

Brockton Area Workforce
BAWIB
Investment Board

MEETING MINUTES
Career Center Committee
May 21, 2015

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1. **CALL TO ORDER:** The meeting was called to order by Jason Hunter at 9:37 a.m.

QUORUM PRESENT

2. **ROLL CALL:**

Present: Beth Costa, Barbora Hazuková, and Jennifer Patnaude

Not Present: Thomas Thibeault, **Diane C. Kendrick***, Jonathan Carlson, and **Phillip Sheppard***

Staff: Vicky Palantzas, Jason Hunter, and Rachel Cherry-Adams

***Bold** = excused absence

Ex-officio: John Murray, CareerWorks

Guest(s): None

3. **MINUTES:**

- The Meeting Minutes of March 19, 2015 were approved by the Career Center Committee members.

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

- Distribution: Monthly Performance Indicators Review – **FY15 through 4-30-15** – Executive Summary
- Mr. Murray gave an overview of the report.
 - Mr. Murray indicated that the Career Center is ahead of pace for all categories of the Universal Access Services (Job Seeker Services) exceeding plan of attainments through the fiscal year (87% through Fiscal Year). UI Claimants and Veterans Served goal numbers are running close.
 - Employer Served – The CareerWorks staff spent time working with New to CareerWorks employers to bring this number up to par. The Repeat Customer numbers have been affected due to some of the CareerWorks staff being out of the office.
 - WIA Title I Adults and Dislocated Workers (DW).
 - Adult – focusing on new credentialing grant in May and June.
 - DW – numbers met goals for the year.
 - Entered Employments – Auto-Exit Complete/Mr. Murray indicated that the Adult is lagging behind.
 - Training Activities Update
 - The Adult exceeded goal its goal.
 - The DW exceeded its goal substantially
 - 6 additional Adults
 - 7 additional DW
 - Question – Will they (the State) impose the 30% (with WIOA)?
 - CareerWorks is partnering with BSU and BAWIB to have a certified logistic Associate course (a pilot program).
 - On-the-Job-Training (OJT) – started one on the job training last month (Administrative Assistant, \$16.00/hour).
 - Recent and Upcoming Current Events at CareerWorks
 - Upcoming/Career Fair, May 21, 2015 @ Lombardo's in Randolph.
 - Involved with the South Shore Career Center/ Quincy Career Center (sponsored by CareerWorks, Wicked Local Media, and South Shore Career Center)
 - Fifty-seven (57) companies will be in attendance.
 - John Murray and Lorraine Albert (BAWIB) attended a meeting with DW Clark (formerly LeBaron Foundry in Brockton) – neighbors of the surrounding land were there to give their questions. Small group attended. Opening in 2017. DW Clark is a metal casting manufacturer; they do a lot of work with the Navy.
 - Division of Career Services (DCS) Monitoring, June 8-12, 2015 – Ms. Sullivan-Jardim will check the date for BAWIB office.

5. **OPERATIONS REVIEW** – *Jason Hunter*

➤ **Job Seekers Interview process**

- Two surveys were completed -
 - The 1st survey was done as an on-line electronic survey of a broad number of individuals who were CareerWorks registered members in the past and present fiscal years (2014 and 2015). The results from that survey were used to formulate interview questions for use in face to face interviews of current members of CareerWorks.
 - The individual interviews were done by BAWIB Board members who conducted 20 one-on-one interviews with jobseekers who were randomly selected within the center to participate in the in-person interviews.
 - Both surveys were designed with the input and review of the Career Center Committee and its subcommittee of volunteers.

➤ **Interviews Review**

- Mr. Hunter indicated the face-to-face interviews were very positive.
- \$15 stipend was given to the participants.
- Ms. Barbora Hazuková was one of the interviewers; she gave her insight—
 - Distinction between unemployment and CareerWorks (clarification)—perception and reality.
 - Interviews were positive overall.
- Mr. John Murray indicated that the flow went well, i.e., having the interviewees come upstairs to the BAWIB office space.

➤ Mr. Hunter indicated that a more formal presentation will be presented next month (go more in-depth)

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

➤ WIOA - Replacement for WIA

➤ BAWIB is of 1 of 4 competitive [Wagner-Peyser funding/Universal services]WIBs in the State.

- Merit Staff – There will numerous restrictions for CareerWorks; looking for exemption for Brockton WIB.
- Board membership
 - Now - 51% private business (still will 51% private business under WIOA), plus labor organizations, representatives of apprenticeship programs, representatives of organizations administering education and training [Adult Education and institutions of higher education]; and representative of governmental and economic and community development organizations serving the local area.
 - WIOA reduces the size of the board—only will require representatives of core programs.
 - Matrix template will come out in July 2015 and has to be in place by August 2015.
 - BAWIB has received several interested parties in joining the Board.

FY16 Budget

- Allocations – averaging 5% increase across the board

7. **ANNOUNCEMENTS**

- Brief discussion regarding training programs – performance measurement eligibility for meeting the Adult Basic Education (ABE) population.

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

Next Meeting Thursday, June 18, 2015 - Location: BAWIB Business Center