



# FRANKLIN HAMPSHIRE WORKFORCE BOARD

101 Munson Street, Suite  
210  
Greenfield, MA 01301

MassHire Franklin Hampshire Workforce Board

Minutes of October 3, 2024 via Zoom

8:04 AM to 9:08 AM

**(Approved by the Workforce Board)**

Board Members in Attendance:

Neil Scanlon (Board Chair)

Allison van der Velden (Board 1<sup>st</sup> Vice  
Chair)

Cindy Peeters

Mark Dore

Sue Surner

Alex Colonna

Jeff Napolitano

Clare Higgins

Shardool Parmar

Alan Wolf

Lisa Clauson

Mpress Nembhard

Andrew Linkenhoker

Brenda Evans

John Waite

Board Members not in  
Attendance:

Melissa Eaton (2<sup>nd</sup> Vice Chair)

MassHire Staff in Attendance:

Sarah Wilson

Laura Whittier

Colleen Kucinski  
Zoy Soulis

Maura Geary  
Cindy Ray

Ashley McFarlane  
Michelle Schutt

Amanda Mankowsky  
Davis Hawkowl

Others in Attendance:

Mayor Desorgher

Mayor Sciarra

Erin Anhalt

Interpreter Janet

Dickinson

Interpreter

Sharon

## **Agenda Items I & II: Welcome & Call to Order**

Board Chair Neil Scanlon called the meeting to order and called for vote on meeting minutes.

Motion: To approve the August 15, 2024 FHWB Meeting Minutes by Cindy Peeters, seconded by Allison van der Velden. Brenda Evans abstained. Vote: Carried by majority. No discussion followed.

FHWB ED Sarah Wilson verbally reviewed the policies to be voted on and called for motions.

Motion: To approve the updated ITA policy by Clare Higgins, seconded by Alex Colonna.

Vote: Unanimous. No discussion followed.

Motion: To approve the FHWB Risk Management policy by Cindy Peeters, seconded by Alex Colonna.

Vote: Unanimous. No discussion followed.

## **Agenda Item III: Board Member Spotlight**

FHCDC Executive Director John Waite provided an overview of his team, the business programs and services as well as outreach. John also fielded questions regarding working with farmers, small business loans, and programs tailored to youth as well as entrepreneurs. Discussion ensued as John invited entire Board to the CDC annual meeting (11/13 at ); here is the link to register: <https://app.etapestry.com/onlineforms/FranklinCountyCommunityDevelo/AnnualMeeting45th.html>

#### **Agenda Item IV: FY25 Local Operating Plan & Integrated Budget**

FHWB Executive Director Sarah Wilson reviewed the FY25 Operating Plan. FHETC Fiscal Director Davis Hawkowl presented details on the Integrated Budget. The State provided news of allocated funds to the fiscal agent approximately two weeks ago. There are gaps in what the State has provided for information therefore only partial allocations are on record. FHETC Finance Director Davis Hawkowl commented on how the directors are in the process of working out spending issues due to decreased funding. Discussion ensued about the budget process, deadlines, information sharing, and how to create a standardized process.

Motion: To approve local plan and budget by John Waite, seconded by Alan Wolf. Jeff Napolitano and Lisa Clauson abstained. Discussion followed. Role and responsibility of the Finance Committee was elaborated upon.

#### **Agenda Item V: Directors' Report**

Sarah reported on content of her meetings with local and state officials, as well as 17/21 members so far. By the end of 2024 Sarah will take over the site visits GCC was leading. Sarah shared a PPT to provide information on steps taken and those ahead; PPT was provided to members via email as follow up. MassHire Youth Programs Director Amanda Mankowsky reviewed youth programming updates. Discussion followed regarding employer partnerships with the HVAC training currently offered through GCC. List was provided to members via email as follow up.

#### **Agenda Item VI: Board Strategic Planning Discussion**

Sarah verbally reviewed the current strategic plan and called for volunteers to form an ad hoc committee to discuss further and draft the next edition. Everyone interested in helping to design the upcoming strategic plan is asked to contact Sarah directly. The committee will meet Jan-June in 2025.

#### **Agenda Item VII: Other Business**

Scheduling, content and format of future meetings was discussed. Meeting attendees addressed issues of concern, specifically making meetings more interactive as well as accessible through a hybrid option.

#### **Agenda Item VIII: Adjourn**

Motion: To adjourn by Mayor Desorgher, seconded by Mpress Nembhard.

Vote: Unanimous. No discussion followed.

Next full Board meeting:

Special Meeting \* October 17, 2024 at 8AM

