch we should hold a board member onboarding session prior to lunch. We would invite Lauren, Charles and any other board member who did not receive the opportunity to engage in an orientation. Raija/Tonja to share additional details about the onboarding next week.

- This committee also discussed prioritizing board recruitment this fall as there are three board members whose terms end in FY22.

New Policies:

- The committee discussed the draft document retention/destruction policy and Tonja thanked Sheila for sharing her organization's policy. Tonja asked the committee to vote to accept the policy.
    - Vote: Motion to approve the document retention and destruction policy (Sheila move, Valerie 2nd).
    - Note (update) we will ask the MWA board to vote to approve this document at the September board meeting.

Racial Justice Work:

- Tonja updated the committee on her and Raija's participation in the Greater Boston Chamber Transformational DEI Certificate program. Tonja and Raija are currently through session 4 of 6 and have found it to be a great learning opportunity. We were able to cover the cost in our existing FY21 budget. Below is an overview of the program.
    - Overview of Program: Fluency in diversity, equity, and inclusion is critical for business success in our increasingly complex and networked worlds, and the urgency has never been more clear. In a six-session leadership development series, offered in partnership with Diversity@Workplace Consulting Group, participants at any level of their organization will be equipped with actionable tools and techniques to bring back to their workplaces.
    - During the six-session program, participants will gain competencies in:
        - Foundational diversity, equity, and inclusion concepts, including terminology
        - Identifying and interrupting conscious and unconscious biases
        - Building the business case for diversity
        - Equitable hiring, recruiting, and onboarding practices
        - Acknowledging and interrupting microaggressions in the workplace
        - Solving a unique DEI related issue at your workplace with your cohort and DEI experts
        - Developing DEI goals for long term success at your organization
- Tonja updated the committee that MWA has incorporated some funds into our FY22 budget to begin this organizational level DEI work. We will update the committee at the next committee meeting about potential next steps.

- Based on our work with the transformation DEI program, Raija learned that stating race in an organization's diversity statement is very important. In examining MWA's diversity statement, which was developed and approved by this committee, we realized we do not explicitly include the word "race" but instead imply it. Tonja asked that the committee review and approve an update to the diversity statement.
    - Vote: Motion to approve the document retention and destruction policy (Valerie move, Maddrey 2nd).

Draft Member Survey:

- Tonja updated the committee that similar to last year, MWA will launch a Member Survey in July. The draft survey, which was also reviewed by the Membership Committee, was sent to the committee.
- Please send any edits/comments to Tonja/Raija by the end of June.

Draft FY22 Dues/Budget:

- Tonja shared with the committee a draft FY22 budget and draft FY22 membership dues. While both will be discussed at the finance committee meeting, we thought it was important to also share with Governance.

- Tonja highlighted that similar to last year we are seeking to collect $190,000 in membership dues. Depending on each region's allocations, some regions will see increased dues while others will see their dues decrease. We also are budgeting for $1,500 from new and continuing affiliate members.
- Stan also discussed that the draft FY22 budget includes a 2% COLA and a 4% raise for the Executive Director.
- Committee members expressed agreement with the budget and support for the salary raise for the executive director.

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Massachusetts Workforce Association
Governance Committee Meeting Notes

Friday, September 17, 2021

In attendance: Maddrey Goode, Sheila Sullivan-Jardim, Shannon Norton, Tonja Mettlach,and Raija Vaisanen

Recap Summer MWA Board onboarding

- Tonja provided a recap of the summer onboarding session. Overall the concept was good, but unfortunately two new board members could not join in-person and one was late. However, we put together comprehensive binders that were passed along to Lauren and Charles and were able to have an informal discussion with the board members who did attend the orientation (Jim, Joe, and Mary).
- In the future we think combining a board orientation with a member in-person event is a great idea and that in the future hopefully more board members can attend and participate.
- We received lots of positive feedback from those who attended the Summer Member Lunch that followed the onboarding at Tower Hill.

Racial Justice Work

- Tonja and Raija provided an overview of the DEI working strategic plan that was included in the materials sent out to the committee. We view this document as a working document and plan to incorporate it into MWA's broader strategic plan. We also asked the committee for approval of the document so that we could present it at the September 28th MWA Board meeting.
- Committee discussion:
    - Maddrey asked about what the state is doing related to DEI and improving access to quality jobs for jobseekers. Raija provided an update based on her participation in two state DEI committees: the SPAC DEI Committee and the MassHire DEI Committee. MWA will ask MassHire representatives on these committees to include updates at future CCC and WBC meetings, or we will provide updates. MWA is not looking to duplicate efforts with these committees.
    - Sheila asked if we are considering DEI from the right organizational perspective. Discussion continued on thinking about the number of people of color in decision making roles - on committees, the board. Can lower level staff than just directors participate and be given leadership opportunities in this way - thereby planning for succession and also diversifying participation and viewpoints?
    - Shannon also shared about what they are doing in Lowell and the challenges and opportunities her organization is facing.

Member Survey Results

- Tonja and Raija provided an overview of the latest MWA member survey.
- Sheila asked what we found most surprising in the answers:
    - Members continue to want advocacy to be our most important priority.
    - Members who participated in Workforce Webinars over the year found them very effective (about two thirds of respondents). Other respondents had not participated. This may be because most participants come from managers and staff vs. directors who were answering the survey.
    - Members are looking forward to in-person networking opportunities most once it is safe to do so.

In person meetings and other updates

- MWA will continue to monitor public health guidance and member comfort with in-person meetings and events. In the meantime, we will look to offer another virtual networking or informal gathering in late fall or winter.
- If you have ideas about creative virtual events that MWA should consider, please reach out to Tonja or Raija anytime.

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Massachusetts Workforce Association
Governance Committee Meeting Notes

Thursday, November 18, 2021

In attendance: Maddrey Goode, Jim Oliveira, Shannon Norton, Stan Usovicz, Tonja Mettlach,and Raija Vaisanen

Racial Justice Work Update

- Raija went over the 2022 DEI Webinar Series Planning Doc and discussed plans underway for the series.
- Committee members agreed this was a good idea to move forward with.
- Maddrey suggested that MWA develop a dashboard of some kind that staff who attend can use to bring back learning to local staff meetings and share with colleagues and directors who may not be able to attend.

The committee then moved into executive session and Tonja and Raija left the meeting.

Board Member Recruitment

- To be discussed at a future meeting.