

Brockton Area Workforce
BAWIB
Investment Board

Management Meeting Minutes
Thursday, February 5, 2015

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1. **CALL TO ORDER:** The meeting was called to order by the Chair, Suzanne Fernandes at 3:06 pm.
QUORUM PRESENT
 2. **ROLL CALL:**
Present: Suzanne Fernandes–*Chair*, Pat Ciaramella–*Clerk*, Thomas Thibeault, Linda Sacchetti, and Barbora Hazuková
Not Present: **David Flynn***–*Vice Chair*, **Heidi Chuckran***– *Treasurer*, **Christopher Sulmonte***, **Don Zimmerman***, and **Fred Clark***
Staff: Sheila Sullivan-Jardim, 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 January 8, 2015
 - A motion was made (Mr. Thomas Thibeault) seconded (Mr. Pat Ciaramella) to approve the Minutes from the January 8, 2015.
 - **The Minutes of January 8, 2015 were approved.**
 4. **REPORTS**
 - **BAWIB FY15 BUDGET** (January 31, 2015) – Ms. *Sheila Sullivan-Jardim*
 - Total combined BAWIB is 45% expended as of 01/31/2015 (UMASS through December 31, 2014).
 - This includes all salaries, fringe and premises through January 2015.
 - WIA grants range from 29% - 49% expended.
 - WIA Youth is 47% expended at January 31, 2015.
 - To Date, TRA has submitted invoices for WIA Youth contracts totaling \$21,958 through December 2014.
 - BPS has submitted one invoice through December 31, 2014 (total of \$3,955).
 - ✓ The Brockton Public School’s (BPS) Pathway Center at the Keith School is in a non-performance status. Their contracted youth enrollments requirement has not been met and still is unmet following their request to extend the program. The FY14 contract terms required 36 youth to be enrolled into the program within 2 months of the execution of the contract. BPS did not meet the deadline and requested and received an extension to meet the required goal. The goal was not achieved and subsequently the enrollment goal for the second year of the contract, FY15, was reduced to 25 enrollments with the same requirement of full enrollment within two months of the execution of the contract. This extension has passed and to date there are 12 certified enrollments of the required 25.
 - ✓ Ms. Sullivan-Jardim indicated that a new contract cannot be issued because of the fiscal year timeline; and an RFP cannot be procured because of the impending WIOA regulations.
 - ✓ Ms. Sullivan-Jardim indicated that BAWIB is actively looking for partners in area (entrepreneurs and youth vendor organizations) to temporarily fill the void (e.g., Shane Music Studio, possibly).
 - YW Year Round (YR) is at 70%; the YR program ends May 30, 2015. BAWIB has contracts with BPS and TRA for the Year Round Program.
 - BAWIB (YouthWorks) has also set up contracts in-house for Digital Literacy and CAP IT.
 - DESE 541 – 28% at January 31, 2015; both TRA and BPS have submitted bills through December 31, 2015. BAWIB has just received additional DESE funding (to be expended by August 2015).
 - Connecting Activities (CA)–43% expended through December 31, 2015. Ms. Sullivan-Jardim indicated that CA did receive 9C cut.
 - Haemonetics 73%; Youth Career Connect 51%.

- Advanced Manufacturing (Mfr) –75% expended (ends 4/30/2015).
- United Way and AMP it Up – carryovers from FY2014.
- There was question regarding the Financials line item Office Supplies (\$51 actual spent) – Ms. Sullivan-Jardim will investigate and rectify.

○ UMDI/CareerWorks (1/31/2015) - Mr. Craig Kennedy

- 51% expended through end of January.
- Performance Incentive Grant – contract just received last month.
- Wagner Peyser (WP) Carry-in FY14 – nearly expended (by end of next month.)
- Disabled Veterans Outreach Program (DVOP) – Still waiting for corrected dollar contract amounts.
- Re-employment and Eligibility Assessment (REA) – 74% expended; ends March 31, 2015.
- It was indicated that the Unemployment Call Center (located on Main Street, Brockton) is seeking office space.

5. CAREER CENTER COMMITTEE

○ CareerWorks Update – *Mr. John Murray*

- Job Training (State contract) – the person will be located in Hampden; The Career Center received \$3,300).
- The Manufacturing Skills Training Program (conducted at the BAWIB office) - Two of the trainees will be starting on Monday (January 9, 2015). Mr. Murray indicated that there may be at least one more. Six companies have shown interest in hiring.
- CareerWorks Mini Jobfair, February 12, 2015 10:00 a.m. to 12:00 noon. Seven companies have agreed to attend:
 - Amazon
 - Home Depot
 - NPL Construction
 - Riley Brothers, Inc.
 - Semper International
 - Scotts Lawn Service
 - WB Mason

6. MARKETING & RESOURCE DEVELOPMENT COMMITTEE

○ Marketing Update – *Sheila Sullivan-Jardim*

- Next scheduled meeting, February 10, 2015.
- Discussion – How do we consistently brand 3 entities (BAWIB, YouthWorks, CDWI).
 - What do we want to be known as?—[e.g., Development Board, Workforce Board]—make it clear to community and participants. The Old Colony Planning Council (OCPC) was used as an example – All of the OCPC components are under one umbrella “OCPC”.
 - Should be similar type of log.
 - Talked about sample names for BAWIB’s center – BAWIB Works, Brockton Works, CWDI, Innovation Center, Innovation Works-It really works. Ms. Sullivan-Jardim is hesitant to lose the name “workforce”. Several of the BAWIB staff will be visiting the Quincy Innovation Center in the near future.
 - ✓ Keep the name simple
 - ✓ Visual
 - ✓ The four pillars in the front of the 34 School Street building is “our strength”—this should be captured.
 - “We want a concept, not a description”.
- Any thoughts please send them to Sheila Sullivan-Jardim at the BAWIB office.

○ Revenue Planning Worksheet/Grant update

- Ms. Sullivan-Jardim gave brief highlights of the Revenue Planning Worksheet.
 - ✓ BAWIB will pull together with the other 3 South Shore WIBs (South Shore WIB, Greater New Bedford WIB, Bristol WIB [Fall River] and their Career Centers to be part of a \$100M grant in which the State will be submitting to the feds.
 - ✓ City wide effort (Brockton) grant writing – Jason Hunter (BAWIB) is part of this collaboration –School Department, Police Department and the DA’s office (Karen Watts is the driving force behind this effort).
 - ✓ Mass Tech Collaborative –the Manufacturing training is completed
 - Ten (10) were in the training (one did not start on time)
 - There was a 100% attendance rate
 - Ms. Sullivan-Jardim indicated that six (6) of the 9 trainees have already been offered employment. She will get John Murray the final numbers.

- Lorraine Albert (BAWIB) did a phenomenal job; Lorraine worked with the Career Center in this endeavor.
- The recruiting was done through the One Stop Career Center, CareerWorks. Mr. Murray indicated that the screening was done closely.
- How many for OJT? – possibly 4

7. YOUTH

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

- Ms. Barbora Hazuková reported for TRA on their Out-of-School (OSY) Youth Programming (16 to 21 year olds):
 - Their programming is going great.
 - 15 clients per year.
 - Should be fully enrolled by February 9th.
 - There were 7 HISETs completed.
 - One (1) Customer Service completion.
 - Nine (9) shown educational functional education improvement.
 - One (1) received certificate (retail)
 - Seven (7) internships (working out satisfactory)
 - Three (3) have been employed and have retained employment.
- In mid January 2015 the Massachusetts Department of Elementary and Secondary Education (DESE) named Quincy College as the site of the first new High School Equivalency (HiSET) Testing Center in the state in more than 20 years. This announcement comes on the heels of Massachusetts' decision earlier this year to join New Hampshire and Maine in replacing the GED with the Educational Testing Service's (ETS) HiSET exam.
- Brief Discussion on upcoming WIOA regulation pertaining to Youth Vendors / OSY 75% threshold (it's the numbers, not the dollars per Ms. Sullivan-Jardim).
 - Can you advertise?—e.g., Billboards

8. STRATEGIC PLAN, DASHBOARD – *Bob Diehl*

- Mr. Diehl distributed the BAWIB Workforce Development Dashboard (FY15 2nd Quarter cumulative through December 31, 2014). Mr. gave a brief synopsis—We are in good shape with adults and Youth; this is a hand reference on where we are as an organization.
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9. FACILITY - Center for Workforce Development & Innovation – *Sheila Sullivan-Jardim*

- Ms. Sullivan-Jardim update:
 - Ready to sign the Purchase and Sale Agreement (P&S) – the owner's lawyer has signed-off on the P&S; just a few clarifications needed now (needs some of the checklist item to be checked off.
 - 1st Vendor to be doing work in the building after everything is finalized will be National Grid.
 - Design subcommittee currently working on color schemes and carpeting (Judy Langley of CareerWorks, and David Vincent, Rachel Cherry-Adams, Sheila Sullivan-Jardim of BAWIB).
 - BAWIB recently met with WB Mason to discuss furniture.
 - Ms. Sullivan-Jardim met with Mayor on February 4th.
 - Ms. Sullivan-Jardim recently met with John Murray regarding space for the Career Center (February 5th).
 - Ms. Sullivan-Jardim indicated that we are still waiting for grant results – for Wi-Fi and VOIP for the building

10. ADJOURNMENT - There being no more formal business a motion was made to adjourn the Management meeting at 4:26 p.m.

Next Meeting: March 5, 2015 - Location: BAWIB Business Center