Massachusetts Workforce Association
Board of Directors Meeting Minutes
Stan Usovicz, Chair
Tuesday, March 21, 2023 11:30 a.m.

Attendees (all via Zoom):
Robert Bower, *MA AFL-CIO/CLU*
Dave Gadaire, *MassHire Holyoke Career Center*
Maddrey Goode, *MassHire Boston Career Center*
Lisa Gurgone, *Mystic Valley Elder Services*
Karen Pelletier, *Worcester Regional Chamber of Commerce*
Mary Sarris, *MassHire North Shore Workforce Board*
Valerie Sutton, *Harvard Graduate School of Education, MassHire Metro North Workforce Board*
Erin Travassos, *Eversource*
Bobby Tugbiyele, *The Leap Network*
Stan Usovicz, *Verizon/MassHire North Shore Workforce Board*
Michael Weekes, *Providers' Council*

Staff:
Raija Vaisanen, *MWA Interim Executive Director*

Guests:
Sezan McDaniel, *MA AFL-CIO*
Jen Olivier, *CliftonLarsonAllen*
Nancy Snyder, *Nancy Snyder Consulting*

Minutes:

Chair's Welcome and Introductions
Stan called the meeting to order and invited a round of introductions of board members. He then thanked MWA for the opportunity to lead the board and invited a motion to elect Valerie Sutton as Chair.

- VOTE: Motion to Accept Valerie Sutton as Chair of MWA Board (Mary Sarris move, Maddrey Goode second).
    - Unanimous support.

Valerie thanked Stan for his leadership and thanked Bobby Tugbiyele for his willingness to serve as Vice-Chair. She invited a motion to accept Bobby as Vice-Chair.

- VOTE: Motion to Accept Bobby Tugbiyele as Vice-Chair of the MWA Board (Stan Usovicz move, Maddrey Goode second).
    - Unanimous support.

Approval of December 2022 Meeting Minutes, *Valerie Sutton*

Valerie reminded participants that the minutes were in the board packet and invited members to review and invited a motion to approve.

- VOTE**:** Motion to approve the December 2022 board meeting minutes (Robert Bower move, Mary Sarris second).
    - Unanimous support

Welcome and Introduction of New Board Member, *Valerie Sutton/Maddrey Goode*

Valerie and Maddrey welcomed Lisa Gurgone to MWA's board and shared her bio. Valerie reminded board members that her resume was also included in the board packet. Valerie invited Lisa to say a few words, and Lisa expressed her gratitude for the invitation to join the board and shared that she is looking forward to helping the home health services sector interact more with the workforce system. She also shared that she had worked with some of the current board members in her previous roles running the Mass Home Care Association and the Home Care Aide Council.

- VOTE: Motion to Accept Lisa Gurgone, Mystic Valley Elder Services as a board member for a 3 year term (Mary Sarris move, Michael Weekes second).
    - Unanimous support.

Raija took the time while waiting for CLA to join the meeting to update the board on MWA's fiscal picture. MWA expenses are tracking at budget and we have collected 98% of member dues to date. MWA received some unplanned revenue from a contract with MENTOR National which Raija provided consulting services for on behalf of MWA. Raija shared that the Eastern Savings Account was transferred into a higher interest yielding money market savings account in March. Finally, Raija explained that for efficiency and ensuring adequate attendance MWA would be merging the Governance and Finance Committee meetings so that those attending wouldn't have to hear the same information twice.

Raija also shared that while in the past several board terms were extended due to the time needed to get the organization up and running with consistent leadership, moving forward MWA will more intentionally work to keep the limit for board member terms to 3 years and Chair/Vice-Chair terms to 2 years.

FY22 Financial Review Report, *Jen Olivier, CLA and Raija Vaisanen*

Valerie turned the meeting over to Jen Olivier of CLA who gave the Board an update on the FY22 financial review which was recently completed. There were no findings and the review did not yield any concerns. Jen shared a new accounting standard that will impact the FY23 review related to how a tenant at will agreement (which MWA has for its office space in Boston) would be counted

under assets/liabilities. Jen answered a question regarding whether the grants received should be listed in detail in the statements and she responded that typically detail is only given for certain public grants, but that CLA can review this for next year's financial review. Jen also reminded the board that cybersecurity and using efficient means for bookkeeping are always listed as important things for their customers to be mindful of. Jen also notified the board that drafts of the form 990 and form PC were underway and would be available to the board shortly. The 990 is due May 15th.

- VOTE: Motion to approve the FY22 financial review (David Gadaire move, Stan Usovicz second).
    - Unanimous support.

MWA FY24-FY26 Strategic Plan, *Nancy Snyder, Consultant and Raija Vaisanen*

Valerie welcomed Nancy and Raija to give a brief summary of the Strategic Plan (see attached slide deck). Raija shared that it was MWAs intent to continue working toward these goals despite Tonja's departure and that she would be working to hire an Associate Director as soon as possible. Stan shared that it was a great plan and captured MWA's mission and where we are. David echoed Stan and said that demonstrating our system value is a consistent theme. He also shared that we should make sure to include MassHire customers in the DEI considerations. Mary asked if there was anywhere in the document to recognize the unique and new challenges that the system is facing and that we will need good camaraderie to work together to meet these new challenges. Nancy and Raija agreed this was important and said they would include this context in the goals overview. Valerie shared that truly this is embedded in our values, as the workforce system is constantly having to change and adapt to new economic realities.

- VOTE: Motion to Accept MWA FY24-FY26 Strategic Plan (Mary Sarris move, Lisa Gurgone second).
    - Unanimous support.

Adjournment

- Valerie invited Raija to speak about annual Conflict of Interest Forms - Raija will send out forms to be electronically signed following the meeting.
- Raija reminded people to register and book rooms for the Annual Meeting June 8-9.
- Raija also shared that at our next meeting we may be welcoming another board member, Emmanuel Owusu from African Bridge Network. Michael stated that over the past few years the Providers' Council has worked closely with Emmanuel and his organization and that they would offer a great perspective to the board.
- Valerie thanked Stan again for his long term leadership and commitment to MWA and all clapped.
- VOTE: Motion to adjourn. (Stan Usovicz move, David Gadaire second)
    - Unanimous Support