

Brockton Area Workforce
BAWIB
Investment Board

Management Meeting Minutes
Thursday, April 2, 2015

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1. **CALL TO ORDER:** The meeting was called to order by the Chair, Suzanne Fernandes at 3:04 pm.
QUORUM PRESENT
 2. **ROLL CALL:**
Present: Suzanne Fernandes—*Chair*, Thomas Thibeault, Don Zimmerman, and Barbora Hazuková
Not Present: David Flynn—*Vice Chair*, **Heidi Chuckran***—*Treasurer*, **Pat Ciaramella***—*Clerk*, Christopher Sulmonte, **Linda Sacchetti***, and **Fred Clark***
Staff: Sheila Sullivan-Jardim, Kathleen Connelly, Robert Diehl, and Rachel Cherry-Adams
***Bold** = excused absence
Ex-officio: John Murray, CareerWorks
Guest(s): Craig Kennedy of CareerWorks and Mary Waldron (for Fred Clark)
 3. **MINUTES:** Review of Prior Minutes February 5, 2015
 - A motion was made (Ms. Barbora Hazuková) seconded (Mr. Don Zimmerman) to approve the Minutes from the February 5, 2015.
 - **The Minutes of February 5, 2015 were approved with one abstention (Mr. Thomas Thibeault).**
 4. **REPORTS**
 - **BAWIB FY15 BUDGET (March 31, 2015)** – Ms. *Kathleen Connolly*
 - Total combined BAWIB is 59% expended as of 03/31/2015 (UMass is not included for March)—will be at 65% when UMass is added.
 - This includes all salaries, fringe and premises through March 2015.
 - WIA grants range from 44% - 72% expended; these grants are on target.
 - WIA Youth is 58% expended at March 31, 2015.
 - To Date, TRA has submitted invoices for WIA Youth contracts totaling \$33,965 through March 2014.
 - BPS has submitted one invoice through December 31, 2014 (total of \$3,955).
 - BAWIB (YouthWorks) has also set up contracts in-house for Digital Literacy and CAP IT.
 - YW Year Round (YR) is at 84%.
 - DESE 541 – 51% at March 31, 2015
 - Connecting Activities (CA)—74% expended.
 - Haemonetics NEG (program started later)--28%; Youth Career Connect--65%.
 - Advanced Manufacturing (Mfr) –87% expended (ends 4/30/2015).
 - AMP it Up-- 23% expended.
 - **UMDI/CareerWorks (3/31/2015)** - Mr. *Craig Kennedy*
 - At 75% through fiscal year; 67% overall through end of March.
 - The spend-downs are going as planned.
 - The REA grant is full expended (March 31, 2015).
 - WP and DW – fully expended; working with Adult carryover now.
 - Haemonetics NEG – 55% expended.
 - UMDI/CareerWorks do plan to carry-in to FY2016 per Craig Kennedy.
 5. **CAREER CENTER COMMITTEE**
 - CareerWorks Update – Mr. *John Murray*
 - 4th Quarter of FY2015
 - Round up the year stronger.

- Job placements and New Employers – goal numbers are lagging a bit behind to date. The Career Center staff is addressing this issue now.
- Adult Training – (less expensive) have some funds left to spend.
- DW Training – funds have spent down.
- The Career Center is working with BSU and BAWIB – training certification program (pilot).

6. MARKETING & RESOURCE DEVELOPMENT COMMITTEE

○ Marketing Update – *Sheila Sullivan-Jardim*

- Branding – incorporate different types of branding. Surveyed the Board last week at the Quarterly Board meeting—YouthWorks is just a program; the name is valuable in the community. The majority of the survey responses were for “Program of BAWIB”.
- BAWIB is continuing with Facebook and its monthly e-newsletter (additional contacts are added each month).
- Ms. Sullivan-Jardim indicated that BAWIB is selecting a new website because the present website not optimize properly with mobile disciplines—will select a webdesign that will optimize. Bring in-house –plug and play design.
- Grant Update/Federal Funding Forum – Five people traveled to DC (including Career Center, BAWIB and BSU). Met with legislative partners, Department of Commerce (Accountability, Community Partnerships, EDA public works program) [Challenge American Grant—assist with our labs (fit in their guidelines), NEA (met on 2 occasions).

7. YOUTH– *Sheila Sullivan-Jardim*

○ **FY’15 WIA Youth**

- The Brockton Public School’s (BPS) Pathway Center at the Keith School is in a non-performance status—Corrective Action. Ms. Sullivan-Jardim indicated that they submitted a response letter requesting a change in their youth programming population. Ms. Sullivan-Jardim added that this cannot be done. BPS was scheduled to meeting BAWIB between March 11 and 22, but this did not happen. Now, BAWIB is in preparation to give them a close and desist, if they do contact our office before close of business day (April 5, 2015). The end result is that 35 youth will be needing services, i.e., mentoring, academic remediation, etc. (YouthWorks and 9 other elements).
- Ms. Sullivan-Jardim indicated that she had discussion with Youthbuild (4-5-2015) on to address our out-of-school population as it relates to the new regulations under WIOA. Vicky Palantzas (BAWIB) is on the task force for the WIOA transition (regarding youth programming).

- **Summer Jobs** (level funding) – will become live April 15, 2015—prospective youth participants can login for packets to be mailed them.
- **Year Round Jobs** – programming ends May 30, 2015.
- **New Projects** -Working to incorporate a sound production/DJ class. Ms. Sullivan-Jardim spoke with Mark Showan (YouthBuild) regarding Culinary Arts/Entrepreneurship for their youth program to participate in SNAP Chef.
- **United Way** – site visit April 13th (middle schools in Brockton).

8. FACILITY - Center for Workforce Development & Innovation – *Sheila Sullivan-Jardim*

- Ms. Sullivan-Jardim update:
 - Ms. Sullivan-Jardim presented the coming attractions diagrams and the potential colors for paints and carpet for the building renovation to Management group.
 - The Purchase and Sale Agreement (P&S) has been signed.
 - Received letter from Bank (mortgage).
 - Moving forward –Environmental people coming (soils testing).
 - National Grid will be coming in after the closing (i.e., BAWIB has to have ownership of the building before this can done by them) for NEG audit (electrical, HVAC).
 - Ms. Sullivan-Jardim and Ms. Cherry-Adams have met with a prospective security/camera vendor to discuss cameras (4 outside, 1 inside first floor foyer)
 - Ms. Sullivan-Jardim working with Office Manager, Rachel Cherry-Adams with procuring signs for the building. Ms. Sullivan-Jardim mentioned the new City of Brockton C-3 regulations (historical, architectural requirements). BAWIB has been in touch with two local sign companies –the signs will be depend on the selected sign company and City Hall.

9. ANNOUNCEMENT(s) – Mr. Robert “Bob” Diehl has resigned his Associate Director’s as of April 24, 2015.

10. **ADJOURNMENT** - There being no more formal business a motion was made to adjourn the Management meeting at 4:08 p.m.

Next Meeting: May 7, 2015 - Location: BAWIB Business Center