



GREATER LOWELL WORKFORCE BOARD

Full Board of Directors Meeting 03/12/2026, 1-2:30pm (Hybrid)

<https://lowellma.zoom.us/j/82646322286?pwd=UrRMelWqiZQvE1W99PkpVqiSC2G2d7.1>

AGENDA

- A. Call To Order – John Palmieri, Chair
- B. Approval of Minutes – December 2025
- C. Report of Chair – John Palmieri
 - 1. Reaffirm Votes of Executive Committee: In accordance with the Board’s by-laws, a full Board vote is required to reaffirm all actions of the Executive Committee
 - a. Reaffirm appointment of Austin Ball as Fiscal Agent for Workforce Board and Career Center.
 - 1. Under WIOA, the primary authority to appoint the Fiscal Agent resides with the Lead Local Official; accordingly, the appointment of Austin Ball as the Workforce Board and Career Center Fiscal Agent has already been made and this is a confirmatory vote.
 - b. Reaffirm appointment of Shawn Machado as Interim Executive Director of the Career Center
 - 2. VOTE: Accept changes to By-Laws to include Open Meeting Law Updates
 - 3. Conflict of Interest forms
- D. Update from Congresswoman Lori Trahan’s Office - Somong Rattanayong, Director of Constituent Services
- E. Report of Executive Director, Kevin Coughlin
 - 1. FY2026 Fiscal Monitor Report
 - 2. Committee Updates
 - a. Review of proposed committee structure outline.
 - b. Overview of committee roles and expectations.
 - c. Board member participation on committees.
 - 3. Department of Career Services (DCS) Field Monitoring – March 9-20, 2026
 - 4. Behavioral Health Grant
 - 5. WIOA Youth RFP – Cathy Sturtevant
- F. Report of Career Center – Shawn Machado, Interim Executive Director of the Career Center
- G. Fiscal Report – Austin Ball, Fiscal Agent
- H. Courtesy reminder for your calendars:
 - 1. Full Board Meeting - June 25, 2026, 1:00-2:30 PM (hybrid)
 - 2. Full Board Meeting - September 17, 2026, 1:00-2:30 PM (hybrid)
 - 3. Full Board Meeting - December 10 2026 (Nesmith House – in person only)
- I. New Business / Other
- J. Adjournment