

Brockton Area Workforce
BAWIB
Investment Board

Quarterly Board Meeting
8:30 a.m. – 10:00 a.m. on Thursday, March 26, 2015
BAWIB Business Center, 34 School, 2nd Floor Brockton, MA 02301

CALL TO ORDER: The meeting was called to order at 8:38 a.m. by the Chair, Suzanne Fernandes.

QUORUM PRESENT

1. **WELCOMING & OPENING REMARKS**

- The Chair, Suzanne Fernandes opened the meeting by welcoming all Board Members and guests to today's meeting.

2. **ROLL CALL:**

Present: Suzanne Fernandes –*Chair*, Stanley M. Hurwitz, Joseph Mitchell, Jonathan Carlson, Don Zimmerman, Jennifer Patnaude, Joseph Lovetere, Linda Sacchetti, Barbora Hazuková, Diane C. Kendrick, Joe Madaio, and Archie Gormley

Not Present: **Heidi Chuckran*** – *Treasurer*, **Pasquale Ciaramella*** - *Clerk*, **Thomas Thibeault***, Aginaldo Fonseca, Terry Schneider, **Marc Lane***, Jean Brilliant, Alex Perez, **Beth Costa***, **Fred Clark***, Mark Flaherty, **David Flynn***, Maria Unda, **Christopher Sulmonte***, **Dr. Charles Wall***

Ex-officio: John Murray of CareerWorks

Staff: Sheila Sullivan-Jardim, Bob Diehl, Lorraine Albert, Keith Hartnett, Jason Hunter, Andy Martin, and Rachel Cherry-Adams

Guest(s): Mary Waldron of Bridgewater State University (for Fred Clark), Eric Heller of UMDI, and Amanda D'Alessio, Massachusetts Rehabilitation Commission

***Bold** = excused absence

3. **MINUTES:**

- The approval of the December 18, 2014 BAWIB Full Board meeting minutes will take place at the next scheduled meeting.

4. **MANAGEMENT COMMITTEE**

○ **FY15 WIA Budget Update-** *Sheila Sullivan-Jardim*

- Total combined BAWIB 53% at 2/28/2015.
- Funds/Allocations
 - Dislocated Worker (DW) is low – training funds, \$26,000 has been set aside; the training will take place in May 2015.
 - DESE – 44% expended (just a little under) due to a recent Brockton Public Schools' retirement (Suzanne Martin); the new contact person – Kathleen Quinn.
- The "BAWIB Center" – 2%
- Haemonetics --25%; this grant is off sequence (off fiscal year)—BAWIB did receive an invoice this week.
- Advanced Manufacturing – 81% expended (ends 4/30/15).
- Ms. Sullivan-Jardim indicated that BAWIB is monitoring budget by funding stream at this time.
- Ms. Sullivan-Jardim indicated that there are no figures yet for FY16 (hopefully by May 2015 from DOL).
- BAWIB Fiscal and programmatic Monitoring has been scheduled – April 2015 (BAWIB fiscal), June 2015 (WIA Youth), and August 2015 (Haemonetics fiscal)

○ **Third Party Related Transactions**

- Informational – used to report funds paid to agencies affiliated with board members.

5. Career Center Committee

○ CareerWorks Update – *John Murray*

- Distribution: Executive Summary snapshot through 3-26-2015/Executive
- Mr. Murray indicated that the Career Center's goals are ahead of pace.
 - Total Customers Served – @ 88% of FY15 goal (this does not include the 6,100 unemployment customers that come through the Career Center's door).
 - Employers Served – @ 56% of FY15 goal.
 - Adult and Dislocated Worker enrollments are good shape.
 - The employment numbers are a bit behind; but making strides.
- Haemonetics NEG (federal grant) [plant layoff 7/1/2014-9/2015).
- Incentive Program "I Got a Job!" (survey outreach to Jobseekers who have recently found employment) –2 participants in February 2015.
- Individual Training Accounts (ITAs) – Dislocated Worker exceeded its goal.
- Group Training
 - Manufacturing Skills Training (with Lorraine Albert at BAWIB as the point person) – 10 people were in the program (level 2 certification).
 - ✓ 100% attendance
 - ✓ Real outcomes
 - On-the-Job Trainings (OJTs) – One of the Career Center's goals; Seven OJT trainings have been written to date per Mr. Murray (\$57,000 additional federal money).
- Job Fair, today, March 26th –for Haemonetics (speed networking event at the Career Center).

○ Operations Review –FY15 Jobseeker Review – *Bob Diehl*

- Mr. Diehl has and is working with Career Center Committee.
- Dr. Eric Heller has been a tremendous help to the BAWIB Office (Bob Diehl) in the formulation of questions for the email survey as well as the face-to-face questions. Thank you Dr. Heller.
- Mr. Diehl is still looking for participation from the Board for the jobseeker face-to-face interviews at Career Center.
- Report will be out in June 2015.

6. YOUTH COUNCIL & SERVICES - Update

○ FY'15 WIA Youth – *Sheila Sullivan-Jardim*

- Coming to a close; 2nd year of our contracts.
- Ms. Sullivan-Jardim mentioned the changes to youth eligibility regulations for the out-of-school youth under The Workforce Innovation and Opportunity Act (WIOA), i.e., WIOA requires a minimum of 75 percent of State and Local youth funding to be used for out-of-school youth (OSY) and 25% for in-school-youth (ISY) [now it is 70 ISY and 30 OSY].
- Current Programs
 - OSY – Training Resources of America (TRA) – they anticipate reaching their goals (HISSET and certifications).
 - ✓ 15 enrolled (4 obtained HISSET, 7 have one test to complete HISSET).
 - Brockton Public Schools (BPS) – Due to lack of performance and compliance, they have been put in corrective action (to date they have not responded to this correction action per Ms. Sullivan-Jardim). In the final analysis, BAWIB-YouthWorks will have to serve these youth as pointed out by Ms. Sullivan-Jardim.
 - ✓ BPS Pathways program- 12 youth enrolled

○ Year round Jobs Program – 25 complete, seven still working towards completing their hours.

○ Digital Literacy program – 4 enrollments.

○ Jobs First – 4 enrollments.

○ Summer Jobs 2015 - *Barbora Hazuková*

- We are required to service 129 youth. We will submit our grant response by April 17, 2015; the planning process has already begun. We have been level funded but have a 12% decrease in the amount of youth served due to the change in minimum wage. We plan to send out letters and connect with employers for assistance with funding for about \$1,200 and/or placements to assist with employer for at least 200 youth again this year. The BAWIB team will be working on the budget to determine the number of youth being service through the grant alone.

- **Youth Career Connect** – *Andy Martin*
 - Department of Labor grant – for 3 years.
 - Partnering with Jobs for the Future (JFF) and the Brockton Public Schools [Brockton High School].
 - Recruiting sixty (60) 8th graders
 - Looking for 120 applications; a lottery will done.
 - Initiative will include curriculum, job shadowing and internships.
 - The application information is posted on the Brockton Public Schools website
- **AMP It Up II** - BAWIB has been awarded \$10,000 for Amp It Up II –*Lorraine Albert*
 - A career awareness program for middle school students and faculty. Industry tours will be provided to students and job shadows will be provided to faculty.
 - The AMP It Up Workshop series which will provide manufacturing related career information classes for students from partnering high schools at BAWIB’s Center for Workforce Development & Innovation.
 - Curriculum developed by Bridgewater State University, for middle school faculty, focusing on manufacturing and manufacturing career pathways.
- **Violence Prevention** – 8 week program
 - We are looking to serve 25 youth. Youth will participate in 153 hours of work and training services, 15 hours of work readiness – signaling success curriculum. Twenty-two hours of violence and anti-bullying training and activities provided by the MARC program at Bridgewater State University. Six hours of a violence prevention community learning projects; 110 hours of paid summer work. We should get notification the end of May 2015.

7. **MARKETING & RESOURCE DEVELOPMENT COMMITTEE** – *Jason Hunter*

- **Revenue Planning Worksheet** – Mr. Jason gave review of sheet and highlighted the recent grant submittals.
 - TDI Cowork – investment in underutilized buildings in gateway cities [Funder: Mass Development] [Applicant: BAWIB]--\$250,000
 - Manufacturing – Purchase of equipment to support training program [Funder: COMMCORP] [Applicant: Southeastern Tech]--\$250,000
 - Digital Literacy – Train HS youth in computer basics [Funder: Wal Mart] [Applicant: BAWIB]--\$2,500
 - Work & Learn Program – Funder: DESE, Applicant: BPS
 - Summer Stem Initiative (2 week orientation) – Provide youth with STEM career pathway awareness [Funder: United Way] [Applicant: BAWIB]
 - Violence Prevention – Increase violence prevention awareness in youth [Funder: Eastern Bank grant] [Applicant: BAWIB]--\$22,000
 - American Apprenticeship Initiative [Funder: DOL] – Increase apprenticeships in nontraditional jobs [Applicant: DCS] --due April 30th--\$2M to \$5M
- **Snowball Event**
 - Thank you for coming in December.
 - Twenty-six (26) people were in attendance
 - Looking to replicate again next year.
 - The Board members are being asked to submit their ideas for ice breakers directly to Sheila Sullivan-Jardim.
- **April 14, 2015 – Veterans Event**/host 30-40 veteran suppliers
- **Branding**
 - Ms. Sullivan-Jardim distributed check list--How to brand YouthWorks and BAWIB--for Board to fill out and return before they leave today
 - Possible Tagline – Innovation Works
- **Google Analytics Quarterly Report** - *Keith Hartnett*
 - Distribution: Quarterly Analytical Report/Web & Social (periods 9/18/2014 – 3/24/2015 and 9/18/2013 – 3/24/2015).
 - Mr. Hartnett gave a brief highlight of the report.
- **Pros and Cons: Capital Campaigns** - Sheila Sullivan-Jardim
 - Ms. Sullivan-Jardim distributed document for the Board to read through
 - Have you conducted a Capital Campaign?—Please let Sheila Sullivan-Jardim know (e.g., Annual Appeal – to retire the debt)

8. **EXECUTIVE DIRECTOR REPORT** – *Sheila Sullivan-Jardim*

○ *Facilities Update*

- Moving along
- Coming attractions up posters up for the Boards and guests perusal, sample color schemes, and carpet sample for their view as well.
- The Purchased & Sale (P&S) was signed February 25, 2015.
- Finance Commitment – by end of March
- Ms. Sullivan-Jardim indicated that we doing our due diligence (Crossing our “T’s” and dotting our “I’s”).
- Soils testing tomorrow – 3-27-2015./Environment soil
- Next steps – The closing could take place April 15, 2015.
- An Energy conservation will be by National Grid after the closing
- The Painting and Carpeting in the building will take place after closing
- Ms. Sullivan-Jardim will notify the Board as soon as the Closing date occurs.

○ *Federal Funding Initiative 2015*

- DC trip visit to federal agencies --Travel March 29, 2015 – April 1, 2015
- Mary Waldron, John Murray, Sheila Sullivan-Jardim, Jason Hunter and Vicky Palantzas.
- Visitations
 - Economic Policy Institute
 - Caroline Darmody (Kennedy)
 - Department of Commerce
 - U.S. Senator Edward John "Ed" Markey
 - National Endowment for the Arts
 - International Economic Development Council, Federal Economic Development Forum
 - U.S. Senator Keating
 - Bruno Freitas (U.S. Sen. Elizabeth Warren)
 - Congressman Stephen Lynch

9. **ANNOUNCEMENT(s)**

- None

10. **CHAIR’S CLOSING REMARKS**

- The Chair, Suzanne Fernandes thank everyone for coming today.

11. **ADJOURNMENT**

- There being no more business a motion was made to adjourn the meeting at 9:57 a.m.

NEXT MEETING – June 25, 2015*

**May be adjusted due to state budget deadlines*

BAWIB BUSINESS CENTER

Your Partner for Employer Education and Workforce Development