

Brockton Area Workforce  
**BAWIB**  
Investment Board

\*\*\*DRAFT\*\*\*

**MEETING MINUTES**  
**Career Center Committee**  
**March 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, Jonathan Carlson, and Phillip Sheppard

**Not Present:** **Diane C. Kendrick\***, Barbora Hazuková, **Beth Costa\***, Jennifer Patnaude and

**Staff:** 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 February 19, 2015 were approved by the Career Center Committee members.

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

- **Distribution: Monthly Performance Indicators Review – FY15 through 2-28-15 – 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 (66% through Fiscal Year). The only exception is a lag in Total Employers Served goal numbers, total served 278 of planned 500. Employer visitations were down due to weather conditions. but there have recently picked up five (5) new employers and should track for an increase that will meet goals.
    - There was a question of what is considered visitation. – Visitations are physical in person service (not phone calls).
    - The Employer Services unit continues to focus their time on promoting On the Job (OJT) programming.
    - There have been 6,100 unique individuals who have come through the Career Center's doors to date.
    - WIA Title I Adults New Participants and Placements have made strides in performance, five (5) new Adult placements in February; anticipate adding 5 more in March.
    - Wage increases have occurred in both Adult and Dislocated averages due to recent placements. The wages are head of goal for Adults; DW wages are not far behind.
    - WIA Dislocated Worker performance continues to track well in all areas.
    - Question – WIA funded programs
      - ✓ **DISLOCATED WORKER- IN GENERAL-** The term 'dislocated worker' means an individual who has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise.
      - ✓ **ECONOMICALLY DISADVANTAGED ADULT-** The term 'economically disadvantaged adult' means an individual who is age 18 or older and who is lacking income.
    - Mr. Murray reviewed WIA Title I Program Summary – Federal-Level Job Seeker Long-Term Cohort Outcomes
      - ✓ These are federal definitions
      - ✓ This data is approximately 9 to 18 months behind (from the State to the Federal government).
  - Training Update
    - ✓ The Center is head of pace with trainings for both Adult and DW; surpassed for DW. Five OJT trainings have been written. Mr. Murray indicated that the OJT trainings are a good way for people to learn and obtain employment.
    - ✓ Mr. Murray explained the Career Center pay out for OJT trainings.
  - Recent and Upcoming Current Events at CareerWorks
    - March 10, 2015 Recruitment – FootJoy of Brockton –there were 11 hired.
    - Randstadt – looking for production workers; is on site today 3-19-2015.

- Mini-Job Fair, March 26, 2015— Haemonetics --speed interview theme
  - Mr. Murray indicated a possible extension of Haemonetics grant
- Nursing Assistants/Mr. Murray will speak with Jennifer Patnaude regarding having recruitment on site.
- Brief discussion about the possibility of a Casino coming to Brockton
  - Location
  - Economic impact
  - Traffic study done by the Old Colony Planning

**5. OPERATIONS REVIEW – Bob Diehl**

➤ **Job Seekers Operations Review**

- The email interview portion of surveys has closed out.
- Mr. Diehl distributed the questions that will be used for the face to face interviews with CareerWorks members on April 16. Comments will be received prior to the interviews on April 16.
- Participants will receive compensation of a Dunkin \$5 Gift card for participating.
- The purpose of the interviews is to gain anecdotal information from participants that will support the quantitative information received through the electronic survey that has been completed.
- Career Center Committee members are encouraged to participate and all Board members will be invited.
- Interviews will be conducted in the Career Center to expedite the process and allow Board members to gain a perspective of the Center activities.

**6. INCENTIVE PROGRAM – Bob Diehl**

- I Got a Job Survey --Two responses received at end of February 2015.
  - Subject line used – “Got a Job?” Thank you Jennifer Patnaude for the subject line suggestion.
  - The participants will receive a Dunkin Donut card.
  - Bob Diehl will send information to the Career Center counselors.

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

- Closing on 34 School Street building is scheduled for April 30, 2015. The planning for the rehabilitation of the interior is in process. National Grid will be contracted for electrical and winterization to be followed by contractors who will come in to paint and install carpeting through the building.
- The group discussed what they foresee the building lobby and parts of the building to look like when the “cosmetic” items are done in the building—“it is the image, put it on an easel”—get that bang when you walk through the front door. Discussion ensued in regards to perception of the building in the community and how to change the perception. This was followed with further discussion of funding for capital improvements took place. – Have we looked at sponsors?—Major employers? This discussion will be brought to the Marketing and Resource Development Committee.

**8. ANNOUNCEMENTS**

- Dr. Eric Heller – Massachusetts STEM Summit 2015, November 10, 2015, DCU Center, Worcester, MA. They are looking for presenters at the Summit.

**9. ADJOURNMENT - The meeting ended at 10:23 a.m.**

**Next Meeting Thursday, April 16, 2015 - Location: BAWIB Business Center**