MassHire Franklin Hampshire Workforce Board  
Minutes of April 7, 2022 Meeting  
Zoom Video Meeting  
8:00 a.m. – 9:00 a.m.  
(Approved by the Workforce Board)

Members in Attendance:
Kecia Bossie        Clare Higgins
Ken Messina        Laurie Millman
Shardool Parmar    Neil Scanlon
Anthony Scibelli – Chair  Susan Surner
John Waite         Richard Martin

Staff & Others in Attendance:
Rebecca Bialecki    Jennifer Droesch
Maura Geary         Sophie Martin
Judith Roberts      Kristin Cole
Meighan Williams    Mark Messer
Matt West           Melissa Eaton

Agenda Item I: Call to Order & Introductions
Anthony Scibelli called the meeting to order, and introductions were made.

Motion: To approve the minutes of the February 3rd Full-Board meeting by Susan Surner, seconded by Laurie Millman.  
Vote:  Unanimous.

Motion: To accept the minutes of the April 15th, 2021 POC meeting by Laurie Millman, seconded by Susan Surner.  
Vote:  Unanimous.

Agenda Item II: Directors Updates
Rebecca reminded Board members that next meeting will be the Annual Meeting to be held outside, in-person at GCC. Legislators will be invited and box lunches will be provided.

Workforce Development Leader Award nominations included Worthington Assembly and River Valley Co-op (Northampton and Easthampton). No other nominations were made.

Motion: To approve Worthington Assembly and River Valley Co-op as the 2022 Workforce Development Leader Awards by Susan Surner, seconded by Laurie Millman.  

Awards will be presented at the Annual Meeting.
The Workforce Board completed Program Monitoring. Final report will be sent out later.

Starting April 22nd, the Career Center will host “open house” staff meetings to encourage businesses and community partners to attend. The focus of the meeting will be to update each other about new trainings, programs, resources, etc. Our hope is that this information sharing and relationship building will help with referrals and shared case management. The “Open House” staff meeting will meet every 4th Friday from 8:30 to 9:30 am. The meetings will be virtual and we will send a Zoom link each week.

**Agenda Item III: Personnel Policy Updates**

Below are several proposed FHWB Personnel Policy updates:

1. Changing all he/she terms to “he/she/they”
2. Equal Employment Opportunity – Newspapers and other outlets for postings/make sure current with FHETC/regulations, remove the requirement to post job ads in two local newspapers
3. Update FHWB Salary Scale
4. Up reimbursement rate for meals to $25

Motion: To approve the above changes to the FHWB Personnel Policy by Clare Higgins, seconded by Susan Surner.

Vote: Unanimous.

**Agenda Item IV: Market Maker Presentation**

Jennifer Droesch offered a presentation on her role as Market Maker.

**Agenda Item V: Member Spotlight: Worthington Assembly**

Neil Scanlon offered a presentation on his business, Worthington Assembly. They are an Electronics Contract manufacturer that builds circuit boards. These are used in medical devices, industrial and communications. No other business in Western Mass builds circuit boards.

He talked about his “team” and the long-term employees he has. Higher wages and a 360-evaluation process keep his employees happy. He also showed a video of the business and some of his employees talking about their working environment and co-workers.

**Agenda Item VI: Other Business**

There was a conversation on people returning to the Career Center and Maura stated that number is starting to increase.

**Agenda Item VII: Adjourn**

Motion: To adjourn by Susan Surner, seconded by John Waite.

Vote: Unanimous