

Brockton Area Workforce  
**BAWIB**  
Investment Board

**MEETING MINUTES**  
**Career Center Committee**  
**February 19, 2015**

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1. **CALL TO ORDER:** The meeting was called to order at 9:32 a.m.

**QUORUM PRESENT**

2. **ROLL CALL:**

**Present:** Thomas Thibeault, Diane C. Kendrick, Beth Costa, Barbora Hazuková, and Jonathan Carlson

**Not Present:** Jennifer Patnaude and Phillip Sheppard

**Staff:** Sheila Sullivan-Jardim, Bob Diehl, Vicky Palantzas, and Rachel Cherry-Adams

**\*Bold** = excused absence

Ex-officio: John Murray, CareerWorks

**Guest(s):** Dr. Eric Heller (UMDI- Hadley, MA)

3. **MINUTES:**

- The Meeting Minutes of January 15, 2015 were approved by the Career Center Committee members.

4. **CAREER CENTER UPDATE** – *John Murray*

- Distribution: Monthly Performance Indicators Review – **FY15 through 1-31-15** – Executive Summary
- Mr. Murray gave an overview of the report.
    - Mr. Murray indicated that the Career Center is meeting its goals and are exceeding plan of attainments through the fiscal year; with a lag in new and repeat employer goal numbers (total served 262 of planned 500). Mr. Murray indicated that he will be meeting with Employer Services group tomorrow 2-20-15 to review the performance to date. The Employer Services unit has been focusing a lot their time on promoting On the Job (OJT) programming.
    - WIA Title I Adults New Participants are at 50% of goal with an increase of placements (7 added since last month). Wage increases have occurred in both Adult and Dislocated averages due to recent placements.
    - WIA Dislocated Worker performance tracking very well in all areas.
  - Training Update
    - ✓ The Center will be exceeding all goals with the addition of four OJTs – (between Northeast Machine and AccuRounds).
  - Recent and Upcoming Current Events at CareerWorks
    - Mini-Job Fair, February 12, 2015—seven employers and 50 jobseekers in attendance. The employers report satisfaction with the quantity and quality of jobseekers present.
    - OJT –On the Job Training continue to progress and five more companies are on the slate to be contracted.
    - Mr. Murray wanted to acknowledge the CareerWorks members who volunteer their time in the Center. industries on board at CareerWorks – Human Resources reps (2)

5. **OPERATIONS REVIEW** – *Bob Diehl*

- **Job Seekers Operations Review**
- *Preliminary Results*
    - Email Survey - 2,093 emails were sent out and had a reply rate of 4%.
  - *Next Steps*
    - In planning for the face-to-face survey questions it was decided that the review of feedback from the electronic survey should be used to develop qualitative question that would best benefit CareerWorks. Dr. Eric Heller will join Mr. Murray and Mr. Diehl to produce the questions that will be used.
    - The face-to-face interviews will be conducted on April 16, 2015 and participation by committee members is highly recommended.

6. **INCENTIVE PROGRAM** – *Bob Diehl*

- Mr. Diehl gave brief background and synopsis of program.

- To date there have been no responses to the e-mails which are being sent out periodically from CareerWorks.
  - It was suggested that a review of the subject line of the email being sent out should be done and perhaps modified.
  - The emails are coming directly from the Career Center caseworkers.

**7. BAWIB UPDATE – Sheila Sullivan-Jardim**

- The four south shore WIBs (South Shore WIB, Greater New Bedford WIB, Bristol WIB, and BAWIB) will be meeting on February 20th to brainstorm on the Apprenticeship Model Implementation (Workforce System)—working on a response for a solicitation (this includes the healthcare and IT industries).
- March 27th – Community Colleges will be meeting on Apprenticeship.
- Ms. Sullivan-Jardim mentioned the February 17, 2015 newspaper article “From welfare to work: Massachusetts Senate to focus on developing path for aid recipients to fill jobs”. In the article Senate President Stan Rosenberg, D-Amherst indicates that “The Massachusetts Senate plans to use the upcoming legislative session to develop a strategy to move more people off welfare and into jobs”. “The effort, referred to as the "WorkFirst Initiative," will be led by state Sen. Marc Pacheco, D-Taunton.”
- Manufacturing Skills Training Update -Ms. Sullivan-Jardim indicated that the Bristol WIB is just starting their training – a welding program which starts on March 23, 2015 at Bristol/Plymouth Regional Technical High School.
- Building Update -
  - The Purchase and Sales Agreement is presently being negotiated with the lawyers.
  - Ms. Sullivan-Jardim indicated that the Purchase and Sales (P&S) Agreement is scheduled to be signed on February 25, 2015.
  - Mr. Thibeault reported (from the Management meeting 1-8-15) that the Career Center has agreed to have a person stationed at the first floor front desk. This is welcomed news.

**8. ANNOUNCEMENTS**

- Important message from DCS 2/19/2015 (email) to WIB Directors -- Governor Baker’s Office has sought the assistance of the Massachusetts Career Centers to immediately begin identifying potential job candidates to assist Keolis Commuter Services – the operator of the MBTA’s commuter rail system – with clearing snow and debris from rail lines. Keolis is seeking about 110 candidates to work on the MBTA’s network of train tracks throughout Eastern Massachusetts.
- There will be representation for the youth at the Career Center Committee. Vicky Palantzas, Assistant Director of YouthWorks at BAWIB-YouthWorks, was introduced to the committee members by Mr. Diehl and received a warm Career Center Committee welcome.

**9. ADJOURNMENT - The meeting ended at 10:17 a.m.**

**Next Meeting Thursday, March 19, 2015 - Location: BAWIB Business Center**