



**EXECUTIVE COMMITTEE MEETING
MINUTES**

**Wednesday, October 5, 2016
7:30 a.m.**

**Merrimack Valley Federal Credit Union
500 Merrimack Street
Lawrence, MA 01843**

Members Present: Juan Yopez, Peter Matthews, Bob Westcott, Cal Williams, Ann Ormond

Staff Present: Rafael Abislaiman, Susan Almono, Franklin Fernandez

I. Call to Order

A quorum of committee members being present, Board Chairman Peter Matthews called the meeting to order at 8:10 a.m.

II. Approval of Minutes of February 12, 2016 Meeting

Peter Matthews called for a motion on the minutes of the February 12, 2016 minutes.

Motion by Juan Yopez, seconded by Cal Williams, to approve the minutes of the February 12, 2016 Executive Committee meeting minutes as submitted. Motion passed.

III. Career Center RFP (vote required)

After discussing the RFP during executive session, Chairman Matthews asked for a motion to approve the MV One-Stop Career Center Operator RFP.

Motion by Juan Yopez, seconded by Ann Ormond to approve the Career Center RFP. Motion passed unanimously.

IV. Career Center / MVWIB site move status

Rafael said that everything is running smoothly. Peter asked if the move is still on for the end of December and Rafael said yes.

Juan asked if we will be creating a license agreement and Rafael said yes.

V. Other Business

No other business.

VI. Adjournment

Having no further business, Peter Matthews called for a motion to adjourn.

Ann Ormond made a motion to adjourn, seconded by Bob Westcott. Motion passed.

Respectfully submitted,

Franklin Fernandez

Franklin Fernandez
Recorder



EXECUTIVE SESSION

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EXECUTIVE SESSION SUMMARY

Peter Matthews stated that pending the release of the MV OSCC Operator RFP, they will enter into executive session to discuss the details of the RFP. Chairman Matthews called for a motion at 8:15am to enter into executive session. Vote passed unanimously.

Peter commended Rafael on a well-done RFP.

Discussion followed regarding the context and timelines of the RFP.

Rafael said that a Proposal Review Committee needs to be created and that he can provide support, but he will not be part of it.

Peter asked for a motion to approve the MV One-Stop Career Center Operator RFP. Vote passed unanimously.

Chairman Matthews called for a motion to exit executive session. Vote passed unanimously.

Respectfully submitted,

Franklin Fernandez

Franklin Fernandez
Recorder